

# Third Party Transparency Audit Report of

**SAURASHTRA GRAMIN BANK**

**Head Office:**

**3rd / 4th Floor, Suraj Plaza – 1, Sayajiganj, Vadodara – 390005**

By

**MD. ABDUR RAJJAQUE**

Deputy Registrar

&

Nodal Officer-RTI

**YEAR**  
**2024 - 25**



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

**Ghani Khan Choudhury Institute of Engineering and Technology**

**गनी खान चौधरी इंजीनियरिंग और प्रौद्योगिकी संस्थान**

(A Centrally Funded Technical Institute (CFTI) under Ministry of Education, Govt. of India) (निक्षा मंत्रालय, भारत सरकार के तहत सीएफटीआई)

**Narayanpur, Malda, West Bengal-732141**

# **Third Party Transparency Audit Report of**

## **SAURASHTRA GRAMIN BANK**

**Head Office: 3rd / 4th Floor, Suraj Plaza – 1, Sayajiganj, Vadodara –  
390005**

**Year: 2024-25**

### **Audit Summary**

To minimize the necessity for citizens to file formal RTI applications, **Section 4(2) of the Right to Information Act, 2005** mandates that every **Public Authority (PA)** proactively disseminate comprehensive information to the public at regular intervals. This dissemination should leverage diverse communication platforms, with a particular emphasis on accessibility through the **internet**.

In alignment with the **Department of Personnel and Training (DoPT)** guidelines, as referenced in **OM No. 1/6/2011-IR dated 07/11/2019**, all Public Authorities are required to undergo an **annual Third-Party Audit** of their proactive disclosure practices under **Section 4 of the RTI Act**. This mechanism serves to enhance institutional **accountability, openness, and citizen empowerment** by fostering greater transparency in governance.

**The following thematic areas are expected to be addressed comprehensively in the proactive disclosure content available on the Public Authority's official website:**

- 1. Details of Organizational Structure and Functional Mandate**
  - Information about the institution's vision, mission, duties, and organizational hierarchy.
- 2. Financial Information and Programme Implementation**
  - Budget allocations, financial statements, and status of schemes and projects.
- 3. Public-Oriented Information Dissemination**
  - Communication in formats and languages that are easily understandable and widely accessible to all citizens.
- 4. E-Governance and Digital Initiatives**
  - Details of online services, ICT applications, and digitization efforts undertaken by the authority.
- 5. Statutory Disclosures Prescribed by the Authority**
  - Any additional disclosures mandated under internal policies or governing regulations.
- 6. Voluntary Disclosure of Information**
  - Proactive publication of information without waiting for formal requests, reflecting a culture of openness.

## Audit Objectives:

**The principal objectives of conducting this Third-Party RTI Transparency Audit are as follows:**

- ❖ To review and assess the nature, scope, and accuracy of information proactively disclosed by the Public Authority in accordance with the provisions of the Right to Information Act, 2005.
- ❖ To evaluate the adequacy, clarity, and accessibility of the disclosed information vis-à-vis the statutory requirements laid down under Section 4 of the RTI Act.
- ❖ To identify existing gaps, deficiencies, or inconsistencies in the current proactive disclosure practices that may hinder transparency or public access to information.
- ❖ To provide actionable recommendations and strategic guidance aimed at strengthening compliance with Section 4 obligations, thereby enhancing institutional transparency and accountability.

## Audit Methodology:

The audit process was conducted based on a thorough review of the **Self-Appraisal Report (SAR)** submitted by **SAURASHTRA GRAMIN BANK**, along with a comprehensive evaluation of the content available on its official public portal. The assessment was carried out in accordance with the **guidelines prescribed by the Central Information Commission (CIC), New Delhi**, specifically focusing on compliance with the proactive disclosure requirements outlined under **Sections 4(1), 4(2), 4(3), and 4(4) of the RTI Act, 2005**.

Each relevant component of the **SAURASHTRA GRAMIN BANK's** website was critically examined during the **online transparency audit**, and structured feedback was provided on the presentation, completeness, and accessibility of the disclosed information. The audit further entailed a gap analysis to pinpoint areas requiring enhancement.

The findings from this evaluation have been synthesized to develop a set of **conclusions and actionable recommendations**, aimed at improving the **SAURASHTRA GRAMIN BANK's** adherence to the statutory transparency norms.

