

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	<input type="checkbox"/> English <input type="checkbox"/> Vernacular / Local Language	Language in which available: <input type="checkbox"/> Both English & Vernacular: 2 <input type="checkbox"/> In 1 language only: 1 <input type="checkbox"/> Not available: 0	<u>1</u>	<i>Informations provided only in English</i>
2.	When was the information Manual/ Handbook last updated?	<input type="checkbox"/> Annual updation	<input type="checkbox"/> During last 1 year: 2 <input type="checkbox"/> More than 1 year ago: 1 <input type="checkbox"/> Not updated at all: 0	<u>1</u>	<i>Updation dates not shown in many documents</i>
3.	Dissemination of information widely and in such form and manner which is	Use of the most effective means of communication like <input type="checkbox"/> Notice boards <input type="checkbox"/> Newspapers	Dissemination of information done using <input type="checkbox"/> At least two effective means of communication: 2 <input type="checkbox"/> Only one means of	<u>2</u>	<i>Information widely disseminated by internet and print</i>

	easily accessible to the public [Section 4 (3)]	<ul style="list-style-type: none"> □ Public announcements □ Media broadcasts □ Internet or □ Any other means including inspection of offices 	<p>communication: 1</p> <p><input type="checkbox"/> No means of communication used: 0</p>		
4.	Procedure followed in decision making process [Section 4(1) (b) (iii)]	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ Fully disclosed: 2 □ Partially disclosed: 1 □ Not disclosed: 0 	<u>1</u>	<i>Decision making authority And time limit not shown</i>
5.	Norms for discharge of functions [Section 4(1)(b) (iv)]	<ul style="list-style-type: none"> □ Nature of functions/services offered □ Norms/standards for functions / service delivery □ Time-limits for achieving the targets □ Reference document prescribing the norms. 	<ul style="list-style-type: none"> □ Fully disclosed: 2 □ Partially disclosed: 1 □ Not disclosed: 0 	<u>2</u>	<i>Services provided given in detail in Citizen Charter</i>
6.	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made	<ul style="list-style-type: none"> □ Total Budget for the Public Authority □ Budget for each agency and plan & programmes □ Proposed expenditures 	<ul style="list-style-type: none"> □ Fully disclosed: 2 □ Partially disclosed: 1 □ Not disclosed: 0 	<u>2</u>	<i>Budget details fully disclosed</i>

	etc. [Section 4(1) (b) (xi)]	<input type="checkbox"/> Revised budget for each agency, if any <input type="checkbox"/> Report on disbursements made and place where the related reports are available			
7.	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<input type="checkbox"/> Name of the programme or activity <input type="checkbox"/> Objective of the program <input type="checkbox"/> Procedure to avail benefits <input type="checkbox"/> Duration of the programme/scheme <input type="checkbox"/> Physical and financial targets of the program <input type="checkbox"/> Nature/scale of subsidy/amount allotted <input type="checkbox"/> Eligibility criteria for grant of subsidy <input type="checkbox"/> Details of beneficiaries of subsidy program	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Welfare measures to employees given, details of beneficiaries not given</i>
8.	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority	<input type="checkbox"/> Concessions, permits or Authorizations granted by Public Authority <input type="checkbox"/> For each concessions, permit or authorization granted <input type="checkbox"/> Eligibility criteria	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Particulars of recipients not provided.</i>

	[Section 4(1) (b) (xiii)]	<input type="checkbox"/> Procedure for getting the concession/grant and/or permits or authorisations <input type="checkbox"/> Name and address of the recipients given concessions/ permits or authorisations <input type="checkbox"/> Date of award of concessions/ permits or authorisations			
9.	Are important policies or decisions which affect public informed to them? [Section 4(1)(c)]	<input type="checkbox"/> Publish all relevant facts while formulating important policies or announcing decisions which affect public	At all times: 2 Sometimes : 1 Never : 0	<u>1</u>	<i>All relevant facts are not published in all cases</i>
10.	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	<input type="checkbox"/> Provide reasons for its administrative or quasi-judicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	<u>2</u>	<i>Reasons for decision informed to affected persons</i>
	CATEGORY SCORE (A)				
	[Sum of Scores across all A Category parameters]			<u>14</u>	
	Maximum Possible Category Score			<u>20</u>	
	Sum of Maximum Scores across all `applicable' parameters				
	CATEGORY PERCENTAGE (A)				
	[Total Score (A)/ Maximum Score Possible] x 100			<u>70%</u>	

