

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	MercantileMarine Department Deep Bhavan, 3rd Floor, Pandit Nehru Marg, Jamnagar - 361008
		(ii) Head of the organization	Surveyor In Charge
		(iii) Vision, Mission and Key objectives	Vision : Being an allied office of the D.G. Shipping, the vision of this office is to strengthen the Flag State Administration in

			<p>order to promote Maritime Safety and Environmental Protection within the Jurisdiction.</p> <p>Mission : Implementation of various Rules and Regulations under the provisions of Merchant Shipping Act and relevant IMO instruments, National Legislation to achieve safe, efficient and secure Shipping within the jurisdiction.</p> <p>Key Objectives :</p> <ol style="list-style-type: none"> 1. Surveys/Inspections, Audits and Certification functions. 2. Continual Improvement in the delivery of services within the jurisdiction.
		(iv) Function and duties	<ol style="list-style-type: none"> 1. Planning and Management of Surveys/Inspections/ Audits of Ports and Merchant Ships. 2. Exercising powers as per the Delegation of Powers as Head of office. 3. Conducting of Casualty

			<p>& Marine Incident Investigation within the jurisdiction as per the directives of the D.G. Shipping & P.O. MMD, Kandla</p> <p>4. Management of Public Relations with stakeholders such as Major, Non-Major ports and Central & State Government agencies such as Indian Navy, Coast Guards, DGLL and GMB etc. .</p> <p>5. Delivery of Services as a subordinate office under the Administrative Control of P.O. MMD, Kandla effectively and efficiently.</p>
		(v) Organization Chart	As per Annexure-I
		(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	As per Annexure -II
1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	As envisaged by DGS/HoD
		(ii) Power and duties of other employees	As required by the Ministry of

	[Section 4(1) (b)(ii)]		Shipping under the respective rules as notified by the Government of India for various posts
		(iii) Rules/ orders under which powers and duty are derived and	As per Central Government Rules/norms for various posts
		(iv) Exercised	Yes, being exercised as requires
		(v) Work allocation	Surveyor act as Head of Office and carry out Surveys, Inspections and Investigation in accordance with the M.S. Act 1958
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<ol style="list-style-type: none"> 1. Principal Officer takes key decisions as an HoD 2. Subordinate officers provide their inputs in decision making as & when requires
		(ii) Final decision making authority	Principal Officer & HoD
		(iii) Related provisions, acts, rules etc.	As per M.S. Act, 1958 and relevant M.S. Rules, D.G. Shipping Orders, M.S. Notices, Circulars and any other instructions issued by the D.G. Shipping time to time
		(iv) Time limit for taking a decisions, if any	<ol style="list-style-type: none"> 1. As per the instructions & directives issued by the D.G. Shipping/P.O. time to time. 2. Priority of Decisions

			depends upon severity of Casualty and Marine pollution incidents occurring under the jurisdictions. Considerations is given to avoid any undue delay for the welfare and development of the Shipping Industry.
		(v) Channel of supervision and accountability	As per the Organizational chart attached
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Surveys/Inspections of Ports and Ships under the various instruments of the IMO.
		(ii) Norms/ standards for functions/ service delivery	As per 'The Citizen's Charter' dated 21.02.2018, the office is committed to fulfil the services/activities as per the time mentioned therein.
		(iii) Process by which these services can be accessed	1. Through applications alongwith fees. 2. Compliance of statutory rules/regulations by the stakeholders.
		(iv) Time-limit for achieving the targets	As per the 'Citizen's Charter'.
		(v) Process of redress of grievances	As per the Grievance Redressal Mechanism

			established by the D.G. Shipping
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.	1. M.S. Act 1958 2. Office files/Registers
		(ii) List of Rules, regulations, instructions manuals and records.	1, Administrative Rules 2. Financial Rules 3. Applicable M.S. Rules 4.Port State Control & Flag State manual 5.ISM Manual Instruction manual for Auditors 6. Records maintained in files & registers 7. SOPs are available on D.G. Shipping website
		(iii) Acts/ Rules manuals etc.	As per 1.5. (i) & (ii)
		(iv) Transfer policy and transfer orders	As per the transfer policy of DGS
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Files, Registers, Rule Books, Acts, SOPs
		(ii) Custodian of documents/categories	1. Head Of Office 2. Sections
1.7	Boards, Councils, Committees and other Bodies constituted as part of	(i) Name of Boards, Council, Committee etc.	National Maritime Day Celebrations Committee
		(ii) Composition	Members from Shipping Industry

