

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 ➤ Micro, Small and Medium Enterprises, Development Institute, Ministry of MSME. 22 Godam, Indl. Estate.	Not Applicable
		(ii) Head of the organization ➤ Sh. M.K. Saraswat, Director	Not Applicable
		(iii) Vision, Mission and Key objectives ➤ See annexure 1.1.1	Not Applicable
		(iv) Function and duties A) Advising the Government in policy formulation for the promotion and development of MSMEs.	Not Applicable

		<p>B) Providing techno-economic and managerial consultancy, common facilities and extension services to MSMEs.</p> <p>C) Providing facilities for technology upgradation, modernisation, quality improvement and infrastructure.</p> <p>D) Developing Human Resources through training and skill upgradation.</p> <p>E) Providing economic information services.</p> <p>F) Maintaining a close liaison with the Central Ministries,</p> <p>G) Planning Commission, State Governments, Financial Institutions and other Organisations concerned with development of MSMEs.</p> <p>H) Evolving and coordinating Policies and Programmes for development of MSMEs as ancillaries to large industries.</p>																																																	
		<p>(v) Organization Chart</p> <p style="text-align: center;">Director</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="3" style="text-align: center;">Technical</td> </tr> <tr> <td style="width: 33%;">DD(Mech.)-I</td> <td style="width: 33%;">DD(Mech.)-II</td> <td style="width: 33%;">AD(Mech.)-Gr-II</td> </tr> <tr> <td></td> <td></td> <td>AD(IMT)-Gr-II</td> </tr> <tr> <td></td> <td></td> <td>AD(EI)-Gr-II</td> </tr> <tr> <td></td> <td></td> <td>AD(L/F)-Gr-II</td> </tr> <tr> <td></td> <td></td> <td>AD(Met.)-Gr-II</td> </tr> <tr> <td></td> <td></td> <td>Instructor</td> </tr> <tr> <td></td> <td></td> <td>Draftsman</td> </tr> <tr> <td></td> <td></td> <td>S.W-Gr-II</td> </tr> <tr> <td colspan="3" style="text-align: center;">Administration</td> </tr> <tr> <td colspan="3" style="text-align: center;">A.D.(Admn.)-Gr-II</td> </tr> <tr> <td colspan="3" style="text-align: center;">Office Supdt.</td> </tr> <tr> <td colspan="3" style="text-align: center;">U.D.C.</td> </tr> <tr> <td colspan="3" style="text-align: center;">L.D.C.</td> </tr> <tr> <td colspan="3" style="text-align: center;">Stenographer</td> </tr> <tr> <td colspan="3" style="text-align: center;">M.T.S.</td> </tr> </table>	Technical			DD(Mech.)-I	DD(Mech.)-II	AD(Mech.)-Gr-II			AD(IMT)-Gr-II			AD(EI)-Gr-II			AD(L/F)-Gr-II			AD(Met.)-Gr-II			Instructor			Draftsman			S.W-Gr-II	Administration			A.D.(Admn.)-Gr-II			Office Supdt.			U.D.C.			L.D.C.			Stenographer			M.T.S.			Not Applicable
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		<p>(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.</p> <p>➤ As per DC(MSME), New Delhi instructors received from them to time.</p>	Not Applicable
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>➤ All the administrative and financial powers of the office are vested with the Director, MSME-DI, Jaipur</p>	Not Applicable
		<p>(ii) Power and duties of other employees</p> <p>➤ As per the instructors of the Director, the duties are discharged by the officers & employees of the office.</p>	Not Applicable
		<p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>➤ The powers and duties of this are derived from the MSME Act, 2006.</p>	Not Applicable
		<p>(iv) Exercised</p> <p>➤ As per the instructions of the Director and the O/o DCMSME, New Delhi (headquarter).</p>	Not Applicable
		<p>(v) Work allocation</p> <p>➤ Work is allotted by the headquarter and the same are further distributed by the Director among all the officers and staffs.</p>	Not Applicable
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making points</p> <p>➤ By the Director under the guidance of the headquarter office.</p>	Not Applicable
		<p>(ii) Final decision making authority</p> <p>➤ Director, MSME and O/o DC(MSME), New Delhi as per the nature of work.</p>	Not Applicable