`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	<input type="checkbox"/> Electronic format <input type="checkbox"/> Printed format	Information Manual available in: <input type="checkbox"/> In Both Formats: 2 <input type="checkbox"/> In one format only: 1 <input type="checkbox"/> Not available: 0	<u>2</u>	<i>Available in both formats, but can be arranged in a better way</i>
2.	Whether Information Manual/ Handbook available free of cost or not	<input type="checkbox"/> Free or <input type="checkbox"/> At a reasonable cost of the medium	Cost at which available: <input type="checkbox"/> Free: 2 <input type="checkbox"/> At Reasonable cost: 1 <input type="checkbox"/> At High cost: 0	<u>2</u>	<i>Available at free of cost.</i>
3.	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	<input type="checkbox"/> Title and nature of the record / manual / instruction <input type="checkbox"/> Gist of contents	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>2</u>	<i>Rules are available on website.</i>
4.	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	<input type="checkbox"/> Title of the document <input type="checkbox"/> Category of document <input type="checkbox"/> Custodian of the document	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Full details of documents are not available</i>
5.	Information available in electronic form [Section 4(1) (b)]	<input type="checkbox"/> Details of information available in electronic form <input type="checkbox"/> Name/title of the document/record/other	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>2</u>	<i>Details are available.</i>

	(xiv)]	information <input type="checkbox"/> Location where available			
6.	Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]	<input type="checkbox"/> Name & location of the facility <input type="checkbox"/> Details of information made available <input type="checkbox"/> Working hours of the facility <input type="checkbox"/> Contact Person & contact details (phone, fax, email):	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Particulars of facility not mentioned in detail.</i>
7.	Such other information as may be prescribed under Section 4(1) (b) (xvii)	<input type="checkbox"/> Citizen's charter of the public authority <input type="checkbox"/> Grievance redressal mechanisms <input type="checkbox"/> Details of applications received under RTI and information provided <input type="checkbox"/> List of completed schemes/projects/programmes <input type="checkbox"/> List of schemes/projects/programmes underway <input type="checkbox"/> Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. <input type="checkbox"/> Any other Information	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>2</u>	<i>Details adequately provided.</i>

8.	Receipt & Disposal of RTI applications	<input type="checkbox"/> Details of applications received under RTI and information provided	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>2</u>	<i>Details disclosed</i>
CATEGORY SCORE (B) [Sum of Scores across all B Category parameters]				<u>14</u>	
Maximum Possible Category Score Sum of Maximum Scores across all `applicable' parameters				<u>16</u>	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				<u>87.5%</u>	

`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)]	<input type="checkbox"/> Name and address of the organisation <input type="checkbox"/> Head of the organisation <input type="checkbox"/> Key Objectives <input type="checkbox"/> Functions and duties <input type="checkbox"/> Organisation chart <input type="checkbox"/> Any other details	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Function & Duties of all not given</i>
2.	Powers & Duties of its officers &	<input type="checkbox"/> Powers and duties of officers (administrative,	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1	<u>1</u>	<i>Powers and duties of employees not</i>

	employees [Section 4(1) (b) (ii)]	financial & judicial) <input type="checkbox"/> Powers and duties of other employees <input type="checkbox"/> Rules/orders under which powers and duties are derived	<input type="checkbox"/> Not disclosed: 0		<i>provided.</i>
3.	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (b) (vii)]	<input type="checkbox"/> Relevant rule, circular etc. <input type="checkbox"/> Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Arrangements for consultation with public not disclosed.</i>
4.	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<input type="checkbox"/> Name of the Board, Council, committee etc <input type="checkbox"/> Composition <input type="checkbox"/> Powers & functions <input type="checkbox"/> Whether their meetings are open to the public? <input type="checkbox"/> Whether the minutes of the meeting are open to the public <input type="checkbox"/> Place where the minutes if open to the public are available	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Details of all exiting bodies not given.</i>

5.	Directory of Officers and employees [Section 4(1) (b) (ix)]	<input type="checkbox"/> Name and designation <input type="checkbox"/> Telephone, fax and emailID	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Dirctory of employee not shown.</i>
6.	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<input type="checkbox"/> Name and designation of the employee <input type="checkbox"/> Monthly remuneration <input type="checkbox"/> System of compensation as provided by in its regulations	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>1</u>	<i>Only pay scales given, monthly remuneration not given.</i>
7.	Names, designations and other particulars of public information officers [Section 4(1) (b) (xvi)]	<input type="checkbox"/> Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority <input type="checkbox"/> Address, telephone numbers and email ID of each designated official	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	<u>2</u>	<i>Full information provided.</i>
CATEGORY SCORE (C) [Sum of Scores across all C Category parameters]				<u>8</u>	
Maximum Possible Category Score Sum of Maximum Scores across all `applicable' parameters				<u>14</u>	
CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100				<u>57.14</u>	

Generating the Final Score & Grade for the Public Authority

Sl. No	Percentage	Percentage Obtained	Weightage	Weighted Percentages
	(1)	(2)	(3)	(2) × (3)
1	A Category Parameters	70	0.5	35
2	B Category Parameters	87.5	0.3	26.25
3	C Category Parameters	57.14	0.2	11.43
	FINAL SCORE			72.68
	[Sum of Weighted Percentages across A, B & C Categories]			
			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. If the information can be rearranged as per the order in section 4(1) b of RTI act, public can access it quickly.
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: April 8, 2015.

K. Vidyadharan
Independent Auditor