

आरटीआई मामला
अति तत्काल/समयबद्ध

महानिदेशालय
Directorate General
केन्द्रीय औद्योगिक सुरक्षा बल
Central Industrial Security Force
(गृह मंत्रालय)
(Ministry of Home Affairs)

ब्लॉक सं. 13 सी.जी.ओ. परिसर
Block No. 13, C.G.O. Complex,
लोधी रोड नई दिल्ली-110003
Lodhi Road, New Delhi - 110003

शाखा / Branch / परिचालन

पत्र सं.0-42065/परिचा/आरटीआई/ट्रांसप.ऑडिट. 2022-23/2023 2453 दिनांक 06 जून 2023.

INTER OFFICE NOTE

Subject:--Submission of self appraisal Form on CIC's portal for Transparency Audit under Section 4 of the RTI Act, 2005 Reg.

Please find enclosed herewith a message received from CIC dated 01.06.2023 vide which it has been requested to submit self appraisal form on CIC's portal for conducting third party audit for the year 2022-23 through software.

02. In this regard a prescribed Proforma provided by CIC (a copy of the self appraisal report submitted by CISF in previous year i.e. 2021-22 is enclosed for ready reference) is forwarded herewith duly marking the concerned branches against each point. However if any information does not pertain to the branch earmarked, the same may be forwarded to concerned branch for necessary action under intimation to Ops. Dte.

03. It is requested to provide comments with updated status of disclosure of same in public domain i.e. CISF website, to this Dte. by 12.06.2023 repeat 12.06.2023 for further necessary action. Matter may please be treated as **most urgent**.

Encls: As above.

(अखिलेश कुमार शुक्ला)
सहायक महानिरीक्षक परिचालन,

To

All AlsG:
AD, (Actts.):
DC, I & P:

Email

1357
01/6

AIG OPS

Fwd: Timelines for completing third party audit exercise for the year 2022-23**From :** DIG OPS AND NM CISF HQRS NEW DELHI <digops-nm@cisf.gov.in>

Thu, Jun 01, 2023 03:39 PM

1 attachment

Subject : Fwd: Timelines for completing third party audit exercise for the year 2022-23**To :** AIG OPS <aigops@cisf.gov.in>**From:** "Central Information Commission (no-reply@nic.in)" <no-reply@nic.in>**To:** digops-nm@cisf.gov.in**Sent:** Thursday, June 1, 2023 12:01:57 PM**Subject:** Timelines for completing third party audit exercise for the year 2022-23**Dear Sir/Madam,**

The timelines for completing third party audit exercise for the year 2022-23 are as under:-

1. The last date for submitting self appraisal form by Public Authorities on CIC's portal is 30.06.2023.
2. The last date for submitting audited report by training institute on CIC's portal is 31.07.2023.
3. The last date for submitting the recommendations/comments by Deputy Registrars of ICs of the Commission is 20.08.2023.

Accordingly, it is, therefore, requested to start the process of carrying out third party transparency audit exercise for the year 2022-23 through the software. For further clarification/query, if any, Shri U.S. Kanyal, Consultant Section Officer (Law), Shri Yogesh Kumar Gautam, Senior Assistant (Law) and Shri Rajeev Kumar Sah, Consultant may be contacted on 011-26181928, 011-26716023 and 011-26107030, respectively.

Regards**Central Information Commission****Baba Gangnath Marg, Munrika,
New Delhi - 110067****Unknown <application/octet-stream>**

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Organisation and Function Year (2022-23)

Sr. No	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met/ not applicable will be treated as fully met/partially met)	URL links / if any available in CISF website
		(Action by/ Branches Name)	
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	I & P	
1.1.1	Name and address of the Organization	I & P	
1.1.2	Head of the organization	I & P	
1.1.3	Vision, Mission and Key objectives	Ops.	
1.1.4	Function and duties	L&R	
1.1.5	Organization Chart	I&P	
	Any other details-the genesis, inception, formation of the department		
1.1.6	and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	I&P	
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	L&R	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Adm, Accts and L&R	
1.2.2	Power and duties of other employees	L&R	
1.2.3	Rules/ orders under which powers and duty are derived and	L&R	
1.2.4	Exercised		
1.2.5	Work allocation	Adm	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	Pers/Estt.	

Sr. No	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met/ not applicable will be treated as fully met/partially met)	URL links / if any available in CISF website
		(Action by/ Branches Name)	
1.3.1	Process of decision making Identify key decision making points	Estt.	
1.3.2	Final decision making authority	Estt.	
1.3.3	Related provisions, acts, rules etc.	Estt.	
1.3.4	Time limit for taking a decisions, if any	Estt.	
1.3.5	Channel of supervision and accountability	Estt.	
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	L&R	
1.4.1	Nature of functions/ services offered	L&R	
1.4.2	Norms/ standards for functions/ service delivery	L&R	
1.4.3	Process by which these services can be accessed	L&R	
1.4.4	Time-limit for achieving the targets	L&R	
1.4.5	Process of redress of grievances	Wel.	
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	L&R	
1.5.1	Title and nature of the record/ manual /instruction.	L&R	
1.5.2	List of Rules, regulations, instructions manuals and records.	L&R	
1.5.3	Acts/ Rules manuals etc.	L&R	
1.5.4	Transfer policy and transfer orders	Estt. & Pers.	