		(iii) Related provisions, acts, rules etc. ➤ MSMED Act, 2006.	Not Applicable
		(iv) Time limit for taking a decisions, if any. ➤ At the earliest and as per the scheduled time fixed by the headquarter office.	Not Applicable
		(v) Channel of supervision and accountability ➤ As per the organizational chart of this office.	Not Applicable
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered ➤ To provide technical knowhow to existing and prospective entrepreneur, to organise training programmes, common facilities services and to render other kind of entrepreneurial support services.	Not Applicable
		(ii) Norms/ standards for functions/ service delivery ➤ As per MSMED Act, 2006	Not Applicable
		(iii) Process by which these services can be accessed a) through internet(www.msmedijaipur.gov.in) b) through physical visit to office.	Not Applicable
		(iv) Time-limit for achieving the targets ➤ As per the nature of the work and scheduled time fixed by the Director and the Headquarter office	Not Applicable
		(v) Process of redress of grievances a) online (through Internet Grievance Monitoring System(IGMS)) b) offline (through physical visit to the office)	Not Applicable
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. ➤ Record/manual/instructions are maintained as per the instructions of O/o DCMSME.	Not Applicable
		(ii) List of Rules, regulations, instructions manuals and records. ➤ Can be accessed through the web link https://msme.gov.in/Act-and-rules/rules-0	Not Applicable

		(iii) Acts/ Rules manuals etc. ➤ MSMED Act, 2006.	Not Applicable
		(iv) Transfer policy and transfer orders ➤ Being maintained by Headquarter office.	Not Applicable
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents ➤ List of Office Orders, Circulars, Notifications, letters, Registers, resolutions, proceedings of the meetings, memorandums and other relevant documents etc. (Example: Register of Files, Register of Registers, Employee Attendance Register, Accounts related registers, RTI registers).	Not Applicable
		(ii) Custodian of documents/categories ➤ Director, Assistant Director(Admn.) and Drawing and Disbursing Officer	Not Applicable
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. ➤ State Level Advisory Board(SLAB)	Not Applicable
		(ii) Composition ➤ Annexure 1.7.1	Not Applicable
		(iii) Dates from which constituted ➤ 01/04/2018	Not Applicable
		(iv) Term/ Tenure ➤ 2 years	Not Applicable
		(v) Powers and functions ➤ See Annexure 1.7.2	Not Applicable
		(vi) Whether their meetings are open to the public? ➤ Yes	Not Applicable

		(vii) Whether the minutes of the meetings are open to the public? ➤ Yes	Not Applicable
		(viii) Place where the minutes if open to the public are available? ➤ Available at office	Not Applicable
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation ➤ As per list enclosed. Annx 1.8.1	Not Applicable
		(ii) Telephone , fax and email ID ➤ 0141-220553, 0141-2210553, 2388900 dcdi-jaipur@dcmsme.gov.in	Not Applicable
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. ➤ As per Annxure 1.9.1	Not Applicable
		(ii) System of compensation as provided in its regulations ➤ CGA scale	Not Applicable
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 ➤ Shri Sanjay Meena, Asstt. Director (CPIO) ➤ Director, MSME-DI, Jaipur (Appellate Authority)	Not Applicable
		(ii) Address, telephone numbers and email ID of each designated official. ➤ MSME-DI, manojsaraswat1963@gmail.com 2210553, 2388900, dcdi-jaipur@dcmsme.gov.in	Not Applicable
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.	Not Applicable
		(ii) Finalised for Minor penalty or major penalty proceedings ➤ NIL.	Not Applicable

