

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	Directorate Of Film Festivals.
		(ii) Head of the organization	Sh. Chaitanya Prasad, ADG ,DFF
		(iii) Vision, Mission and Key objectives	DFF organizes and implements the following events and programmes to promote Indian cinema :- The National Film Awards and the Dadasaheb Phalke Award, International Film Festival of India (IFFI), Selection of films for Indian Panorama And it also Participate in Cultural Exchange Programmes and organizing screening of Indian films through our Missions abroad.
		(iv) Function and duties	https://dff.gov.in/AboutDFF.aspx

		(v) Organization Chart	https://dff.gov.in/SiriKeyPlan.aspx
		(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	https://dff.gov.in/SiriBook.aspx Booking of Siri Fort Auditorium.
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)	Powers of Head of the Department, Head of Office and DDO are as specified in the GFR. Work allocation of officers are uploaded on DFF Website: https://dff.gov.in/WhoIsWho.aspx
		(ii) Power and duties of other employees	No Powers are allocated or delegated to other employees of the Directorate.
		(iii) Rules/ orders under which powers and duty are derived and	CCS Rule
		(iv) Exercised	CCS Rule

		(v) Work allocation	Details available on DFF Website
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 taken based on the rules and regulations issued by/procedure followed in the Govt. of India. Decision on all financial matters are taken at the level of ADG(DFF)
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Standard norms for discharge of functions as followed in the central Govt. offices are also followed in the Directorate of Film Festival.
		(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	
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.	Rules, Regulations, etc. issued by the Govt. Of India are followed in the DFF also.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	1. Documents/Files/Register related to CCW for Siri Fort Auditorium maintenance 2. Budget & Expenditure related files. 3. Cash book, Valuable Register, Salary & income tax , TDS records, Expenditure Control and relevant records/registers 4. Bill payment records and relevant registers.
		(ii) Custodian of documents/categories	

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.	Not Applicable
		(ii) Composition	
		(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	(i) Name and designation	https://dff.gov.in/RTI.aspx
		(ii) Telephone , fax and email ID	

	[Section 4(1) (b) (ix)]		
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 (ii) System of compensation as provided in its regulations	https://dff.gov.in/RTI.aspx
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 (ii) Address, telephone numbers and email ID of each designated official.	Appellate Authority:- Sh. Chaitanya Prasad, Additional Director General (DFF) Tele No. 26499398 E-Mail : dir[dot]dff[at]gov[dot]in & dir[dot]dff[at]gmail[dot]com CPIO: Ms. Tanu Rai, Deputy Director Tel No. 26499386 E-Mail : tanu[dot]dff[at]gov[dot]in, dff[dot]tanurai[at]gmail[dot]com Directorate of Film Festivals Ministry of Information and Broadcasting Government of India Siri fort Auditorium Complex, August Kranti Marg, New Delhi- 110049
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable

	(Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	CPIO Keeps track with the latest development in respect of RTI
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Directorate of Film Festivals is a small subordinate department under the Ministry of Information and Broadcasting hence no transfer policy exists in DFF. However, transfer is done in DFF as per functional requirement of the organization.

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)]	<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 	https://dff.gov.in/images/Budget/BUDGET19-20.pdf
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	<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 	https://dff.gov.in/images/Budget/BUDGET19-20.pdf

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>1 AMC of Websites: Solarman Engineering Project Private Ltd.Delhi Amount: 7,25,700/-</p> <p>2 AMC of Repair of Computers & its Peripherals: Hazel Systems Pvt.Ltd.Delhi Amount: 2,32,814/-</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/ scheme</p> <p>(v) Physical and financial targets of the programme</p> <p>(vi) Nature/ scale of subsidy /amount</p>	<p>https://dff.gov.in/CitizenCharter.aspx</p>

		allotted	https://dff.gov.in/CitizenCharter.aspx
		(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	Not Applicable
		(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	Not Applicable
		(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	
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.	Not Applicable

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)]	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	All policy and decisions are taken by Ministry of information and Broadcasting.
		(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	
	[F No 1/6/2011-IR dt. 15.04.2013]	Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(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	Not Applicable
		(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)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of</p>	All policies/important decisions are included in the Annual Report of the DFF and the Annual Report is uploaded in the DFF website. Hence the policies/decisions are in public domain.

		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)	Most of the common information is available on DFF Website.
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes available on DFF Website
		(ii) Printed format	Yes available on DFF Website
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Yes
		(ii) At a reasonable cost of the medium	Not applicable

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 (ii) Vernacular/ Local Language	Hindi and English.
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	Regulations of International Film Festival Of India, Indian Panorama And National Film Awards are updated annually with the approval of Ministry of Information and Broadcasting.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	The information is updated at DFF Website(https://dff.gov.in/)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	All related information is available in DFF Website (https://dff.gov.in/) Working hours of the facility 9.30 AM to 6.00 PM. https://dff.gov.in/Contact.aspx

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	There is an internal complaints committee to consider grievance of individual. Usually about 3 applications a month are received on services/administrative matters and are disposed of by the DFF.
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	<ol style="list-style-type: none"> 1. National film Awards & Festival(NFF) 2. International film festival of India (IFFI) 3. Selection of Indian Panorama Films 4. Participation in Foreign Film Festivals Abroad (PFF) 5. Cultural Exchange Programmes in India and Abroad(CEP) 6. Special Programmes 7. Print Collection and Documentation 8. Booking of Sirifort Auditorium Complex
		(iv) List of schemes/ projects/ programme underway	NIL
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<p>1 AMC of Websites: Solarman Engineering Project Private Ltd.Delhi Amount: 7,25,700/-</p> <p>2 AMC of Repair of Computers & its Peripherals: Hazel Systems Pvt.Ltd.Delhi Amount: 2,32,814/-</p>
		(vi) Annual Report	https://dff.gov.in/AnnualReport.aspx
		(vii) Frequently Asked Question (FAQs)	Not Applicable.

		(viii) Any other information such as a) Citizen's Charter	https://dff.gov.in/CitizenCharter.aspx
		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	On the average about 2-3 Application received and disposed. All these applications and appeals have been disposed of.
		(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	Mostly information is sought on service/administrative matters and occasionally on miscellaneous related to the DFF.

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	(a)Current CPIOs & FAAs : Ms. Tanu Rai, Deputy Director(Admin) b) Earlier CPIO & FAAs : Indrani Boss Deputy Director(Admin)
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Xiarch solution Pvt ltd. Date :8th may 2017 to 20th june 2017 Report of audit carried out : 24 th june 2017
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not Applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Every Divisional Head and Unit Heads are updating the information relating to them which includes suo-moto disclosure.

	<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p>	<p>Every request for Rti and first appeal are being duly attended by the concerned.</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		All the information available on DFF Website (https://dff.gov.in/)

6.2	<p>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>	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>STQC certification are not available.</p> <p>Yes website show the certificate of SSL. And its validity 20.01.2020 to 19.01.2021</p>
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