

Annexe-I

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 22 Sham NathMarg, Delhi- 110054	Fully met
		(ii)	Head of the organization Dr. Neeraj Dhingra, Director	Fully met
		(iii)	Vision, Mission and Key objectives The National Vector Borne Disease Control Programme (NVBDCP) is an umbrella programme for prevention and control of six Vector Borne Diseases (VBDs) viz.Malaria, Dengue, Chikungunya, Japanese Encephalitis (JE), Kala-azar and Lymphatic Filariases. Out of these, three disease namely Malaria, Kala-azar and Lymphatic Filariases are targeted for elimination, whereas Dengue, Chikungunya	Fully met

			and Japanese Encephalitis (JE) are outbreak prone disease as an integral part of National Health Mission.	
		(iv) Function and duties	Technical & Financial Support to the States/UTs for implementation of activities for Prevention & disease control of six vector borne diseases (Malaria, Dengue, Chikungunya, Filariasis, Japanese Encephalitis & Kala-azar) in India.	Fully met
		(v) Organization Chart	National Vector Borne Disease Control Programme, Dte.GHS, MOHFW, GOI - Headed by Director, NVBDCP Programme Divisions & other divisions headed by Additional Directors/ Joint Directors Regional offices of Health & Family Welfare- 17 Headed by Senior Regional Directors Director Health Services & State Programme Officers	Fully met
		(vi) Any other details- the genesis, inception, formation of the department and the HoDs from time to time as	To begin with the organization was working as National Malaria Eradication Programme (NMEP) Now NVBDCP is looking after prevention & control of all vector borne diseases in India.	Fully met

		well as the committees/ Commissions constituted from time to time have been dealt		
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)	<ol style="list-style-type: none"> 1. Director, NVBDCP, Head of Programme. 2. Programme Divisions/ Additional Director/ Joint Directors. 3. Deputy Director/ Assistant Directors/ Programme Officers alongwith other regular staff and contractual staff, consultants and staff posted in to each Divisions working under the guidance of Additional Director. 4. 4. Monitoring and evaluation planning's and coordination divisions headed by Additional Director. 5. State/UT Nodal Officers for co-ordination between States and Centre. 6. Other Officers, Accounts Officer and Administrative Officer. 	
		(ii) Power and	Execution of work	

		duties of other employees	and administration division.	Fully met
		(iii) Rules/ orders under which powers and duty are derived and	As per rules regulations and instruction issued by GOI from time to time	Fully met
		(iv) Exercised		Fully met
		(v) Work allocation	As per Directors Orders.	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	As decision making Authority is Director NVBDCP, all Divisions/Sections put up matters to Director for approval. -Recommendations of various committees are put	Fully met

			<p>up to Director for approval.</p> <p>-Certain issues are referred to Dte.GHS, MOHFW & DoPT as the case maybe.</p> <p>-All decision making, supervision & accountability is done keeping in view the rules & regulations of Government of India.</p>	
		(ii) Final decision making authority	<p>Director, NVBDCP</p> <p>Certain issues are referred to Dte.GHS, MOHFW & DoPT as the case maybe.</p>	Fully met
		(iii) Related provisions, acts, rules etc.	<p>Rules regulations and instruction issued by GOI from time to time</p>	Fully met
		(iv) Time limit for taking a decisions, if any	<p>Not in practice as yet</p>	Fully met
		(v) Channel of supervision and accountability	<p>All decision making, supervision & accountability is done keeping in view the rules & regulations of Government of India.</p>	Fully met
1.4	<p>Norms for discharge of functions [Section 4(1)(b)(iv)]</p>	(i) Nature of functions/ services offered	<p>-Prevention and control of vector borne diseases.</p> <p>-Formulation of National guidelines for programme implementation in India.</p> <p>-Monitoring & evaluation of vector borne disease control programme in States & UTs.</p>	Fully met
		(ii) Norms/ standards for functions/ service delivery	<p>As per guidelines or national strategic plan/framework.</p>	Fully met
		(iii) Process by which these services can be accessed	<p>Monitoring & evaluation</p> <p>There is monitoring & evaluation division headed by Joint Director.</p>	Fully met
		(iv) Time-limit for	<p>Different for different</p>	Fully met

