Audit Report

Name of Public Authority being audited: COCHIN PORT TRUST
Address : WILLINGDON ISLAND, COCHIN 682009

Documents Referred: (List documents referred for the audit)
1 Department Manuals
2 ISO Manual
3 Various documents on website

`A' Category Parameters (High Importance)

Sl. No.	Parameter	Requirement	Rating Scale	Score	Qualitative Observations/ Remarks
	(1)	(2)	(3)	(4)	(5)
1.	Language in which Information Manual/ Handbook available	English Vernacular / Local Language	Language in which available: Both English & Vernacular: 2 In 1 language only: 1 Not available: 0	1	*Informations provided only in English*
2.	When was the information Manual/ Handbook last updated?	Annual updation	☐During last 1 year: 2 ☐More than 1 year ago: 1 ☐Not updated at all: 0	1	*Updation dates not shown in many documents*
3.	Dissemination of information widely and in such form and manner which is	Use of the most effective means of communication like Notice boards Newspapers	Dissemination of information done using ☐At least two effective means of communication : 2 ☐Only one means of	2	*Information widely dissiminated by internet and print*

	easily accessible to the public [Section 4 (3)]	Public announcements Media broadcasts Internet or Any other means including inspection of offices	communication: 1 ☐No means of communication used: 0		
4.	Procedure followed in decision making process [Section 4(1) (b) (iii)]	Process of decision making Final decision making authority Related provisions, acts, rules etc. Time limit for taking a decision, if any Channels of supervision and accountability.	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	*Decision making authority And time limit not shown*
5.	Norms for discharge of functions [Section 4(1)(b) (iv)]	Nature of functions /services offered Norms /standards for functions / service delivery Time-limits for achieving the targets Reference document prescribing the norms.	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	*Services provided given in detail in Citizen Charter*
6.	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	Total Budget for the Public Authority Budget for each agency and plan & programmes Proposed expenditures Revised budget for each agency, if any	Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0	2	*Budget details fully disclosed*

		☐ Report on disbursements made and place where the related reports are available			
7.	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	☐ Name of the programme or activity ☐ Objective of the program ☐ Procedure to avail benefits ☐ Duration of the programme/scheme ☐ Physical and financial targets of the program ☐ Nature/scale of subsidy/amount allotted ☐ Eligibility criteria for grant of subsidy ☐ Details of beneficiaries of subsidy program	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**2**	*Welfare measures to employees given, details of beneficiaries also given*
8.	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]	☐ Concessions, permits or Authorizations granted by Public Authority ☐ For each concessions, permit or authorization granted ☐ Eligibility criteria ☐ Procedure for getting the concession /grant and/or permits or	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Particulars of recipients provided other details not given*

		authorisations ☐ Name and address of the recipients given concessions/ permits or authorisations ☐ Date of award of concessions/ permits or authorizations			
9.	Are important policies or decisions which affect public informed to them? [Section 4(1)(c)]	☐ Publish all relevant facts while ormulating important policies or announcing decisions which affect public	At all times: 2 Sometimes : 1 Never : 0	1	*All relevant facts are not published in all cases*
10.	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	☐ Provide reasons for its administrative or quasi judicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	2	*Reasons for decision informed to affected persons*
	CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]			16	
	Maximum Possible Category Score Sum of Maximum Scores across all `applicable' parameters			20	
	CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100			80%	

`B' Category Parameters (Medium Importance)

Sl. No.	Parameter	Requirement	Rating Scale	Score	Qualitative Observations/ Remarks
	(1)	(2)	(3)	(4)	(5)
1.	Form of accessibility of Information Manual/ Handbook u/s 4 (1) b	☐Electronic format ☐Printed format	Information Manual available in: ☐In Both Formats: 2 ☐In one format only: 1 ☐Not available: 0	**2**	*Available in both formats, but can be arranged in a better way*
2.	Whether Information Manual/ Handbook available free of cost or not	☐Free or ☐At a reasonable cost of the medium	Cost at which available: ☐Free: 2 ☐At Reasonable cost: 1 ☐At High cost: 0	**2**	*Available at free of cost.*
3.	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	☐ Title and nature of the record / manual / instruction ☐ Gist of contents	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**2**	*Rules are available on website.*
4.	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	☐ Title of the document ☐ Category of document ☐ Custodian of the document	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Full details of documents of all departments are not provided*

