

## 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)	Remark
1.1	Particulars of its organisation, functions and duties [Section	(i) Name and address of the Organization	M/s Broadcast Engineering Consultants India Limited  C-56/A-17, Sector -2, Noida 201307	<a href="https://www.becil.com/">https://www.becil.com/</a>
		(ii) Head of the organization	Chairman & Managing Director	<a href="https://www.becil.com/personnel">https://www.becil.com/personnel</a>

4(1)(b)(i)		(iii) Vision, Mission and Key objectives	FM CTI, Establishment of TV Channels, Installation of Teleports, Design of Digital Newsroom systems, Set top Boxes, Training /UP skilling in Wire-Line Networking, etc.  <b>Objectives:</b> To enhance the present share in the market by providing specialized and customized solutions to a wider range of clients. Providing technical input and consultancy to Ministry of Information to various papers pertaining to Broadcasting. To explore new avenues in other allied areas like CCTV, Surveillance & Monitoring. etc (Copy enclosed)	<a href="https://www.becil.com/mission-vision">https://www.becil.com/mission-vision</a>
		(iv) Function and duties	Instruction by the Administrative Ministry & Chairman & Managing Director of the Company	<a href="https://www.becil.com/#">https://www.becil.com/#</a>
		(v) Organization Chart	Yes	<a href="https://www.becil.com/rti">https://www.becil.com/rti</a>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time	Yes	<a href="https://www.becil.com/profile">https://www.becil.com/profile</a>
1.2	Power and duties of its officers and employees [Section	(i) Powers and duties of officers (administrative, financial and judicial)	As per Delegation of Power	As per Delegation of Power
	(ii) Power and duties of other employees	As per Delegation of Power		
	(iii) Rules/ orders under which powers and duty are	As per Delegation of Power		

	4(1) (b)(ii)]	(iv) Exercised		
		(v) Work allocation	As per Instruction by the Administrative Ministry & Chairman & Managing Director of the Company as well as E-Tendering	As per Instruction by the Administrative Ministry & Chairman & Managing Director of the Company as well as E-Tendering
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision	By Delegated Officer	By Delegated Officer
		(ii) Final decision making authority	Chairman & Managing Director	Chairman & Managing Director
		(iii) Related provisions, acts, rules etc.		<a href="https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a>
		(iv) Time limit for taking a decisions if any	As per requirement	<u>As</u> per requirement
		(v) Channel of supervision and accountability	Vertical Head are responsible	Vertical Head are responsible
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Consultancy in Broadcasting. Outsources Manpower etc.	<a href="https://www.becil.com/mission-vision">https://www.becil.com/mission-vision</a>
		(ii) Norms/ standards for functions/ service delivery	As per Govt. Rules	As per Govt. Rules
		(iii) Process by which these services can be accessed	Directly to the Company	Directly to the Company
		(iv) Time-limit for achieving the targets	During specified period & time	During specified period & time
		(v) Process of redress of grievances	Through Committee.	Through Committee.
1.5	Rules, regulations, instructions manual and records for	(i) Title and nature of the record/ manual	Personnel manual	Personnel manual
		(ii) List of Rules, regulations, instructions	BECIL rules approved by the Board.	BECIL rules approved by the Board.
		(iii) Acts/ Rules manuals etc.	Manuals	Manuals
		(iv) Transfer policy and transfer orders	Yes	Yes

1.6	Categories of documents held by the authority under its	(i) Categories of documents	Register, Report Papers	Register, Report Papers
		(ii) Custodian of documents/categories	Dealing Assistant	Dealing Assistant
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.	Becil's Board. Board of Directors: 1. Sh. Georg Kuruvilla 2. Sh. D.R. Gogoi 3. Ms. Anju Nigam 4. Sh. Binod Kumar 5. Ms. Ranjana Upadhyay	becil.com/boardofdirectors
		(ii) Composition		
		(iii) Dates from which constituted		
		(iv) Term/ Tenure	3 to 5 Years	3 to 5 Years
		(v) Powers and functions	As per rules	As per rules
		(vi) Whether their meetings are open to	No	No
		(vii) Whether the minutes of the meetings are open	Related content are notified/ circulated.	Related content are notified/ circulated.
		(viii) Place where the minutes if open to the	Notice Board/ Conference	Notice Board/ Conference
1.8	Directory of officers and employees[Section 4(1)(b)(ix)]	(i) Name and designation	List enclosed	<a href="https://www.becil.com/uploads/pdf/KeyPersonnelaug19pdf-7ba3fad7e4f9cf95f2d8af6ae247ae1a.pdf">https://www.becil.com/uploads/pdf/KeyPersonnelaug19pdf-7ba3fad7e4f9cf95f2d8af6ae247ae1a.pdf</a>
		(ii) Telephone , fax and email ID	0120-4177850 contactus@becil.com	<a href="https://www.becil.com/contact-us">https://www.becil.com/contact-us</a>

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	List enclosed.	List of employees and the remuneration drawn by them is attached herewith as Annexure-1
		(ii) System of compensation as provided in its regulations	Basic + DA + Other Perks	Basic + DA + Other Perks
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	Sh. Mahesh Chand Dy. General Manager (HR/CPIO)  Sh. Deepak Ranjan Gogoi Director (O&M/Appellate Authority)	<a href="https://www.becil.com/uploads/rTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a>
		(ii) Address, telephone numbers and email ID of each designated official.	C-56,A/17, Sector-62 Noida-201307 (Uttar Pradesh) 0120-4177850	<a href="https://www.becil.com/contact-us">https://www.becil.com/contact-us</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/	No. of employees against whom disciplinary action has been	Nil	Nil
		(i) Pending for Minor (ii) Finalised for Minor penalty or major	NA	NA
1.12	Programmes	(i) Educational programmes	Not It	Not It

	to advance understanding of RTI (Section 26)	(ii) Efforts to encourage public	Not It	Not It
		(iii) Training of CPIO/APIO	Not It	Not It
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not It	Not It
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As and when required as per work assignment.	As and when required as per work assignment.