Sr. No	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met/ not applicable will be treated as fully met/partially met) (Action by/ Branches Name)	URL links / if any available in CISF website
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	Estt.	
1.6.1	Categories of documents	Estt.	
1.6.2	Custodian of documents/categories	Estt.	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Adm.	
1.7.1	Name of Boards, Council, Committee etc.	Adm.	
1.7.2	Composition	Adm.	
1.7.3	Dates from which constituted	Adm.	
1.7.4	Term/ Tenure	Adm.	
1.7.5	Powers and functions	Adm.	
1.7.6	Whether their meetings are open to the public?	Adm.	
1.7.7	Whether the minutes of the meetings are open to the public?	Adm.	
1.7.8	Place where the minutes if open to the public are available?	Adm.	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	Tech.	
1.8.1	Name and designation	Tech.	
1.8.2	Telephone , fax and email ID	Tech.	

Sr. No	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met/ not applicable will be treated as fully met/partially met) (Action by/ Branches Name)	URL links / if any available in CISF website
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]	Acctts.	
1.9.1	List of employees with Gross monthly remuneration	Acctts.	
1.9.2	System of compensation as provided in its regulations	Acctts.	
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]	Ops.	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Ops.	
1.10.2	Address, telephone numbers and email ID of each designated official.	Tech.	
1.11	No. Of employees against whom Disciplinary action has been proposed/taken[Section 4(2)]	L&R	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	L&R	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	L&R	
1.12	Programmes to advance understanding of RTI[Section 26]	Trg/Ops	
1.12.1	Educational programmes	Trg.	
1.12.2	Efforts to encourage public authority to participate in these programmes	Trg.	
1.12.3	Training of CPIO/APIO	Trg/Ops	

Sr. No	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met/ not applicable will be treated as fully met/partially met)	URL links / if any available in CISF website
	1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned	Ops	
	1.13 Transfer policy and transfer orders[F.No. 1/6/2011- IR dt. 15.4.2013]	Pers./Estt.	
	1.13.1 Transfer Policy And Transfer Orders[F.No. 1/6/2011- IR Dt. 15.4.2013]	Pers./Estt.	

Budget and Programme Year (2022-23)

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	Accts.	
2.1.1	Total Budget for the public authority	Accts.	
2.1.2	Budget for each agency and plan & programmes	Accts.	
2.1.3	Proposed expenditures	Accts.	
2.1.4	Revised budget for each agency, if any	Accts.	
2.1.5	Report on disbursements made and place where the related reports are available	Accts.	
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	Pers	

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
2.2.1	Budget	Accts.	
	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.		
2.2.2	(a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Pers.	
	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the		
2.2.3	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.	Tech.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Wel.	
2.3.1	Name of the programme of activity	Wel.	
2.3.2	Objective of the programme	Wel.	
2.3.3	Procedure to avail benefits	Wel.	
2.3.4	Duration of the programme/ scheme	Wel.	
2.3.5	Physical and financial targets of the programme	Wel.	
2.3.6	Nature/ scale of subsidy /amount allotted	Wel.	
2.3.7	Eligibility criteria for grant of subsidy	Wel.	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Wel.	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	Accts.	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Accts.	

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Acctts.	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	Wel.	
2.5.1	Concessions, permits or authorizations granted by public authority	Wel.	
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	Wel.	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	Acctts.	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Acctts.	
Publicity Band Public interface Year (2022-23)			
Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
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]	PRO	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	L&R	
3.1.2	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	Adm/Ops	

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
	publications frequently sought by RTI applicants		
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Adm	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Adm	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Wel	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Ops/Wroks	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Adm.	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Adm.	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Adm.	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Adm.	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Acctts.	
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]	PRO/Tech	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	PRO/Tech	
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	PRO/Tech	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the	PRO/Tech	

Sr. No Details of disclosure

Action by/ Branch Name

Remarks/ URL links /
if available in CISF
website

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)]

PRO/Tech

3.3.1 Use of the most effective means of communication - Internet (website)

PRO/Tech

3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

L&R

3.4.1 Information manual/handbook available in Electronic format

L&R

3.4.2 Information manual/handbook available in Printed format

L&R

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

L&R

3.5.1 List of materials available Free of cost

Tech.

3.5.2 List of materials available At a reasonable cost of the medium

Tech.

