

A FRAME WORK 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 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), © 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.

S.N.	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))	<p>(i) Name and address of the Organization ;KENDRIYA VIDYALAYA DANAPUR CANTT, DIST PATNA , PIN-801503(BIHAR)</p> <p>(ii) Head of the organization : COMMISSIONER, KVS, 18 INSTITUTIONAL AREA , NEW DELHI</p> <p>(iii) Vision, Mission and Key objectives: TO EMPART EDUCATION TO THE STUDENTS</p> <p>(a) Administrative Powers (1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code. (2) To engage teachers on part time/ contractual basis as PRT/ TGT /PGT subject to relevant instructions in this regard. (3) To make appointments to sub staff (erstwhile Group D)posts and to approve probation and grant confirmation of such employees in the Vidyalaya (4) To forward applications to Group C employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange. (5) To grant permission to Group C employees of the Vidyalaya for appearing at public examinations. (6) To implement the instructions and policies of the Sangathan in respect of curricular and cocurricular activities and to take steps to bring about healthy development of the Vidyalaya in all fields. (7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship. (8) To be responsible for the proper maintenance of accounts and school records, service – books of teaching and non- teaching staff, returns and statistics as prescribed by the Sangathan form time to time. 28 (9) To look after the welfare of the employees of the Vidyalaya. (10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan. (11) To formulate and to submit to the Deputy Commissioner for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session. (12) To make all payments including salaries etc. of teachers and other staff in time and according to rules. (13) To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi(VVN) are realized and credited to the relevant bank account in time. (14) To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinise the bills and make payment. (15) To conduct physical verification of the Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally, to ensure their proper maintenance in accordance with the rules. (16) To be responsible for proper utilization of the Vidyalaya VikasNidhi for which a separate</p>	

(v) Organization Chart: Kendriya Vidyalaya Sangathan was registered as a Society under the Societies Registration Act (XXI of 1860) on 15th December, 1965 (Appendix-I A.). The objectives for which the Sangathan has been established, are detailed in the Memorandum of Association and Rules reproduced at Appendix-I. The Sangathan administers the scheme of Kendriya Vidyalayas formulated by the Government of India in the Ministry of Human Resource Development. It has a three tier management structure with Headquarters at New Delhi, Regional Offices to manage a cluster of schools and Kendriya Vidyalayas spread all over the country and abroad. The KVS shall function through its General Body called the Sangathan, its Board of Governors and four standing Committees constituted by the Board viz. the Finance Committee, the Academic Advisory Committee the Works Committee and Administration and Establishment Committee

The Minister of Human Resource Development(HRD), in-charge of the Kendriya Vidyalaya Sangathan, shall be the ex-officio Chairman of the Sangathan. The Minister of State ,Human Resource Development in charge of Kendriya Vidyalaya Sangathan shall be the Joint Chairman. Secretary, Department of SE&L Ministry of Human Resource Development shall be the Deputy Chairman and an officer of the Ministry of Human Resource Development specified by the Government of India for this purpose shall be the Vice-Chairman. The Financial Adviser to the Ministry of HRD shall be the Finance Member of the Sangathan. The other members of the General Body of the Sangathan shall be appointed by the Government of India as per Rule 3 of the Memorandum of Association and Rules. Additional Commissioner (Admn.) shall be the ex-officio Secretary of the Sangathan.

The annual general meeting of the Sangathan shall be held once a year. Special meetings may, however, be convened by the Chairman, whenever necessary.

The address of the KVS is:

a) Postal Address : Kendriya Vidyalaya Sangathan ((Hqrs.) 18- Institutional Area, Shaheed Jeet Singh Marg
New Delhi- 110 016 b) E-Mail : kvssao@nic.in

c) Website : HTUwww.kvsangathan.nic.inUT

b) Fax : 011- 26514179

(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

1.2

(i) Powers and duties of officers (administrative, financial and judicial): PRINCIPAL

(a) Administrative Powers

(1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.

(2) To engage teachers on part time/ contractual basis as PRT/TGT/PGT subject to relevant instructions in this regard.

(3) To make appointments to Group D posts and to approve probation and grant confirmation of Group D employees in the Vidyalaya.

(4) To forward applications of Group C and D employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.

(5) To grant permission to Group C and D employees of the Vidyalaya for appearing at public examination.

(6) To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities, and to take steps to bring about healthy development of the Vidyalaya in all fields.

(7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.

(8) To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non-teaching staff, returns and statistics as prescribed by the Sangathan from time to time.

(9) To look after the welfare of the employees of the Vidyalaya.