	the Public Authority [Section 4(1)(b)(viii)]	(iii) Dates from which constituted	1990
		(iv) Term/ Tenure	Lifetime
		(v) Powers and functions	As per Central Governments Laws/Rules
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meetings are open to the public?	Yes, whenever Public Interest involves
		(viii) Place where the minutes if open to the public are available?	Notice Board
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sajendra Oraon, Surveyor in Charge G. Sridhar, Head Clerk Dharmendra Kumar, StenoGr D Directory of Officers and Employees are also available on D.G. Shipping website www.dgshipping.gov.in
		(ii) Telephone , fax and email ID	Tel.2752873. Fax 2753693 Email ID sajendra.oraon@gov.in & jamnagarmmd@gmail.com
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	Sajendra oraon - 129365 p.m G Sridhar - 71266 p.m Dharmendra Kumar -- 49374
		(ii) System of compensation as provided in its regulations	As per CCS rules
1.10	Name, designation	(i) Name and designation of the public information officer (PIO),	Sajendra Oraon, Surveyor In

	and other particulars of public information officers [Section 4(1) (b) (xvi)]	Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	Charge Capt SK Darokar, P.O MMD, Kandla 1. Sajendra Oraon, Deep Bhavan, 3 rd floor, Pandit Nehru Marg, Jamnagar Tel.2752873 Email ID sajendra.oraon@gov.in & jamnagarmmd@gmail.com 2. Capt S.K. Darokar, Quarter No. Type-VI/01, MMD Kandla Office-cum-Residential Complex Phone (D) 02836-297015 Email : skd-dgs@gov.in Plot No. 16, Sector-8, Govt. Office Area, B/h. DPT A.O. Building, Gandhidham - 370 201
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 (ii) Finalised for Minor penalty or major penalty proceedings	None till last one year None till last one year
1.12	Programmes to advance	(i) Educational programmes	As per the Training Policy of the D.G. Shipping

	understanding of RTI (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	As per the directives of the D.G. Shipping
		(iii) Training of CPIO/APIO	As per the 'Training Policy & Directives' of the D.G. Shipping
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Available on D.G. Shipping website
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As per DGS transfer policy

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 on date no plan budget for this office
		(ii) Budget for each agency and plan & programmes	Not applicable
		(iii) Proposed expenditures	Not applicable
		(iv) Revised budget for each agency, if any	Not applicable
		(v) Report on disbursements made and place where the related reports are available	Not applicable
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	<ol style="list-style-type: none"> 1. Expenditure for foreign tours are incurred under the Budget of D.G. Shipping. 2. Expenditure for Domestic tours are incurred under the head 'Travel Expenses' under Non-Plan budget

		<p>(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.</p> <p>a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit</p>	<p>None</p>
		<p>(iii) Information related to procurements</p> <p>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.</p>	<p>a) Notices/Tenders enquires, and corrigenda are as mentioned below :</p> <p>(i) Outsourced DEOs & MTS (ii) Outsourced Security Services</p> <p>((b), c) & d) :</p> <p>Name of Suppliers of goods/services are mentioned below :</p> <p>(i) M/s. R.K. Placements, Jamnagar for Outsourced DEOs & MTS, Agreement dated 26.03.2020 amounting to Rs. 18108/- per Person per Month for 1 data entry operator & Rs.15461/- per Person per Month for 1 MTS</p>

			(ii) M/s. Jay Bhavani Security Force, Jamnagar for Outsourced Security Services dtd. 15.06.2019 for 3 Security Guards amounting to Rs. 9540/- per person per month
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not applicable
		(ii) Objective of the programme	Not applicable
		(iii) Procedure to avail benefits	Not applicable
		(iv) Duration of the programme/ scheme	Not applicable
		(v) Physical and financial targets of the programme	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable
		(vii) Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
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	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public	(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	Not applicable

	authority [Section 4(1) (b) (xiii)]	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.	1. Statutory Audit by A.G. Rajkot for the years 1.3.98 to 31.3.13 carried out during the period 17.12.13 to 19.12.13. 2. Internal Financial Audits are carried out by the O/o Chief Controller of Accounts, New Delhi

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	As & when required
		(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	With Shipping Industry All working days Yes
		Public- private partnerships (PPP)	None
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(vii) Information relating to outputs and outcomes	
(viii) The process of the selection of the private sector party (concessionaire etc.)			
(ix) All payment made under the PPP project			

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	None
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Mostly email
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not applicable
		(ii) Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not applicable
		(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	DGS website
		(ii) Vernacular/ Local Language	Vernacular
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	Not applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	DGS website
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	DGS website
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Not applicable
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Yes
		(ii) Details of applications received under RTI and information provided	None received
		(iii) List of completed schemes/ projects/ Programmes	None
		(iv) List of schemes/ projects/ programme underway	None
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	None
		(vi) Annual Report	Not applicable
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter	Yes
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	Yes
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	None
		(ii) Details of appeals received and orders issued	None
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	None

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	Sajendra oraon, SinC Same as above
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	None
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	None
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	None
		(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	None

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		None
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. (ii) Does the website show the certificate on the Website?	None
