

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- organization 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	Central Electricity Authority Sewa Bhawan, R K Puram, New Delhi-110066
		(ii) Head of the organization	Chairperson, CEA
		(iii) Vision, Mission and Key objectives	Click here objectives
		(iv) Function and duties	Click here
		(v) Organization Chart	Click here
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions	The Central Electricity Authority (CEA) is a statutory organization originally constituted under section 3(1) of the repealed Electricity (Supply) Act, 1948 since substituted by section 70 of the Electricity Act, 2003. It was

		constituted from time to time have been dealt	<p>established as a part- time body in the year 1951 and made a full-time body in the year 1975.</p> <p>As per section 70(3) of the Electricity Act, 2003, the Authority shall consist of not more than 14 Members (including its Chairperson) of whom not more than eight shall be full-time Members to be appointed by the Central Government.</p> <p>CEA is headed by a Chairperson who is the Chief Executive of the Authority and who oversees the development of Power Sector in the country.</p> <p>4. SERVICE STANDARDS</p>
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)	Item 3. Mission of CITIZEN CHARTER
		(ii) Power and duties of other employees	Click here
		(iii) Rules/ orders under which powers and duty are derived and	The functions and duties of the Authority are derived & exercised as per the Electricity Act, 2003.
		(iv) Exercised	
		(v) Work allocation	DIVISIONS & PLACEMENT OF TECHNICAL MANPOWER IN CENTRAL ELECTRICITY AUTHORITY
		Division Activity	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Different powers have been delegated by Authority to the officers at various levels for smooth functioning.
		(ii) Final decision making authority	There is a well defined organizational structure and clear system of Coordination between various divisions. Chairperson, CEA
		(iii) Related provisions, acts, rules etc.	Electricity Act, 2003
		(iv) Time limit for taking a decisions, if any	Item 4. SERVICE STANDARDS of CITIZEN CHARTER

		(v) Channel of supervision and accountability	<p>Different powers have been delegated by Authority to the officers at various levels for smooth functioning.</p> <p>There is a well defined organizational structure and clear system of Coordination between various divisions.</p> <p>All important policy decisions are taken in Authority Meetings held time to time.</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	CITIZEN CHARTER
		(ii) Norms/ standards for functions/ service delivery	CITIZEN CHARTER
		(iii) Process by which these services can be accessed	CITIZEN CHARTER
		(iv) Time-limit for achieving the targets	Other services /work done which cannot be standardized or time frame defined are given at Annexure-I (Under Public Grievences) under CITIZEN CHARTER
		(v) Process of redress of grievances	Item 5. Grievance Redressal mechanism of CITIZEN CHARTER Annexure-1 to Grievance Redressal
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.	Electricity Act, 2003
		(ii) List of Rules, regulations, instructions manuals and records.	Electricity Act, 2003
		(iii) Acts/ Rules manuals etc.	Electricity Act, 2003
		(iv) Transfer policy and transfer orders	Officers 2018
1.6		(i) Categories of documents	Reports Regulations

	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(ii) Custodian of documents/categories	Publications (Priced-List and rates) Secretary, CEA
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. (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?	Click here for details Formation of RPCs
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Contacts Contacts
1.9	Monthly Remuneration received by officers & employees	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions. Click here for details.

	[F No. 1/6/2011- IR dt. 15.4.2013]		
--	---------------------------------------	--	--

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	Click here for Budget Allocation for 2004-05.
		(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	DDO & PAO at HQ and subordinate offices
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Click here for Budget Allocation for 2004-05.
		(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	Details of Foreign trainings/tours are published in Annual Report of CEA including place of visit, period of visit etc.
		(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 suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and	Click here

		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Execution of subsidy programmes are not carried out in CEA.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Discretionary and non-discretionary grants are not done in CEA.
		(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	Particulars of recipients of concessions, permits of authorizations are not granted by CEA.
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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.	No CAG and PAC paras laid on the table of both houses of the parliament.
------------	---	---	--