		<p>The Vice-Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal. Some of these could be as follows :</p> <p>(a) To assist the Principal in matters of academic co-ordination, preparation of school time-table, co-ordination of Subject Committee meetings, scrutiny of pupils' written work and home assignments, co-ordination of the school examinations and timely dispatch of progress card of students to parents, etc.</p> <p>(b) To organise various co-curricular activities of the school including games and physical education.</p> <p>(c) To develop and organise resources of the institution such as the school library, laboratories, teaching aids, etc.</p> <p>(d) To assist the Principal in the purchase of books and journals for Library and suitable equipment for Laboratories.</p> <p>(e) To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. To assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.</p> <p>(f) To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.</p> <p>OFFICIATING ARRANGEMENT DURING THE ABSENCE OF PRINCIPAL</p> <p>(a) When the vacancy is of less than two months' duration : During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior-most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge routine duties of the Principal in addition to his own. No charge allowance will be admissible for</p>	
	<p>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</p>	<p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	
<p>1.3</p>	<p>Procedure followed in decision making process [Section 4 (1)(b) (iv)]</p>	<p>(i) Process of decision making Identify key decision making points : Kendriya Vidyalaya runs under the administrative control of KVS, New Delhi</p> <p>(ii) Final decision making authority: Commissioner KVS, New Delhi</p> <p>(iii) Related Provisions, acts, rules etc.: All the rules unctioning under central service</p> <p>(iv) Time limit for taking a decisions, if any: As per calender roster</p> <p>(v) Channel of supervision and accountability: Through Deyputy Commissioner, Reional Office, Patna</p>	
<p>1.4</p>		<p>(i) nature of functions/ Services offered : To empant education amoung satudents of station.</p> <p>(ii) Norms/ standards for functions/ service delivery: As per directive of KVS(HQ) New Delhi</p> <p>(iii) Process by which these services can be accessed: Through inspection by Regional Office</p> <p>(Time-limit for achieving the targets: Function as per roster given by Regional Office</p> <p>(v) Process of redress of grievances: Through authorised committee</p>	
<p>1.5</p>		<p>(i) Title and nature of the record/ manual/ instruction: Function as per Accopunts Code & Education code , established in KVS.</p>	

		(ii) List of Rules, regulations, instructions manuals and records.: All rules directed as per DOPT Govt of India	
		(iii) (Acts/ Rules manual etc. : Available in all KV	
		(iv) Transfer policy and transfer orders: Issued by KVS(HQ) New Delhi	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vii)]	(i) Categories of document : Related to students available in academic wing of Vidyalaya, pertaining to employee available in a office	
		(ii) Custodian of documents / categories: Academic wing by Teacher of Vidyalaya, other in office	
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. : Vidyalaya management committee(VMC) Defence sector KVs in civil sector KVs in Public Sector	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure: Three Years	
		(v) Powers and functions : As per directive contain n Account Code and Education code	
		(vi) whether their meetings are open to the public?: Yes	
		(vii) Whether the minutes of the meetings are open to the public?: Yes	
		(viii) Place where the minutes if open to the public are available?: Vidyalaya web	
1.8	Directory of officers and employees [Section 4 (1) (b) (ix)]	(i) Name and designation : DETAILS AS REQUIRED UNDER RIGHT TO INFORMATION ACT - 2005	
		(ii) Telephone, fax and email ID : 06151-227265, E-mail Id: kv_dr@rediffmail.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: Available in Vidyalaya website	
		(ii) System of compensation as provided in its regulations :As per KVS guideline	
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 :PIO -Smt Soma Ghosh, Assistant Commissioner, KVS, RO, Patna, APIO-Sh. M.S.Ahmad, Principal K V Danapur Cantt, Appellate Authority Sh. Santosh Kumar N Offg Dy. Commissioner,KVS,RO, Patna.	
		(ii) Address, telephone numbers and email ID of each designated official., PIO- KVS, Regional Office, Patna -20, Tel No. 7070093671,E.Mail- kvsropatna@yahoo.com, APIO-K.V.Danapur Cantt Patna-801503, Tel 227265, E.Mail kv_dr@rediffmail.Com, , Appellate Authority- KVS, RO, Patna 20 Tel-7070093670, E.Mail kvsropatna @yahoo.com.	
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	
		(ii) Finalised for Minor penalty or major penalty proceedings : Nil	
1.12	Programmes to advance understanding of RTI [section 26]	(i) Educational programmes: done as per KVS Norm.	
		(ii) Efforts to encourage public authority to participate in these prorammes: Through banner	
		(iii) Training of CPIO/ APIO : Need in this Vidyalaya	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned: Available in vidyalay web	