		achieving the targets	diseases	
		(v) Process of redress of grievances	Grievances may be address to -Director, NVBDCP -Chief Welfare Office/ Welfare officer -Liaison officer for SC&ST -Committee on sexual harassment of women	Fully met
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.	No such manual Employees work under the guidance and supervision of division heads & other officers and consultants	Fully met
		(ii) List of Rules, regulations, instructions manuals and records.	As per rules regulations and instruction issued by GOI from time to time	Fully met
		(iii) Acts/ Rules manuals etc.	Nil	Fully met
		(iv) Transfer policy and transfer orders	Nil	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	See `documents' on website http://nvbdcp.gov.in	Fully met
		(ii) Custodian of documents/categories	See `documents' on website http://www.nvbdcp.gov.in	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of	(i) Name of Boards, Council, Committee etc.	Website http://nvbdcp.gov.in Go to ` Human Resource' & `Contact us'	Fully met
		(ii) Composition	As per Director's approval	Fully met
		(iii) Dates from		Fully met

	the Public Authority [Section 4(1)(b)(viii)]	which constituted		
		(iv) Term/ Tenure	As per rules of GOI	Fully met
		(v) Powers and functions	As per rules of GOI	Fully met
		(vi) Whether their meetings are open to the public?	No	Fully met
		(vii) Whether the minutes of the meetings are open to the public?	No	Fully met
		(viii) Place where the minutes if open to the public are available?	No	Fully met
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Website http://nvbdcp.gov.in Go to 'Human Resource' & 'Contact us'	Fully met
		(ii) Telephone, fax and email ID	As above	Fully met
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)	Fully met
		(ii) System of compensation as provided in its regulations	As per GOI norms	Fully met
1.10	Name, designation and other particulars of public information officers [Section	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) &	Sh. P.S. Rahate, Research Officer/CPIO. Tel-23921074 Email: parvin.rahate@gov.in Dr.(Mrs.) Nupur Roy, Additional Director/Nodal Officer RTI	Fully met

	4(1) (b) (xvi)]	(ii) Appellate Authority	Tel-20832246 Email:- nupur.roy59@nic.in Dr. Neeraj Dhingra Director/Appellate Authority Tel-20832217 Email:- neeraj.dhingra60@gov.in	
		(iii) Address, telephone numbers and email ID of each designated official.	As above	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	Fully met
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	nil	Fully met
		(ii) Efforts to encourage public authority to participate in these programmes	nil	Fully met
		(iii) Training of CPIO/APIO	Will be planned	Fully met
		(iv) Update & publish guidelines on		Fully met

		RTI by the Public Authorities concerned		
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		nil	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	Website http://nvbdcp.gov.in Go to ` Documents' & see `budget'	Fully met
		(ii) Budget for each agency and plan & programmes	As per ROP	Fully met
		(iii) Proposed expenditures	-do-	Fully met
		(iv) Revised budget for each agency, if any	-do-	Fully met
		(v) Report on disbursements made and place where the related reports are available	Website http://nvbdcp.gov.in Go to ` Documents' & see `budget'	Fully met
2.2	Foreign and	(i) Budget	Website	Fully met

	domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)	(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	http://nvbdcp.gov.in	Fully met
		(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	Website http://nvbdcp.gov.in	Fully met

		the total amount at which such procurement or works contract is to be executed.		
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		
		(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)		
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		
		(ii) Annual accounts of all		

		legal entities who are provided grants 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		
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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 		
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.		