## 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	Not Applicable	Not Applicable
		(ii) Budget for each agency and plan & programmes	Not Applicable	Not Applicable
		(iii) Proposed expenditures	Not Applicable	Not Applicable
		(iv) Revised budget for each agency, if any	Not Applicable	Not Applicable
		(v) Report on disbursements made and place where the related reports are available	Not Applicable	Not Applicable
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not Applicable	Not Applicable
		(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	Not Applicable	Not Applicable

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the 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>	Not Applicable	Not Applicable
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Nil	Nil
		(ii) Objective of the programme	Nil	Nil
		(iii) Procedure to avail benefits	Nil	Nil
		(iv) Duration of the programme/ scheme	Nil	Nil
		(v) Physical and financial targets of the programme	Nil	Nil
		(vi) Nature/ scale of subsidy /amount	Nil	Nil
		allotted		
		(vii) Eligibility criteria for grant of subsidy	Nil	Nil
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Nil	Nil
<b>2.4</b>	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	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	Not Applicable
<b>2.5</b>	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	NIL	NIL



	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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	NIL	NIL
<b>2.6</b>	^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.	NIL	NIL

**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	All relevant rules/ form and other accounts are open to citizen	All relevant rules/ form and other accounts are open to citizen
		(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	As and when form necessary	As and when form necessary
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NIL	NIL
		(ii) Detailed project reports (DPRs)	NIL	NIL
		(iii) Concession agreements.	NIL	NIL
		(iv) Operation and maintenance manuals	NIL	NIL
		(v) Other documents generated as part of the implementation of the PPP	NIL	NIL

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NIL	NIL
		(vii) Information relating to outputs and outcomes	NIL	NIL
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NIL	NIL
		(ix) All payment made under the PPP project	NIL	NIL
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	NIL	NIL
		(ii) Outline the Public consultation process	NIL	NIL
		(iii) Outline the arrangement for consultation before formulation of	NIL	NIL

		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)	Yes	<a href="https://www.becil.com/">https://www.becil.com/</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes	<a href="https://www.becil.com/">https://www.becil.com/</a>
		(ii) Printed format	Yes	<a href="https://www.becil.com/">https://www.becil.com/</a>
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NIL	NIL
		(ii) At a reasonable cost of the medium	Yes	Yes

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	<a href="https://www.becil.com/">https://www.becil.com/</a>
		(ii) Vernacular/ Local Language	Hindi/English	<a href="https://www.becil.com/">https://www.becil.com/</a>
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		2019
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Becil's website	<a href="https://www.becil.com/">https://www.becil.com/</a>
		(ii) Name/ title of the document/record/ other information	RTI through	
		(iii) Location where available		
4.4	Particulars of facilities available to citizen for obtaining	(i) Name & location of the faculty		<a href="https://www.becil.com/uploads/rTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a>
		(ii) Details of information made available		
		(iii) Working hours of the facility		

	information [Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)		<a href="https://www.becil.com/uploads/page/Citizenchartereng22april19pdf-7722a0f94d3afd32a9bb9f5e72301f76.pdf">https://www.becil.com/uploads/page/Citizenchartereng22april19pdf-7722a0f94d3afd32a9bb9f5e72301f76.pdf</a>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Yes	<a href="https://www.becil.com/lodgegrievance">https://www.becil.com/lodgegrievance</a>
		(ii) Details of applications received under RTI and information provided	Yes	<a href="https://www.becil.com/rti">https://www.becil.com/rti</a>
		(iii) List of completed schemes/ projects/ Programmes	Yes	<a href="https://www.becil.com/completed-projects">https://www.becil.com/completed-projects</a>
		(iv) List of schemes/ projects/ programme underway	Yes	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Yes	Yes
		(vi) Annual Report	Yes	<a href="https://www.becil.com/finance">https://www.becil.com/finance</a>
		(vii) Frequently Asked Question (FAQs)	Yes	<a href="https://www.becil.com/uploads/rti/RTIHandbook2019pdf">https://www.becil.com/uploads/rti/RTIHandbook2019pdf</a>

		(viii) Any other information such as a) Citizen's Charter	Yes	<a href="https://www.becil.com/citizencharter">https://www.becil.com/citizencharter</a>
		b) Result Framework Document (RFD)		
		c) Six monthly reports on the	Yes	Yearly
		d) Performance against the benchmarks set in the Citizen's Charter	No	No
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	No	Approx. 200 Yearly
		(ii) Details of appeals received and orders issued	As per requirement	Approx. 5 Yearly
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Yes	Related to HR/Admin

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	3 Nos.	<a href="https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a>
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	Nil	These have not been met.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers		



		<p>(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name &amp; Designation of the officers</p>	<p>Dy. General Manager (HR/Vig/CPIO)</p>	<p><a href="https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a></p>
		<p>(v) 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 &amp; Designation of the Officers</p>	<p>Dy. General Manager (HR/Vig/CPIO)</p>	<p><a href="https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf">https://www.becil.com/uploads/rTI/RTIHandbook2019pdf-0d0b9756909fbfe294b9632f715d3fbb.pdf</a></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	<u>Citizen Charter, RTI Handbook, Annual Report, BECIL services, Trainings, exam. Result etc. uploaded on becil's website.</u>		becil.com,

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)	<ul style="list-style-type: none"> <li>(i) Whether STQC certification obtained and its validity.</li> <li>(ii) Does the website show the certificate on the Website?</li> </ul>		SSL Certified
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