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.04.2013]	Issued by KVS(HQ) New Delhi	
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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 disbursements made etc. [Section	(i) Total Budget for the public authority: Available in Vidyalaya web (ii) Budget for each agency and plan & programmes: Available in Vidyalaya Web (iii) Proposed expenditures: Available in Vidyalaya web (iv) Revised budget for each agency, if any: Yew available in Vidyalaya web (v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget : Internal tour , available in vidyalaya web site (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 : N/a (b) The period of visit: N/A (c) The number of members in the official delegation: N/A (d) Expenditure on the visit: N/A: N/A	
		(iii) Information related to procurements: N/A (a) Notice/ tender enquires, and corrigenda if any thereon, : N/A (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,: N/A (c) The works contracts concluded I in any such combination of the above - and: N/A (d) The rate / rates and the total amount at which such procurement or works contract is to be executed. N/A	
2.3	Manner of execution of subsidy programme [Section 4(i) (b) (xii)]	(i) Name of the programme of activity : N/A (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: No such grant received by this Vidyalaya. (ii) Annual accounts of all legan entities who are provided grants by public authorities: Yes	
2.5	Particulars of recipients of cocessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority : N/A is this Vidyalaya (ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Proccedure for getting the concession/ grant and /or permits of authorizations (c) Name and address of the recipients given concessions/ permit or authorization (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.04.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.: Action on this issue is being taken by our KVS(HQ) New Delhi	

3. Publicity Band Public interface

S.N.	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. 15.0.2013]	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: N/A (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 Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Coession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implimentation of the PPP (vi) Information relating to fees, tolls, or thet other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs an 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)]	Public all relevant facts while formulating important policies or announcing decisions which affect public to make the process mor interactive; (i) Policy decisions/legislations taken in the previous one year (ii) Outline the Public consulation process	
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)	
3.4	Form of accessibility of information manual/ handbook	Information manual/ handbook available in (i) Electronic format :NA (ii) Printed format : NA	
3.5	Whether information manual/ handbook available free of cost or not	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	

4. E- Governance

S.N.	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.	(i) English :NA	

	[F No. 1/6/2011- IR dt 15.04.2013]	(ii) Vernacular/ Local Language: Hindi	
4.2	When was the information Manual /Handbook last updated? [F No. 1/6/2011- IR dt 15.04.2013]	Last date of Annual updation:NA	
4.3	Information available in electronic form [Section 4(1) (b) (xiv)]	(i) Details of information available in electronic form : Avalibale in website (ii) Name/ title of the document/record/other information: NA (iii) Location where available :Avalibale in website & KV,danapur cantt	
4.4	Particulars of facilities available to citizen for obtaining information Section 4(1) (b) (xv)]	(i) Name and location of the faculty : Through our website (ii) Details of information made available: As per requirement (iii) Working hours of the faculty : All working days from 9.00 hrs to 17.00 hrs (iv) Contact person & contact details (Phone, fax , email): Avalibale in website	
4.5	Such other information as may be prescribed under Section 4 (i) (b) (xvii)	(i) Grivance redressal mechanism : Grivance are redressed through committee available in Vidyalaya (ii) Details of applications received under RTI and information provided :All RTI information provided (iii) List of completed schemes/ projects/ programmes: As per KVS guideline (iv) List of schemes/ projects programme underway :NA (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract: As per KVS guideline (vi) Annual Report :As per KVS guideline (vii) Frequently Asked Question (FAQs) : E-mail is provided for FAQ- kv_dr@rediffmail.com (viii) Any other information such as a) Citizen's Charter : As per KVS guideline b) Result Framework Document (RFD):As per KVS guideline c) Six monthly reports on the :NA d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt- 15.04.2013]	(i) Details of applications received and disposed : done (ii) Details of appeals received and orders issued : done	
4.7	Replies to Questions asked in the parliament [Session 4 (1) (d) (2)]	Details of Questions asked and replies given : Reply as per requirement	

5 Information as may be prescribed

S. No.	Itme	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. 17.08.2016 F. no. 01.06.2011-IR dt. 15.04.2013	(i) Name & details of (a) Current CPIOs & FAAs : (b) Earlier CPIO & FAAs from 01.01.01.2015 :	

	(ii) Details of third party audit of Voluntary disclosure (a) Dates of audit carried out : NA (b) Report of the audit carried out :NA	
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment :NA (b) Name & Designation of the officers :NA	
	(iv) Consultancy committee of key stake holders for advice on suo- motu disclosure (a) Dates from which constituted :NA (b) Name & Designation of the officers :NA	
	(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted :25/03/2018 (b) Name & Designation of the Officers : M.S.AHMAD, PRINCIPAL	

6 Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (fully met/ Partially met/ not met Not applicable will be treated as fully met partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All the relevant documents related to academic and administration are available in vidyalaya web-site	
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. : N/A (ii) Does the website show the certificate on the Website ? NA	