

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	National Vector Borne Disease Control Programme DMRC building, Block no III, Delhi IT park, Shastri Park Delhi- 110053
		(ii) Head of the organization	Dr. P.K. Sen, Director
		(iii) Vision, Mission and Key objectives	Prevention & control of vector borne diseases as an integral part of the National Health Mission. The NVBDCP envisages a self-sustained and well informed, healthy India free

			from vector borne diseases with equitable access to quality health care services
		(iv) Function and duties	Technical & Financial Support to the States/UTs for implementation of activities for Prevention & control of six vector borne diseases (Malaria, Dengue, Chikungunya, Filaria, Japanese Encephalitis & Kala-azar) .
		(v) Organization Chart	<p>National Vector Borne Disease Control Programme, Dte.GHS, MOHFW, GOI - Headed by Director, NVBDCP</p> <p>Programme divisions & other divisions headed by Additional Directors/ Joint Directors</p> <p>Regional offices of Health & Family Welfare- 17 Headed by Regional Directors</p> <p>Director Health Services & State Programme Officers</p>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time	Earlier- National Malaria Eradication Programme (NMEP)

		have been dealt	Now- NVBDCP for prevention & control of vector borne diseases
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>1. Director NVBDCP- Head of programme</p> <p>2. Programme Division heads- Additional Director / Joint Director</p> <p>3. Joint Director/ Deputy Director/ Assistant Director/ Programme officers along with other regular & contractual officers, consultants & staff are posted in Divisions & work under the guidance of Division Heads.</p> <p>4. Monitoring & evaluation planning & coordination divisions headed by Additional Director.</p> <p>5. State/UT Nodal Officers- For co-ordination between state and centre.</p> <p>6. Other officers- Accounts Officer & Administrative officer</p>
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	As per GOI rules & regulations.
		(iv) Exercised	-do-

		(v) Work allocation	As per orders of Director
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Divisions put up matters to Director for approval. -Recommendations of various committees are put up to Director for approval. -Certain issues are referred to Dte.GHS, MOHFW & DoPT as the case maybe. -All decision making is done keeping in view the rules & regulations of Government of India.
		(ii) Final decision making authority	Director, NVBDCP Certain issues are referred to Dte.GHS, MOHFW & DoPT as the case maybe.
		(iii) Related provisions, acts, rules etc.	Rules, regulations and instructions issued by GOI from time to time
		(iv) Time limit for taking a decisions, if any	As per requirement/ instructions
		(v) Channel of supervision and accountability	All decision making, supervision & accountability is done keeping in view the rules & regulations of Government of India.
1.4	Norms for discharge	(i) Nature of functions/ services offered	-Technical & Financial support

	of functions [Section 4(1)(b)(iv)]		to States/UTs for Prevention and control of vector borne diseases -Formulation & dissemination of National guidelines for programme implementation in India. -Monitoring & evaluation of vector borne disease control programme in States & UTs.
		(ii) Norms/ standards for functions/ service delivery	As per guidelines or strategic plan/framework.
		(iii) Process by which these services can be accessed	Monitoring & evaluation There is monitoring & evaluation division headed by Additional Director
		(iv) Time-limit for achieving the targets	Different for different diseases
		(v) Process of redress of grievances	Grievances may be address to -Director, NVBDCP -Reporting officer -Staff welfare officer -Liaison officer for SC&ST -Committee on sexual harassment of women
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	As per GOI norms
		(ii) List of Rules, regulations, instructions manuals and records.	As per rules regulations and instruction issued by GOI from time to time

		(iii) Acts/ Rules manuals etc.	As per GOI Acts/ Rules
		(iv) Transfer policy and transfer orders	As per GOI norms
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Available on NVBDCP website http://nvbdcp.gov.in
		(ii) Custodian of documents/categories	NVBDCP
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	<ul style="list-style-type: none"> - Departmental promotion committee - MACP committee - Purchase committee - Condemnation committee - Technical advisory committee - Staff welfare officer - Committee on sexual harassment at work place - Liaison officer SC & ST - Expert groups for various technical issues
		(ii) Composition	As per approval of Director/DGHS/MoHFW
		(iii) Dates from which constituted	Different dates for various

			committees
		(iv) Term/ Tenure	As per approval for concerned committee
		(v) Powers and functions	As per approval for concerned committee
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	Nil
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Website http://nvbdcp.gov.in
		(ii) Telephone , fax and email ID	Website http://nvbdcp.gov.in
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Information is readily available on EIS(employee information system) under PFMS(Public finance management system)
		(ii) System of compensation as provided in its regulations	As per GOI norms
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CPIO (Administration) Dr. Sher Singh Kashyotia, Joint Director ,NVBDCP Tel. 22185949 nvbdcp.sher3@gmail.com CPIO (Technical) Dr. Sukhvir Singh, Joint Director, NVBDCP Tel. 22185951 sukhvir_nicd@yahoo.co.in

			First Appellate Authority Dr. P.K. Sen, Director NVBDCP, DMRC building, Block no III, Delhi IT park, Shastri Park, Delhi-110053 Tel. 22185936/37 nvbdcp.drpkisen@gmail.com
		(ii) Address, telephone numbers and email ID of each designated official.	As above
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Nil nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	nil nil nil https://dopt.gov.in/rti/proactive-disclosures/compendium-oms-notifications-rti-act
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		AS per GOI norms

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Disbursement and Proposed allocation is done as per Plan approval of National Health Mission on the basis of Plan and proposed expenditure by various States/UTs. web site http://nvbdcp.gov.in
		(ii) Budget for each agency and plan & programmes	The details may be seen at the official website of Dte. Of NVBDCP http://nvbdcp.gov.in
		(iii) Proposed expenditures	-do-
		(iv) Revised budget for each agency, if any	-do-
		(v) Report on disbursements made and place where the related reports are available	-do-
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Domestic Tour Budget 2016-17 – 65.00 lakhs 2017-18 – 40.00 lakhs No Budget Estimates was allocated for Foreign Tour Foreign visit if any is funded by WHO/MOH - their own funds.