5.	Information available in electronic form [Section 4(1) (b) (xiv)]	☐ Details of information available in electronic form ☐ Name/title of the document/record/other information ☐ Location where available	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**2**	*Details are available.*
6.	Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]	☐ Name & location of the facility ☐ Details of information made available ☐ Working hours of the facility ☐ Contact Person & contact details (phone, fax, email):	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Particulars of facility mentioned other details not given.*
7.	Such other information as may be prescribed under Section 4(1) (b) (xvii)	☐ Citizen's charter of the public authority ☐ Grievance redressal mechanisms ☐ Details of applications received under RTI and information provided ☐ List of completed schemes/projects/programmes ☐ List of schemes/projects/programmes underway ☐ Details of all contracts entered into including name of the contractor, amount of contract and	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**2**	*Details adequately provided.*

		period of completion of contract. ☐ Any other Information			
8.	Receipt & Disposal of RTI applications	☐ Details of applications received under RTI and information provided	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	2	*Details disclosed*
	CATEGORY SCORE (B) [Sum of Scores across all B Category parameters]			**14**	
	Maximum Possible Category Score Sum of Maximum Scores across all `applicable' parameters			**16**	
	CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100			**87.5%**	

`C' Category Parameters (Low Importance)

Sl. No.	Aspect of Disclosure	Details of Disclosure	Rating Scale	Score	Qualitative Observations/ Remarks
	(1)	(2)	(3)	(4)	(5)
1.	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	☐ Name and address of the organisation ☐ Head of the organisation ☐ Key Objectives ☐ Functions and duties ☐ Organisation chart ☐ Any other details	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**2**	*Function & Duties given*
2.	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	☐ Powers and duties of officers (administrative, financial & judicial) ☐ Powers and duties of other employees ☐ Rules/orders under which powers and duties are derived	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Powers and duties of employees not provided.*
3.	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the	☐ Relevant rule, circular etc. ☐ Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Arrangements for consultation with public not fully disclosed.*

	formulation of policy or implementation thereof [Section 4(1) (b) (vii)]				
4.	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	☐ Name of the Board, Council, committee etc ☐ Composition ☐ Powers & functions ☐ Whether their meetings are open to the public? ☐ Whether the minutes of the meeting are open to the public ☐ Place where the minutes if open to the public are available	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Details of all exiting bodies not given.*
5.	Directory of Officers and employees [Section 4(1) (b) (ix)]	☐ Name and designation ☐ Telephone, fax and email ID	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Directory of employee not shown.*
6.	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	☐ Name and designation of the employee ☐ Monthly remuneration ☐ System of compensation as provided by in its regulations	☐ Fully disclosed: 2 ☐ Partially disclosed: 1 ☐ Not disclosed: 0	**1**	*Only basic pay given, other compensations not given.*
7.	Names, designations and other	☐ Name and designation of the Public Information	☐ Fully disclosed: 2 ☐ Partially disclosed: 1	**2**	*Full information provided.*

	particulars of public information officers [Section 4(1) (b) (xvi)]	Officer, Assistant Public Information Officer (s) & Appellate Authority ☐ Address, telephone numbers and email ID of each designated official	☐ Not disclosed: 0		
			CATEGORY SCORE (C) [Sum of Scores across all C Category parameters	9	
			Maximum Possible Category Score Sum of Maximum Scores across all `applicable' parameters	14	
			CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100	64.28	

Generating the Final Score & Grade for the Public Authority

Sl. No	Percentage	Percentage Obtained	Weightage	Weighted Percentages
	(1)	(2)	(3)	(2) x (3)
1	A Category Parameters	80.00	0.5	40.00
2	B Category Parameters	87.50	0.3	26.25
3	C Category Parameters	64.28	0.2	12.86
			FINAL SCORE [Sum of Weighted Percentages across A, B & C Categories]	79.11
			GRADE	B

Observations/ Remarks
The extent and quality of disclosure in the Cochin Port website is very good .
Cochin Port gives large amount of information in website. The information provided as per the order in section 4(1) b of RTI act, can be made little more elaborate to achieve the intended purpose.
The information given in website needs updation on regular basis with indication of updation date.
Cochin Port Trust is Reasonably Transparent and RTI compliant.

Date: December 29,2016.

K. Vidyadharan

Independent Auditor