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes ➤ NIL.	Not Applicable
		(ii) Efforts to encourage public authority to participate in these programmes ➤ NIL.	Not Applicable
		(iii) Training of CPIO/APIO ➤ Training of nodal officer of RTI was organised on 08/11/2016. Director MSME-DI, Jaipur attended.	Not Applicable
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned Available online at office website and available at office.	Not Applicable
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	➤ By headquarter office.	Not Applicable

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 ➤ a) Plan fund(2017-18) – INR 1,10,95,720 b) Non-plan fund(2017-18) – INR 4,40,46,000 c) Total budget – INR 5,79,86,946	Partially met
		(ii) Budget for each agency and plan & programmes ➤ See annexure 2.1.1	Partially met
		(iii) Proposed expenditures ➤ INR 4,53,000 for FY 2018-19	Not Applicable
		(iv) Revised budget for each agency, if any ➤ INR 4,68,91,226	Fully met
		(v) Report on disbursements made and place where the related reports are available ➤ All reports on disbursement are available at office.	Not Applicable
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget ➤ INR 4,76,226	Fully met
		(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 As per Annexure 2.2.1	Not Applicable
		(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	Not Applicable

		<p>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>➤ NIL.</p>	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity</p> <p>➤ Subsidy for Domestic trade fair, Subsidy for International trade fair, Subsidy for Bar code registrant (discontinued from 8th Jan 2018) under Marketing Assistance and Technology Upgradation (MATU) scheme (presently has been merged with International cooperation scheme of MoMSME).</p>	Not Applicable
		<p>(ii) Objective of the programme</p> <p>➤ As per Annx 2.3.2</p>	Not Applicable
		<p>(iii) Procedure to avail benefits</p> <p>➤ As per Annx 2.3.2</p>	Not Applicable
		<p>(iv) Duration of the programme/ scheme</p> <p>➤ As per Annx 2.3.2</p>	Not Applicable
		<p>(v) Physical and financial targets of the programme</p> <p>➤ As per Annx 2.3.3</p>	Not Applicable
		<p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>➤ As per Annx 2.3.3</p>	Not Applicable
		<p>(vii) Eligibility criteria for grant of subsidy</p> <p>➤ As per Annx 2.3.2</p>	Not Applicable
		<p>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</p> <p>➤ As per Annx 2.3.3</p>	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	<p>(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</p> <p>➤ NIL</p>	Not Applicable
		<p>(ii) Annual accounts of all legal entities who are provided grants by public authorities</p>	Not Applicable

		➤ NIL	
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.	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 ➤ Not applicable.	Not Applicable
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, However CAG audit are being done by the A.G office after closure of financial year and para raised by them. The reply has given on the basis of work done by this office. ➤ See Annexure 2.6.1	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)] [F No 1/6/2011-IR dt. 15.04.2013]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens ➤ Can be accessed through www.dcmsme.gov.in</p> <p>(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation On case to case basis b) Day & time allotted for visitors All working days and working hours c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants ➤ By CPIO, Shri Sanjay Meena as per the scheduled time of RTI.</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any ➤ Not Applicable</p> <p>(ii) Detailed project reports (DPRs) ➤ Not Applicable</p> <p>(iii) Concession agreements. ➤ Not Applicable</p> <p>(iv) Operation and maintenance manuals ➤ Not Applicable</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>

		<p>(v) Other documents generated as part of the implementation of the PPP. ➤ Not Applicable</p>	Not Applicable
		<p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government. ➤ Not Applicable</p>	Not Applicable
		<p>(vii) Information relating to outputs and outcomes ➤ Not Applicable</p>	Not Applicable
		<p>(viii) The process of the selection of the private sector party (concessionaire etc.) ➤ Not Applicable</p>	Not Applicable
		<p>(ix) All payment made under the PPP project ➤ Not Applicable</p>	Not Applicable
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 ➤ Available at Headquarter office</p>	Not Applicable
		<p>(ii) Outline the Public consultation process ➤ Available at Headquarter office</p>	Not Applicable
		<p>(iii) Outline the arrangement for consultation before formulation of policy ➤ Available at Headquarter office</p>	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website) ➤ Available at www.dcsmse.gov.in and www.msmedijaipur.gov.in</p>	Not Applicable