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 (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		
		(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 authorisation 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	NIL	
		(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)	http://nvbdcp.gov.in	Fully Met
3.4	Form of accessibility of information manual/handbook [Section	Information manual/handbook available in (i) Electronic format	http://nvbdcp.gov.in	Fully Met
		(ii) Printed format	National guidelines / National strategic plan & framework	Fully Met

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

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	Manual/handbook not available See web site for information http://nvbdcp.gov.in	Fully Met
		(ii) Vernacular/ Local Language	NIL	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	See web site for information http://nvbdcp.gov.in	Fully Met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	See web site for information http://www.nvbdcp.gov.in	Fully Met
		(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	(i) Name & location of the faculty	National Vector Borne Disease Control Programme, 22 Sham NathMarg, Delhi-110054	Fully Met
		(ii) Details of information made available	See web site for information http://nvbdcp.gov.in	Fully Met

	4(1)(b)(xv)]	(iii) Working hours of the facility	9:30 AM – 6:00 PM	Fully Met
		(iv) Contact person & contact details (Phone, fax email)	<p>Sh. P.S. Rahate, Research Officer/CPIO. Tel-23921074 Email: parvin.rahate@gov.in</p> <p>Dr.(Mrs.) Nupur Roy, Additional Director/Nodal Officer RTI Tel-20832246 Email: -nupur.roy59@nic.in</p> <p>Dr. Neeraj Dhingra Director/Appellate Authority Tel-20832217 Email:- neeraj.dhingra60@gov.in</p>	Fully Met
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	Fully Met
		(ii) Details of applications received under RTI and information provided	See web site for information http://nvbdcp.gov.in	Fully Met
		(iii) List of completed schemes/ projects/ Programmes		
		(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		
		(vi) Annual Report	No separate reports are published	
		(vii) Frequently Asked Question (FAQs)	NIL	
		(viii) Any other information such as a) Citizen's Charter	NIL	
		b) Result Framework Document (RFD)	NIL	
		c) Six monthly reports on the	NIL	
		d) Performance against the benchmarks set in the Citizen's Charter	NIL	
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		
		(ii) Details of appeals received and orders issued		
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		

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
		<p><u>Current CPIO & FAAs</u></p> <p>Sh. P.S. Rahate, Research Officer/CPIO.</p> <p>Tel-23921074 Email: pravin.rahate@gov.in</p> <p>Dr.(Mrs.) Nupur Roy, Additional Director/Nodal Officer RTI</p> <p>Tel-20832246 Email:- nupur.roy59@nic.in</p> <p>Dr. Neeraj Dhingra Director/Appellate Authority</p> <p>Tel-20832217 Email:- neeraj.dhingra60@gov.in</p> <p><u>Earlier CPIO & FAAs from 1.1.2015</u></p> <p>CPIO (administration) Dr. Sher Singh Kashyotia, Joint Director NVBDCP, 22 ShamnathMarg Delhi-110054 Tel. 22185949 Email- nvbdcp.sher3@gmail.com</p> <p>-CPIO (technical) Dr. Sukhvir Singh, Joint Director NVBDCP, 22 ShamnathMarg Delhi-110054 Tel. 22185951 Email-</p>	

			<p>sukhvir_nicd@yahoo.co.in</p> <p>-Appellate Authority(1st) Dr. P.K. Sen, Director NVBDCP, 22 ShamnathMarg Delhi-110054 Tel. 22185936/37 Email- nvbdcp.drpkse@gmail.com</p>	
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out (b) Report of the audit carried out</p>	<p>March2021</p>	<p>Fully Met</p>
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment (b) Name & Designation of the officers</p>	<p>Dr. Nupur Roy, Additional Director Nodal Officer w.e.f. 16/03/2020</p>	<p>Fully Met</p>
		<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name & Designation of the officers</p>	<p>NIL</p>	<p>Fully Met</p>
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to</p>	<p>NIL</p>	<p>Fully Met</p>

		<p>identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p>		
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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://www.nvbdc.gov.in	Please see web site http://nvbdc.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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	Yes the guidelines for Indian Government Websites (GIGW) is followed.	Fully Met