		<p>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit</p>	<p>Domestic Tour Expenditure 2016-17 – 66.55 lakhs 2017-18 – 33.32 lakhs</p>
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>http://nvbdcp.gov.in</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	No specific subsidy is provided for any of the programme activities
		(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable
		(iv) Duration of the programme/ scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
2.4	Discretionary/non-discretionary grants[F.No.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	http://nvbdcp.gov.in
		(ii) Annual accounts of all legal entities who are provided grants	Not applicable

	1/6/2011-IR dt.15.04.2013]	by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not Applicable
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Nil However, the PAC paras included in the report published by MOHFW has been replied and action take report laid to the both houses of Parliament

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	No
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	Not applicable
		a) Members of the public in policy formulation/ policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	No
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not applicable
		(iii) Concession agreements.	Not applicable
(iv) Operation and maintenance manuals	Not applicable		
(v) Other documents generated as part of the implementation of the PPP	Not applicable		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not applicable		
(vii) Information relating to outputs and outcomes	Not applicable		
(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable		
(ix) All payment made under the PPP project	Not applicable		

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	http://nvbdcp.gov.in Contains information related to six vector borne disease control programme
		(ii) Outline the Public consultation process	Not in place
		(iii) Outline the arrangement for consultation before formulation of policy	'Expert group' & technical advisory in place
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	http://nvbdcp.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	http://nvbdcp.gov.in
		(ii) Printed format	National guidelines / National strategic plan & framework
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Guidelines/strategic plans/framework. See website http://nvbdcp.gov.in
		(ii) At a reasonable cost of the medium	Not applicable

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Guidelines/strategic plans/framework. Also see website http://nvbdcp.gov.in
		(ii) Vernacular/ Local Language	Yes
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Guidelines/strategic plans/framework are updated periodically. see http://nvbdcp.gov.in
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	http://nvbdcp.gov.in
		(ii) Name/ title of the document/record/ other information	http://nvbdcp.gov.in
		(iii) Location where available	http://nvbdcp.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	National Vector Borne Disease Control Programme, Dte. GHS, MOHFW,GOI DMRC building, Block no III, Delhi IT park, Shastri park, Delhi-110053
		(ii) Details of information made available	See web site for information http://nvbdcp.gov.in

		(iii) Working hours of the facility	9:30 AM – 6:00 PM
		(iv) Contact person & contact details (Phone, fax email)	See web site http://nvbdcp.gov.in
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Grievances may be address to -Director, NVBDCP -Reporting officer -Staff welfare officer -Liaison officer for SC&ST -Committee on sexual harassment of women
		(ii) Details of applications received under RTI and information provided	http://nvbdcp.gov.in
		(iii) List of completed schemes/ projects/ Programmes	http://nvbdcp.gov.in
		(iv) List of schemes/ projects/ programme underway	http://nvbdcp.gov.in
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	- Consultants & Supporting Staff on contractual basis for programme divisions - Secretarial Assistants for JE - MTS multi-tasking staff - AMC(Annual Maintenance Contract) -Contract of services like house to house survey etc.
		(vi) Annual Report	http://nvbdcp.gov.in
		(vii) Frequently Asked Question (FAQs)	http://nvbdcp.gov.in For FAQs on diseases

		(viii) Any other information such as a) Citizen's Charter	Our organization is about vector borne disease control programme. Relevant information available for all diseases on website http://nvbdcp.gov.in
		b) Result Framework Document (RFD)	M&E division & Programme divisions NVBDCP are doing monitoring & evaluation http://nvbdcp.gov.in
		c) Six monthly reports on the	http://nvbdcp.gov.in
		d) Performance against the benchmarks set in the Citizen's Charter	M&E division, NVBDCP is doing monitoring & evaluation http://nvbdcp.gov.in
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	http://nvbdcp.gov.in
		(ii) Details of appeals received and orders issued	http://nvbdcp.gov.in
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	P&C division, NVBDCP is forwarding draft material after approval of Director, NVBDCP to US/SO (VBD), MOHFW , GOI

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<p>CURRENT</p> <p>CPIO (administration) Dr. Sher Singh Kashyotia, Joint Director NVBDCP, DMRC building, Block no.3, IT park, Shastri Park Delhi-110053 Tel. 22185949 nvbdcp.sher3@gmail.com</p> <p>CPIO (technical) Dr. Sukhvir Singh, Joint Director NVBDCP, DMRC building, Block no. 3, IT park, Shastri Park Delhi-110053 Tel. 22185951- sukhvir_nicd@yahoo.co.in</p> <p>FAA Dr. P.K. Sen Director NVBDCP, DMRC building, Block no. 3, IT park, Shastri Park Delhi-110053 Tel. 22185936/37 nvbdcp.drpkisen@gmail.com</p>

			w.e.f. 01/01/2015 CPIOs- same as current CPIOs FAA –Dr.A.C. Dhariwal Director NVBDCP, DMRC building,Block no.3, IT park, Shastri Park Delhi-110053 Tel. 22185945 dracdhariwal@gmail.com
	(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Last audit report Final score – 5.71% Grade D
	(iii)	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Administrative Officer before 13/08/2018 Dr. Aruna Jain Additional Director, Head Administration w.e.f. 13/08/2018
	(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NIL
	(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NIL

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Please see web site http://nvbdcp.gov.in	Please see web site http://nvbdcp.gov.in
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	No No