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	<p>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</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<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</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>The representation made by the members of the public through RTI letters are properly addressed by replying the letter to the addressee. If required, he may visit the office in working hours.</p> <p>The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders. The draft regulations are put on the CEA website for public comments.</p> <p>The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders. The draft regulations are put on the CEA website for public comments.</p> <p>The views of public are taken care of while finalising the Regulations. Any other clarifications/query received in regard to any regulation/guidelines etc by any</p>

			utility are taken up on the case to case basis.
		Public- private partnerships (PPP)	Public- private partnerships (PPP) related works are not carried out in CEA.
		(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;	Reports Regulations Publications (Priced-List and rates)
		(i) Policy decisions/ legislations taken in the previous one year	Draft regulations/guidelines are kept on website for public comments. The final approved Regulations/Guidelines are also put up on website for wide publicity.
		(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	Use of the most effective means of communication	(i) Internet (website)
		(i) Internet (website)	

	easily accessible to the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	Printed/Electronic Format only Regulations Publications (Priced-List and rates)
		(i) Electronic format	
(ii) Printed format			
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

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	English Language
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	The information/data is uploaded on CEA website on continual & regular basis.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Reports Regulations Publications (Priced-List and rates)
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Chief Engineer(Coordination) is the nodal officer for receiving applications online/off-line. Working hours-0930-1800 Hrs on all working days. Phone-011-26103195; 011-26732362 E-mail : cecdcea@nic.in
		(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	Chief Engineer(RA) is designated as Grievance Officer for CEA. Click here for details
		(ii) Details of applications received under RTI and information provided	Click here for details
		(iii) List of completed schemes/ projects/ Programmes	Click here
		(iv) List of schemes/ projects/ programme underway	Click here
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Click here
		(vi) Annual Report	Click here for details
		(vii) Frequently Asked Question (FAQs)	FAQ
		(viii) Any other information such as a) Citizen's Charter	CITIZEN CHARTER
		b) Result Framework Document (RFD)	Result Framework Document (RFD) Achievements for Transmission Lines & Substations Review Meetings of Result Framework Document (RFD)
		c) Six monthly reports on the	Periodical reviews by appropriate external and internal authority as per the requirement of ISO are held/conducted.
		d) Performance against the benchmarks set in the Citizen's Charter	NA

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	Items Nos 5 & 6 Click here for details
		(ii) Details of appeals received and orders issued	Items Nos 5 & 6 Click here for details
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	CEA does not prepare final replies to the PQs. CEA only provides inputs to MOP for preparing final replies by MOP.

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	Current CPIO / FAA Earlier CPIO / FAA
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit of voluntary disclosure Never carried out
		(ii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Current Nodal Officer

		<p>(a) Date of appointment (b) Name & Designation of the officers</p>	<p>4.9.2018</p> <p>M M Dhakate, CE(Coordination)</p>
		<p>(iii) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name & Designation of the officers</p>	<p>Current CPIO / FAA</p>
		<p>(iv) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers</p>	

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	<p> <u>Daily Reports</u> <u>Executive Summary</u> <u>Installed Capacity</u> <u>Power Maps</u> <u>Committees</u> <u>Tenders</u> <u>Circulars</u> <u>Clearances</u> <u>International Co-operation</u> <u>ISAC - Power</u> <u>Cross Border Trade of Electricity</u> <u>Capacity Addition App</u> <u>Data Visualisation</u> </p> <p><u>Older reports are also available in Archives</u></p>	Fully met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	Based on instruction of Ministry of Social Justice & Empowerment in 2010, the CEA website was made compliant to the applicable "Guidelines for Indian Government Website"(GIGW)- as per WCAG2.0 standard. As the quality audit by STQC was not required at that time, the auditing process was not taken up.

			<p>Ministry of Power vide OM dt. 6.09.2018 has instructed CEA to comply with the second version of GIGW guidelines, released by NIC in Feb-2018, wherein the requirement of STQC audit is mentioned. Most of the mandatory general/accessibility guidelines stipulated in the Guidelines for Government of India Websites(GIGW) are being met by CEA website and its last security audit was conducted in 2017. Visibility of quality certificate is not applicable inn the absence of audit certificate. The website quality certification for CEA could be done after redesigning the same within the Financial year 2018-19.</p>
--	--	--	---