3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format ➤ Available at www.dcmsme.gov.in	Not Applicable
		(ii) Printed format ➤ Maintained by this office.	Not Applicable
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.	Not Applicable
		(ii) At a reasonable cost of the medium ➤ Reasonable price if it is demanded in hard copy.	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 ➤ Yes.	Not Applicable
		(ii) Vernacular/ Local Language ➤ Not available.	Not Applicable
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 ➤ 25/04/2018	Not Applicable

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form ➤ Schemes, Annual Report, District Profile, Contacts details etc.	Not Applicable
		(ii) Name/ title of the document/record/ other information ➤ Available	Not Applicable
		(iii) Location where available ➤ dcmsme.gov.in	Not Applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty ➤ Information counter/facilitation center at MSME-Jaipur at the entrance.	Not Applicable
		(ii) Details of information made available ➤ Information on activities of office are available at www.dcmsme.gov.in and www.msmedijaipur.gov.in and at office	Not Applicable
		(iii) Working hours of the facility ➤ 9.30 A.M to 6.00 P.M.	Not Applicable
		(iv) Contact person & contact details (Phone, fax email) ➤ Shri R.S. Dahiya, Asstt. Director, MSME-DI, Jaipur. 2388900, 0141-2210553	Not Applicable
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism ➤ Internet Grievances Monitoring System-MSME.	Not Applicable
		(ii) Details of applications received under RTI and information provided ➤ As per Annx. 4.5.1	Not Applicable
		(iii) List of completed schemes/ projects/ Programmes ➤ As per Annexure 4.5.2	Not Applicable
		(iv) List of schemes/ projects/ programme underway ➤ Schemes/projects/programmes mentioned in Annexure 4.5.2 are underway in this financial year also.	Not Applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract ➤ In FY 2018-19 the contract for AMC of computers and other IT	Not Applicable

		items has been given to globe computers and solutions. The value of contract is INR 78,600/- and the contract is valid upto 31.03.2019.	
		(vi) Annual Report ➤ As per Annexure 4.5.3	Not Applicable
		(vii) Frequently Asked Question (FAQs) ➤ As per Annexure 4.5.4	Not Applicable
		(viii) Any other information such as a) Citizen's Charter ➤ Available on the information facilitation counter.	Not Applicable
		b) Result Framework Document (RFD) ➤ Not available.	Not Applicable
		c) Six monthly reports on the ➤ Not available.	Not Applicable
		d) Performance against the benchmarks set in the Citizen's Charter ➤ Achieved 100%	Not Applicable
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 Complied. ➤ As per Annx 4.5.1	Not Applicable
		(ii) Details of appeals received and orders issued Disposed off. ➤ As per Annx 4.5.1	Not Applicable
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given ➤ All the replies have been given.	Not Applicable

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 ➤ Shri Sanjay Meena, AD(EI) (b) Earlier CPIO & FAAs from 1.1.2015 ➤ Shri V.D. Meena/Sh. M.K. Meena.	Not Applicable
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out ➤ Not Applicable.	Not Applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment ➤ 08.11.2016 (b) Name & Designation of the officers ➤ Shri M.K. Saraswat, Director.	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 ➤ N/A.	Not Applicable
		(v) 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 ➤ N/A.	Not Applicable

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	➤ Efforts are being made to put all the records on the site so that RTI information may be minimised.	Not Applicable
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>➤ Yes & validity is 1 year.</p> <p>(ii) Does the website show the certificate on the Website?</p> <p>➤ Complied.</p>	Not Applicable