## **Observations and Recommendations:**

The audit reveals that **SAURASHTRA GRAMIN BANK** has made commendable efforts in aligning its website content with the **Central Information Commission (CIC) Guidelines** pertaining to proactive disclosure under the RTI Act. A substantial amount of relevant information is accessible through the **SAURASHTRA GRAMIN BANK's** public portal. However, there remains **scope for enhancement** to ensure more comprehensive transparency and ease of information access. The following observations and recommendations are submitted for consideration:

- **Improved Norms and Standards Disclosure:**

To strengthen internal transparency and public accountability, the **Organization/Institute/Establishment's** is advised to **publish detailed information regarding operational norms, procedures, and standards** followed in service delivery. Additionally, **priority should be given to providing content in the local/vernacular language** to promote inclusivity and accessibility for diverse user groups.

- **Employee Directory Completeness (Parameter 1.8.2):**

The directory of employees currently lacks essential contact information such as **telephone numbers, fax numbers, and email IDs**. This information should be prominently included to meet disclosure norms and facilitate direct communication with stakeholders.

- **Addressing Grading Deficiencies:**

The Organization/Institute/Establishment's is encouraged to thoroughly review the **section-wise audit gradings** marked as "**Partially Met**" or "**Not Met**" and take **targeted corrective actions** to bring each parameter to a "**Fully Met**" status. This will significantly improve the overall transparency rating.

**Date: 20.05.2025**



**(MD. ABDUR RAJJAQUE)**

**Deputy Registrar & Nodal Officer-RTI  
Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET)  
Narayanpur, Malda, West Bengal 732141**

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## Self appraisal report for Year (2024-25)

**Auditor Agency: Md Abdur Rajjaque(Ghani Khan Choudhury Institute of Engineering (GKCEIT), Malda)**

**Ministry Name: Ministry of Finance**

**Department Name: Department of Financial Services**

**Public Authority Name: Saurashtra Gramin Bank**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.28	OK
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.28	OK
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.28	OK
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.28	OK
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.28	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.6	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	Fully Met	1.28	1.28	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20I%20Board%20level%20Committee.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20I%20Board%20level%20Committee.pdf</a> <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20II%20Details%20of%20Chairman.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20II%20Details%20of%20Chairman.pdf</a>	Fully Met	1.28	OK
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.2.4	Work allocation	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.54	OK
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.54	OK
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.54	OK
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20III%20Time%20Limit%20for%20taking%20decisions.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20III%20Time%20Limit%20for%20taking%20decisions.pdf</a> <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20IV%20Customers'%20Rights%20Policy.pdf">https://www.gujaratgb.in/webdata/RTI/</a>	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					SGB/Annexure%20-%20V%20Banking%20Ombudsman%20Policy.pdf <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20VI%20Frequent%20Dishonor%20of%20Cheque%20and%20Electronic%20Payment%20System%20Policy.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20VI%20Frequent%20Dishonor%20of%20Cheque%20and%20Electronic%20Payment%20System%20Policy.pdf</a> <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20VII%20Compensation%20Policy.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20VII%20Compensation%20Policy.pdf</a>			
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.54	OK
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="https://www.gujaratgb.in/we">https://www.gujaratgb.in/we</a>	Partially Met	0.77	FULLY REQUIRED



[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.1	Categories of documents	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	3.85	OK
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	3.85	OK
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20I%20Board%20level%20Committee.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20I%20Board%20level%20Committee.pdf</a>	Fully Met	0.96	OK
1.7.2	Composition	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					B/sgbaudit.pdf			
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	0.96	OK
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Directory.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Directory.pdf</a>	Fully Met	3.85	OK
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Directory.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Directory.pdf</a>	Partially Met	1.93	FULLY REQUIRED
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Dire">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XIII%20Dire</a>	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	ctory.pdf <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20XIV%20-%2012th%20BPS_compressed.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20-%20XIV%20-%2012th%20BPS_compressed.pdf</a> <a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XV%20-9th%20Joint%20note.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XV%20-9th%20Joint%20note.pdf</a>	Fully Met	3.85	OK
<b>1.10</b>	<b>Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]</b>							
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20IX%20name%20&amp;%20designation%20of%20CPIO,%20PIO.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20IX%20name%20&amp;%20designation%20of%20CPIO,%20PIO.pdf</a>	Fully Met	3.85	OK
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20IX%20name%20&amp;%20de">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20IX%20name%20&amp;%20de</a>	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					signation%20of%20CPIO,%20PIO.pdf			
<b>1.11</b>	<b>Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)</b>							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	3.85	OK
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	3.85	OK
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	1.92	OK
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	7.69	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					bdata/RTI/SG B/sgbaudit.pdf			
<b>Total</b>			<b>100</b>	<b>100</b>		<b>100</b>	<b>97</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.1.6	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 the total amount at which such procurement or works contract is to be executed.	Fully Met	10	10.00	https://www.gujaratgb.in/webdata/RTI/SG B/Annexure%20XI%20Tender%20Details.pdf	Fully Met	10.00	OK
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
2.2.2	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	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit							
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	OK
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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.	Not Applicable	0	0	empty	Not Met	0	FULLY REQUIRED
<b>Total</b>			<b>10</b>	<b>10</b>		<b>150</b>	<b>10</b>	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>3</b>	<b>Publicity and Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	12.50	OK
3.1.2	a) Arrangements for consultation with or representation by 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	Fully Met	12.5	12.50	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	12.50	OK
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.10	Public- Private Partnerships (PPP) - The process	Not Applicable	0	0	empty	Not Applicable	0	OK



