

## Annexure-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	OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CX, RANCHI, Central Revenue Building, 5A, Main Road, Ranchi – 834001	Fully met
		(ii) Head of the organization	Shri Satyendra Kumar Singh, Principal Commissioner	Fully met
		(iii) Vision, Mission and Key objectives	Please follow the link: <a href="http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre">http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre</a>	Fully met
		(iv) Function and duties	<a href="http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre">Please follow the link: http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre</a>	Fully met
		(v) Organization Chart	Please follow the link: <a href="http://cgstranchi.gov.in">http://cgstranchi.gov.in</a>	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	<a href="http://www.cbic.gov.in/htdocs-cbec/whoweare/whoweare?pageID=1-1">Please follow the link: http://www.cbic.gov.in/htdocs-cbec/whoweare/whoweare?pageID=1-1</a>	Fully met

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 derived from the CGST Act, 2017	Fully met
		(ii) Power and duties of other employees	As derived from the CGST Act, 2017	Fully met
		(iii) Rules/ orders under which powers and duty are derived and	As derived from the CGST Act, 2017	Fully met
		(iv) Exercised	As derived from the CGST Act, 2017	Fully met
		(v) Work allocation	Work is distributed among the employees by the head of organisation i.e. Principal Commissioner.	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	All decisions are made as per the CGST Act, 2017, after discussion with the concern department heads, members and employees by the head of organisation i.e. Principal Commissioner.	Fully met
		(ii) Final decision-making authority	As per the CGST Act, 2017 and Rules framed under CGST Act, 2017	Fully met
		(iii) Related provisions, acts, rules etc.	As per the CGST Act, 2017 and Rules framed under CGST Act, 2017	Fully met
		(iv) Time limit for taking a decision, if any	As per the CGST Act, 2017.	Fully met
		(v) Channel of supervision and accountability	<a href="http://cgstranchi.gov.in">Please follow the link: http://cgstranchi.gov.in</a>	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<a href="http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-cttre">Please follow the link: http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-cttre</a>	Fully met
		(ii) Norms/ standards for functions/ service delivery	As per the CGST Act, 2017 & As per Citizen's Charter	Fully met
		(iii) Process by which these services can be accessed	CPGRAM	Fully met
		(iv) Time-limit for achieving the targets	CPGRAM	Fully met
		(v) Process of redress of grievances	CPGRAM	Fully met
1.5	Rules, regulations, instructions	(i) Title and nature of the record/ manual/instruction.	The CGST Act, 2017	Fully met

	manual and records for discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	The CGST Act, 2017 and Rules framed under CGST Act, 2017	Fully met
		(iii) Acts/ Rules manuals etc.		Fully met
		(iv) Transfer policy and transfer orders	For the Group A decided by Board (CBIC). And for other cadres, decided by the Chief Commissioner Office, Ranchi Zone, Patna.	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	N/A	Fully met
		(ii) Custodian of documents/categories	Head of organisation i.e. Principal Commissioner.	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.	Central Board of Indirect taxes and Customs	Partially met
		(ii) Composition	As mentioned in CBIC Website	Partially met
		(iii) Dates from which constituted	As mentioned in CBIC Website	Partially met
		(iv) Term/ Tenure	As mentioned in CBIC Website	Partially met
		(v) Powers and functions	As mentioned in CBIC Website	Partially met
		(vi) Whether their meetings are open to the public?	As mentioned in CBIC Website	Partially met
		(vii) Whether the minutes of the meetings are open to the public?	As mentioned in CBIC Website	Partially met
		(viii) Place where the minutes if open to the public are available?	As mentioned in CBIC Website	Partially met
1.8	Directory of officers and employees [Section 4(1)(b) (ix)]	(i) Name and designation	Please follow the link: <a href="http://cgstranchi.gov.in">http://cgstranchi.gov.in</a>	Fully met
		(ii) Telephone, fax and email ID	Please follow the link: <a href="http://cgstranchi.gov.in">http://cgstranchi.gov.in</a>	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	Please follow the link: <a href="http://cgstranchi.gov.in">http://cgstranchi.gov.in</a>	Fully met
		(ii) System of compensation as provided in its regulations	As per CCS (CCA)Pay Rules	Fully met

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)
1.10	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	FAA – M V Badari Prasad, Additional Commissioner	Fully met
			CPIO – Binoy Kumar Singh, Assistant Commissioner	Fully met
		(ii) Address, telephone numbers and email ID of each designated official.	<a href="http://cgstranchi.gov.in">Please follow the link: http://cgstranchi.gov.in</a>	Fully met
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	(i) No. of employees against whom disciplinary action has been pending for Minor penalty or major penalty proceedings	There are 2 Vigilance cases which are under process	Fully met
		(ii) No. of employees against whom disciplinary action has been finalised for Minor penalty or major penalty proceedings	Pending with Authority	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	As per guidelines from CBIC, Delhi.	Partially met
		(ii) Efforts to encourage public authority to participate in these programmes	Regular Training & Workshops held by the CBIC, NACIN Patna and Ranchi.	Partially met
		(iii) Training of CPIO/APIO		
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Regular Intervals	Partially met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	As per the policy of CCA, Ranchi CGST & CX Zone, Patna.		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	As per CBIC Norms.	Fully met
		(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		
2.2	Foreign and	(i) Budget	N/A	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		
		(iii) Information related to procurements	<a href="http://www.cbic.gov.in/htdocs-">Please follow the link: http://www.cbic.gov.in/htdocs-</a>	
		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,		
		<a href="http://www.cbic.gov.in/htdocs-">http://www.cbic.gov.in/htdocs-</a>		Fully met