E-Governance Year (2022-23)

Sr. No Details of disclosure

Action by/
Branch Name

Remarks/ URL links /
if available in CISF
website

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1 English

L&R

4.1.2 Vernacular/ Local Language

4.2 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
4.2.1	Last date of Annual updation		
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]		
4.3.1	Details of information available in electronic form		
4.3.2	Name/ title of the document/record/ other information		
4.3.3	Location where available		
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]		
4.4.1	Name & location of the faculty		
4.4.2	Details of information made available	OPS	
4.4.3	Working hours of the facility		
4.4.4	Contact person & contact details (Phone, fax email)		
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)		
4.5.1	Grievance redressal mechanism	Wel	
4.5.2	Details of applications received under RTI and information provided	Ops	
4.5.3	List of completed schemes/ projects/ Programmes	Wel	
4.5.4	List of schemes/ projects/ programme underway	Wel	
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Proc & Prov.	
4.5.6	Annual Report	Proc & Prov.	
4.5.7	Frequently Asked Question (FAQs)	L&R	

Sr. No Details of disclosure

Action by/
Branch Name
Remarks/ URL links /
if available in CISF
website

4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter

Wel

4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

Ops

4.6.1 Details of applications received and disposed

Ops

4.6.2 Details of appeals received and orders issued

Ops

4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]

Int.

4.7.1 Details of questions asked and replies given

Int.

Information as may be prescribed Year (2022-23)

Sr. No Details of disclosure

Action by/
Branch Name
Remarks/ URL links /
if available in CISF
website

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]

5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

5.1.2 Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out

Ops.

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD - (a) Date of appointment , (b) Name & Designation of the officers

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers

5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information

Sr. No Details of disclosure

Action by/
Branch Name

Remarks/ URL links /
if available in CISF
website

under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers

Information Disclosed on own Initiative Year (2022-23)

Sr. No	Details of disclosure	Action by/ Branch Name	Remarks/ URL links / if available in CISF website
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All Branches	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		
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, Publ		
6.2.1	Whether STQC certification obtained and its validity	Tech.	
6.2.2	Does the website show the certificate on the Website?		

A FRAMEWORK FOR TRANSPARENCY AUDIT 2021-2022

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)	URL Links/ If available in CISF website
1	2	3	4	5
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully Met Available on CISF website under sub link 'Contact us'.	www.cisf.gov.in/cisfeng/ and www.cisf.gov.in/cisfeng/contact_us/
		(ii) Head of the organization	Available on CISF website under sub link 'DGs Desk'	www.cisf.gov.in/cisfeng/chief-desk-messages/
		(iii) Vision, Mission and Key objectives	Available on CISF website under sub link 'Home'	www.cisf.gov.in/cisfeng/cisf_policies/
		(iv) Function and duties	Available on CISF website under sub link 'Act → CISF Rules (Chapter-II)'	www.cisf.gov.in/cisfeng/cisf-rules/
		(v) Organization Chart	Available on CISF website under sub link 'Organizational Chart'	www.cisf.gov.in/cisfeng/cisf-organizational-chart/
		(vi) i. Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as--	Available on CISF website under sub link 'Coffee Table Book'	www.cisf.gov.in/cisf-coffee-table-book-2018/
		ii. the committees/ Commissions constituted from time to time have been dealt	Not Applicable (Fully Met) No such Boards, Councils, Committees and other Bodies constituted in CISF being Armed Force of the Union & exempted under Section 24 of RTI Act 2005.	---

1	2	3	4	5
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	Powers and duties of officers (administrative, financial and judicial) Power and duties of other employees Rules/ orders under which powers and duty are derived and Exercised Work allocation	Fully Met Available on CISF website under sub link 'Act → CISF Rules (Chapter-II)' Available on CISF website under sub link 'Act → Section 10 of CISF Act' Available on CISF website under sub link 'Act → Section 10 of CISF Act' Available on CISF website under sub link 'Act → CISF Rules (Chapter-II)'	www.cisf.gov.in/cisfeng/rules/ www.cisf.gov.in/cisfeng/cisf-act-2/ www.cisf.gov.in/cisfeng/cisf-act-2/ www.cisf.gov.in/cisfeng/cisf-act-2/ www.cisf.gov.in/cisfeng/cisf-rules/ www.cisf.gov.in/cisfeng/cisf-act-2/ , and www.cisf.gov.in/cisfeng/cisf-rules/
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	i. Process of decision making Identify key decision making points ii. Final decision making authority iii. Related provisions, acts, rules etc. iv. Channel of supervision and accountability v. Time limit for taking a decisions, if any	Fully Met Available on CISF website under sub-link 'Act → 'CISF Act & CISF Rules'.	www.cisf.gov.in/cisfeng/ , and www.cisf.gov.in/cisfeng/induction-producer/
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	Fully Met Available on CISF website under sub-link 'About us and Induction Procedure'.	www.cisfapp.cisf.gov.in/empcorner/login.php www.cisf.gov.in/cisfeng/cisf-act-2/ , and www.cisf.gov.in/cisfeng/cisf-rules/
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. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	Fully Met Available on CISF website under sub-link 'Act → 'CISF Act & CISF Rules'.	www.cisf.gov.in/cisfeng/cisf-act-2/ , and www.cisf.gov.in/cisfeng/cisf-rules/ www.cisf.gov.in/cisfeng/posting/