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	of the selection of the private sector party (concessionaire etc.)							
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
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	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	0	empty	Not Applicable	0	OK
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 arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	50.00	OK
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	25.00	OK
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					B/sgbaudit.pdf			
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://www.gujaratgb.in/webdata/RTI/SG B/sgbaudit.pdf	Fully Met	25.00	OK
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://www.gujaratgb.in/webdata/RTI/SG B/sgbaudit.pdf	Fully Met	25.00	OK
<b>Total</b>			<b>175</b>	<b>175</b>		<b>175</b>	<b>175</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	Hindi	Fully Met	9.52	9.52	https://cic.gov.in/sites/default/files/rti-actinhindi.pdf	Partially Met	4.76	FULLY REQUIRED
4.1.2	English	Fully Met	9.52	9.52	https://cic.gov.in/sites/default/files/RTI-Act_English.pdf	Fully Met	9.52	OK
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://cic.gov.in/sites/default/files/rti-actinhindi.pdf	Fully Met	9.52	OK
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://cic.gov.in/sites/default/files/RTI-Act_English.pdf https://www.gujaratgb.in/webd	Fully Met	28.57	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ata/RTI/SGB/s gbaudit.pdf			
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	9.52	OK
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	9.52	OK
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	7.14	OK
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	7.14	OK
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.g ujaratgb.in/we bdata/RTI/SG B/sgbaudit.pdf	Fully Met	7.14	OK
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.g ujaratgb.in/we bdata/RTI/SG B/Annexure%	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20IX%20name%20&%20designation%20of%20CPIO,%20PIO.pdf			
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	4.10	OK
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	4.10	OK
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XI%20Tender%20Details.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XI%20Tender%20Details.pdf</a>	Fully Met	4.10	OK
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XI%20Tender%20Details.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XI%20Tender%20Details.pdf</a>	Fully Met	4.10	OK
4.5.5	Annual Report	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20XI%20Tender%20Details.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%</a>	Fully Met	4.10	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20XII%20Annual%20Report.pdf			
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	4.10	OK
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	4.10	OK
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	14.29	OK
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	14.29	OK
<b>4.7</b>	<b>Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	28.57	OK
<b>Total</b>			<b>200</b>	<b>200</b>		<b>200</b>	<b>195</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%">https://www.gujaratgb.in/webdata/RTI/SGB/Annexure%</a>	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20IX%20name%20&%20designation%20of%20CPIO,%20PIO.pdf <a href="http://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20X%20Earlier%20CPIO%20&amp;%20FAA.pdf">http://www.gujaratgb.in/webdata/RTI/SGB/Annexure%20X%20Earlier%20CPIO%20&amp;%20FAA.pdf</a>			
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	20.00	OK
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	Fully Met	20	20.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	20.00	OK
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	Fully Met	20	20.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	20.00	OK
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	20.00	OK
<b>Total</b>			<b>100</b>	<b>100</b>		<b>100</b>	<b>100</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]</b>							
6.1.1	Item / information disclosed so that public have	Fully Met	25	25.00	<a href="https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf">https://www.gujaratgb.in/webdata/RTI/SGB/sgbaudit.pdf</a>	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	minimum resort to use of RTI Act to obtain information				ujaratgb.in/webdata/RTI/SG B/sgbaudit.pdf			
<b>6.2</b>	<b>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)</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	OK
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	OK
<b>Total</b>			<b>25</b>	<b>25</b>		<b>25</b>	<b>25</b>	
<b>Grand Total</b>			<b>610</b>	<b>610</b>		<b>750</b>	<b>602</b>	