		c) The works contracts concluded – in any such combination of the above-and	<a href="http://cbec/tender/tenders-idx">cbec/tender/tenders-idx</a>	
		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity	N/A	Partially met
		(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	N/A	Partially met
		(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	(i) Concessions, permits or authorizations granted by public authority	N/A	Partially met
		(ii) For each concessions, permit or authorization granted		
		a) Eligibility criteria		
		b) Procedure for getting the concession/ grant and/ or permits of authorizations		

	[Section 4(1) (b) (xiii)]	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.	No such type of cases pending so pendency is NIL	N/A

### 3. Publicity and 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	Arrangement for consultations with or representation by the members of the public	The CGST Act, 2017 and Rules framed under CGST Act, 2017	Fully met
	the members of the public in relation to the formulation of policy or implementation there of [Sec. 4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013]	(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		
		(ii) Arrangements for consultation with or representation by		
		a) Members of the public in policy formulation/ policy implementation	Members of the Trade/Public can contact the head of organization on any working day for consultation with or representation.	Fully met
		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)	N/A	Partially met
		(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;	Yes, through CBIC website and Ranchi CGST website, Public Notice, trade notice, office order, and as per provisions of CGST Act, 2017	Partially met
		(i) Policy decisions/ legislations taken in the previous one year	As per provisions of CGST Act, 2017	Partially met
		(ii) Outline the Public consultation process	N/A	Partially met
		(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	<a href="http://cgstranchi.gov.in/">http://cgstranchi.gov.in/</a>	Fully met
		(i) Internet (website)		
	Form of accessibility of	Information manual/handbook available in	E mail/Ranchi CGST website	Fully met



3.4	information manual/ handbook [Section 4(1)(b)]	(i) Electronic format		
		(ii) Printed format	Office letter, PN, Trade notice/ office order	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	<a href="http://www.cbic.gov.in">Please follow the link: http://www.cbic.gov.in</a>	Fully met
		(i) Free of cost		
		(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 and Hindi (bilingual)	<a href="http://www.cbic.gov.in">Please follow the link: http://www.cbic.gov.in</a>	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 up-dation	N/A	Partially met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The structure, functions and organization details are available on the website of Ranchi Commissionerate i.e. <a href="http://cgstranchi.gov.in/">http://cgstranchi.gov.in/</a>	Fully met
		(ii) Name/ title of the document/record/ other information		Fully met
		(iii) Location where available		<a href="http://cgstranchi.gov.in/">http://cgstranchi.gov.in/</a>
4.4	Particulars of facilities available to citizen for facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<a href="http://www.cbic.gov.in">Please follow the link: http://www.cbic.gov.in</a>	Fully met
		(ii) Details of information made available	All relevant information available.	Fully met
		(iii) Working hours of the facility	24 Hours	Fully met
		(iv) Contact person & contact details (Phone, fax email)	<a href="http://cgstranchi.gov.in">Please follow the link: http://cgstranchi.gov.in</a>	Fully met
		(i) Grievance redressal mechanism	CPGRAM	Fully met.

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	Fully met.	Fully met.
		(iii) List of completed schemes/projects/ Programmes	N/A	Partially met
		(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		
		(vii) Frequently Asked Question (FAQs)		
		(viii) Any other information such as	Please follow the link: <a href="http://www.cbic.gov.in/htdocs-cbec/whoware/ctzen-cthre">http://www.cbic.gov.in/htdocs-cbec/whoware/ctzen-cthre</a>	Fully met.
		a) Citizen's Charter		
		b) Result Framework Document (RFD)	N/A	Partially met
		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 (From 01.04.2019)	Received- 331	Fully met
			Disposed- 329	
		(ii) Details of appeals received and orders issued (From 01.04.2019)	Received- 4	
			Disposed- 4	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met	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)
		(i) Name & details of	FAA – M V Badari Prasad, Additional Commissioner	

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]	(a) Current CPIOs & FAAs	CPIO – Binoy Kumar Singh, Assistant Commissioner	Fully met
		(b) Earlier CPIO & FAAs from 1.1.2015	FAA - Monika A Batra, Additional Commissioner	
			CPIO – Arvind Kumar, Assistant Commissioner	
		(ii) Details of third-party audit of voluntary disclosure	No such third party audits of voluntary disclosure conducted	Fully met
		(a) Dates of audit carried out		
		(b) Report of the audit carried out		
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	No such Officers are appointed at the level of this Office	Fully met
		(a) Date of appointment		
		(b) Name & Designation of the officers		
		(iv) Consultancy committee of key stake holders for advice on suo-moto disclosure	N/A	Partially met
		(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	No such Committee is formed at the Commissionerate Office level	Not met
		(a) Dates from which constituted		
		(b) Name & Designation of the Officers		

## 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)
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6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information has been given on the website <a href="https://cgstranch.gov.in">https://cgstranch.gov.in</a>		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.	No STQC Certification has been awarded as yet.	Not met
		(ii) Does the website show the certificate on the Website?		