

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 its 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	Animal Quarantine and Certification Service Hessarghatta Bangalore - 560088, Karnataka, India Mob: 7411 2645 84 Email: aqcsbng-ka[at]nic[dot]in
		(ii) Head of the organization	Dr. Tapan Kumar Sahu, Joint Commissioner
		(iii) Vision, Mission and Key objectives	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iv) Function and duties	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

		(v) Organization Chart	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(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 have been dealt	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
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)	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(ii) Power and duties of other employees	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(iii) Rules/ orders under which powers and duty are derived and	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(iv) Exercised	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(v) Work allocation	Annexure 1.2 (V) (Fully met)
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(ii) Final decision making authority	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(iii) Related provisions, acts, rules etc.	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iv) Time limit for taking a decisions, if any	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met) in term of EXIM issue and for administrative issue, due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH

		(v) Channel of supervision and accountability	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(ii) Norms/ standards for functions/ service delivery	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iii) Process by which these services can be accessed	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iv) Time-limit for achieving the targets	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

		(v) Process of redress of grievances	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
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.	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(ii) List of Rules, regulations, instructions manuals and records.	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iii) Acts/ Rules manuals etc.	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iv) Transfer policy and transfer orders	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

		(ii) Custodian of documents/categories	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
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.	NA
		(ii) Composition	NA
		(iii) Dates from which constituted	NA
		(iv) Term/ Tenure	NA
		(v) Powers and functions	NA
		(vi) Whether their meetings are open to the public?	NA
		(vii) Whether the minutes of the meetings are open to the public?	NA
		(viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Dr. Tapan Kumar Sahu, (Joint Commissioner) Dr. Niveditha.S, Quarantine Inspector Sh. Atanu Koner, Lower Division Clerk. (Fully met)

		(ii) Telephone , fax and email ID	Tel: 080 - 22001351 Mob: 7411 2645 84 Email: aqcsbng-ka[at]nic[dot]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	Annexure 1.9 (Fully met)
		(ii) System of compensation as provided in its regulations	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

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	Dr. Tapan Kumar Sahu (Joint Commissioner), CPIO. (Fully met)
		(ii) Address, telephone numbers and email ID of each designated official.	Animal Quarantine and Certification Service, Hessarghatta Bangalore - 560088, Karnataka, India, Mob: 7411 2645 84. Email: aqcsbng-ka[at]nic[dot]in (Fully met)
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	NIL
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	NIL
		(iii) Training of CPIO/APIO	NIL
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NIL
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

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	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(ii) Budget for each agency and plan & programmes	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(iii) Proposed expenditures	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(iv) Revised budget for each agency, if any	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(v) Report on disbursements made and place where the related reports are available	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH

		(iii) Information related to procurements 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.	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
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2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Nil
		(ii) Objective of the programme	Nil
		(iii) Procedure to avail benefits	Nil
		(iv) Duration of the programme/ scheme	Nil
		(v) Physical and financial targets of the programme	Nil
		(vi) Nature/ scale of subsidy /amount allotted	Nil
		(vii) Eligibility criteria for grant of subsidy	Nil
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Nil
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars of recipients of concessions, permits or 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	Nil
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.	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH

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 thereof [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 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Nil
		(ii) Arrangements for consultation with or representation by 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	Nil
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Nil
		(ii) Detailed project reports (DPRs)	Nil
		(iii) Concession agreements.	Nil

		(iv) Operation and maintenance manuals	Nil
		(v) Other documents generated as part of the implementation of the PPP	Nil
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Nil
		(vii) Information relating to outputs and outcomes	Nil
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Nil
		(ix) All payment made under the PPP project	Nil

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	N.A
		(ii) Outline the Public consultation process	N.A
		(iii) Outline the arrangement for consultation before formulation of policy	N.A
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)	https://aqcsindia.gov.in (Fully met)
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	https://aqcsindia.gov.in (Fully met)
		(ii) Printed format	https://aqcsindia.gov.in (Fully met)

3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	https://aqcsindia.gov.in (Fully met)
		(ii) At a reasonable cost of the medium	

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	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(ii) Vernacular/ Local Language	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
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	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(ii) Name/ title of the document/record/ other information	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(iii) Location where available	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
4.4	Particulars of	(i) Name & location of the faculty	N.A

	facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available	N.A
		(iii) Working hours of the facility	N.A
		(iv) Contact person & contact details (Phone, fax email)	N.A

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(ii) Details of applications received under RTI and information provided	Annexure 4.5
		(iii) List of completed schemes/ projects/ Programmes	N.A
		(iv) List of schemes/ projects/ programme underway	N.A
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Due to functioning of AQCS Bengaluru under consortium of CEAH, the information is pertaining to CEAH
		(vi) Annual Report	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(vii) Frequently Asked Question (FAQs)	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		(viii) Any other information such as a) Citizen's Charter	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)
		b) Result Framework Document (RFD)	

		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	
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	Year: 2025-26 Total receipt : 14 Total disposed: 13
		(ii) Details of appeals received and orders issued	Year: 2025-26 Total receipt : 00 Total disposed: 00
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met)

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	(Fully met) Dr. Tapan Kumar Sahu (Joint Commissioner), CPIO, Email: aqcsbng-ka@nic.in For Administrative Matters 1. The Under Secretary (Admin.3) Room no. 346, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Krishi Bhawan, New Delhi - 110001, Email:soadm3@nic.in, Tel no: 011-23384960 For Trade Matters Deputy Commissioner (Trade) Room no 544, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Krishi Bhawan, New Delhi - 10001, Email: actrade-dadf@gov.in, Tel no: 01123097034

		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met) (Fully met)
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met) (Fully met)
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met) (Fully met)
		(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	https://aqcsindia.gov.in/Home/TransparencyAudit (Fully met) (Fully met)

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	https://aqcsindia.gov.in	Fully met
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?	https://aqcsindia.gov.in
