

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RITA 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 RITA Act and other related information can be grouped under six categories; namely, 1-organization 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. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Samagra Siksha Abhiyan Punjab
		(ii) Head of the organization	State Project Director-cum-Director General School Education.
		(iii) Vision, Mission and Key objectives	Annexure (A)
		(iv) Function and duties	The scheme of Samagra Shiksha Abhiyan is being implemented from Pre-Primary to Senior secondary level. The objective of the scheme is 100% school access, 100% enrollment of children in age group 4-18, 100% retention, zero dropout, quality education and enhanced learning outcomes.
		(v) Organization Chart	Annexure (B)
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)	As per Samagra Shiksha and Punjab Government Rules.
		(ii) Power and duties of other employees	As per Samagra Shiksha and Punjab Government Rules
		(iii) Rules/ orders under which powers and duty are derived and	As per Samagra Shiksha and Punjab Government Rules
		(iv) Exercised	As per Rules.
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	As per Samagra Shiksha and Punjab Government Rules
		(ii) Final decision making authority	The final decision making authority for the departmental matters is the Secretary School Education. however depending upon the significance nature of the matter , sometimes the decision is taken at the level C.M. or E.M.
		(iii) Related provisions, acts, rules etc.	As per Samagra Shiksha and Punjab Government Rules.
		(iv) Time limit for taking a decision,, if any	Within time period.
		(v) Channel of supervision and accountability	Supervision and monitoring done by the committee is contituted at state, district, block clustar and school level. Apart from this online weekly review meetings are being conducted of all officers under the chairmanship of secretary School education. Online supervision and monitoring software has been developed to monitor all schemes.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	As per Samagra Shiksha and Punjab Government Rules.
		(ii) Norms/ standards for functions/ service delivery	As per Samagra Shiksha and Punjab Government Rules
		(iii) Process by which these services can be accessed	Services are assessed through softwares and portals on the websites of the department (ssapunjab.org)
		(iv) Time-limit for achieving the targets	within time period

		(v) Process of redress of grievances	online grievance portal has been developed for this purpose. The information's generated through this portal is reveiwed on regular basis under the chairmanship of secretary school education.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/	As per Samagra Shiksha and Punjab Government Rules
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	As per Punjab Government Rules.
		(iv) Transfer policy and transfer orders	Online Teacher Transfer Policy is emplace in the department. Transfer are done on the basis of predefined criteria in a transparent manner. 21600 teachers have already availed the benefit out of 1.12 lac teachers (19.2%).
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	All types of records and documents relating to Samagra Shiksha Abhiyan.
		(ii) Custodian of documents/categories	Concerned component authority.
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.	Samgara Shiksha, DGSE, SCERT
		(ii) Composition	To ensure that all boys and girls complete free equitable and quality primary and secondary education leading to relevant and effective learning out comes" by 2030. The eliminate gender disparities in education and ensure equal excess to all levels of education and vocational training for all the vulnerable, including persons with disabilities, indigenou peoples and children vulnerable situations " by 2030 The society has constitute a General Body and Executive Body. Detail administrative set ups attached as Annexure (C) Annexure (D)
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b) (ix)]	(i) Name and designation	
		(ii) Telephone , fax and emailID	
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 (E)
		(ii) System of compensation as provided in its regulations	
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	Annexure (F)
		(ii) Address, telephone numbers and email ID of each designated official.	
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	As per rules of samagra and Punjab Government Rules.
		(i) Pending for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	These programme are attended as per the direction received from the concern department.
		(ii) Efforts to encourage public authority to participate in these programmers	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S.No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	Annexure (G)
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (i) Budget (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. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	NA
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any there on, 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. 	NA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) 	1 Post Matric Scholarship for SC students scheme (11 th and 12 th) 2 Post Matric Scholarship for Obc students scheme (11 th and 12 th) 3 Pre Matric scholarship for SC students scheme (IX and X) 4 Pre Matric scholarship for other backward classes (1 st to 10 th) 5 Pre Matric Scholarship whose parents are engaged in un-clean occupation (1 st to 10 th) 6 Upgradation of Merit of SC students scheme (9 th to 12 th) 7 National Means cum Merit Scholarship scheme (NMMSS) (SCERT) 8 National Talent Search Examination (NTSE) (SCERT)
2.4	Discretionary and non-discretionary grants.	<ul style="list-style-type: none"> (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities 	Annual budget is being received under samagra, MDM, ICT on 60:40 which is allocated to the schools as per guide lines of GOI. As per guidelines of Samgra & Government of Punjab.
		<ul style="list-style-type: none"> (i) Concessions, permits or authorizations granted by public authority 	NA

2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concessions, permit a) Eligibility criteria b) Procedure for getting permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NA
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Immediate Action is being taken on the report received of CAG & PAC paras been laid on the table of Administrator as per the directions.

Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
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)]	Arrangement for consultations with (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	All policies and programmes are being formulated with the consultation of stake holders that is representatives of various Government departments, School management committees parents teachers etc. The Punjab Education Development Act, 1998 was amended in the year 2007 to provide for establishment of Adarsh schools in the State of Punjab. The Punjab Education Development Board was also established in January, 2008 for this purpose. For the establishment of Adarsh schools under the Public Private Partnership (PPP Mode), 10 to 15 acres land was provided by the respective Gram Panchayats & given to Public Private Partners on the lease basis @ Rs. 50/- per acre, per year for 99 years. Presently there are 24 Adarsh Schools run by Punjab Education Development Board under the Public Private Partnership (PPP Mode) which are run by 7 Private Partners out of which 2 groups are Business Groups and 6 are Educational groups.
		(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	
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
(ix) All payment made under the PPP project			
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	Available on department website (ssapunjab.org)
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy.	
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)	Department Website ssapunjab.org

3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat	Websibe ssapunjab.org
		(ii) Printedformat	NA
3.5	Whether information manual/ handbook available freeof cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	ssapunjab.org
		(ii) At a reasonable cost of the medium	

4 E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	English
		(ii) Vernacular/ Local Language	Punjabi
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	30the September 2021
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available electronic form	Available on Webside ssapunjab.org Related to Education.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	AX(D)
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Department has a portal on which can be uploaded. where we dealt in on time hard manner.
		(ii) Details of applications received under RTI and information provided	344
		(iii) List of completed schemes/projects/ Programmes	Different types of schemes under DGSE Office.
		(iv) List of schemes/ projects/programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	we submit every year annual report to the Government of India.
		(vii) Frequently Asked Question(FAQs)	NA
		(viii) Any other information suchas a) Citizen'sCharter	NA
		c) Six monthly reports loaded on the website or not	NA
		d)Performance against the benchmarks set in theCitizen's Charter	NA
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	344 RTIs And 13 Appeals.
		(ii) Details of appeals received and orders issued	13
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Education Department has received 13 questions of Parliament from April 2020 to March 2021 whose reply has already been sent to the Govt. of India.

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Information as may be prescribed

S.No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	our CPIOs & First Appellate Authority has changed time to time. currently our First Appellate is Smt. Isha Kalia (IAS)
		(ii)	Details of third party audit of voluntary disclosure	Third party carried out on 02.09.2021
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Veena Verma (Superintendent)
			(a) Date of appointment (b) Name & Designation of the officers	
(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	NA		
	(a) Dates from which constituted (b) Name & Designation of the officers			
(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NA		
	(a) Dates from which constituted (b) Name & Designation of the Officers			

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Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All information are available on department website ssapunjab.org	ssapunjab.org