

CHT MANUAL ON TRANSPARENCY AUDIT

1. Organization and Function

S. No.	Details
1.1	Particulars of the organization, functions and duties
	<p>(i) Name and address of the Organization Centre for High Technology, OIDB Bhawan, Tower "A", Plot No. 2, 9th Floor, Sector-73, Noida, 201316, Uttar Pradesh</p> <p style="text-align: center;">https://cht.gov.in/en/pages/contact-us</p>
	<p>(ii) Head of the organization is Shri K.K. Jain, Executive Director, Centre for High Technology</p>
	<p>(iii) Vision, Mission and key objectives is available at https://cht.gov.in/en/pages/vision-mission-and-objectives</p>
	<p>(iv) Function and duties is available at https://cht.gov.in/en/pages/functions-duties</p>
	<p>(v) Organization Chart is available at https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(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</p> <p>Centre for High Technology (CHT) was established as a dedicated technology cell of Ministry of Petroleum & Natural Gas (MOP&NG) in 1987 to assess futuristic requirements, acquire, develop and adopt technologies in the fields of refinery processes, petroleum products, work relating to modernization of technologies etc. CHT was registered as a Society, under Societies Registration Act of 1860, on 09-03-1992.</p> <p>The Governing Council of CHT is available at https://cht.gov.in/en/pages/governing-council Details of Heads of CHT since inception is available at https://cht.gov.in/en/pages/transparency-audit</p>
1.2	Power and duties of its officers and employees
	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees</p> <p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p>

	<p>(v) Work allocation</p> <p>Functions of the various Divisions of CHT are available at https://cht.gov.in/en/pages/transparency-audit</p>
1.3	Procedure followed in decision making process
	<p>(i) Process of decision making Identify key decision-making points</p> <ul style="list-style-type: none"> • There exists a well-defined decision-making process at CHT and decisions are taken by the competent authority, Governing Council/ Executive Committees. • There exists a well-defined organization structure and a clear system of accountability and Delegation of Power (DoP) is strictly adhered to. <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(ii) Final decision-making authority</p> <p>Executive Director CHT is the final decision-making authority</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iii) Related provisions, acts, rules etc.</p> <p>General Financial Rules (GFR) 2017, Delegation of Power (ED CHT) and Notifications / Laws/ Acts as given in MOA on CHT website</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iii) Time limit for taking decisions:</p> <p>Replies for Parliament Queries, data sought by MoP&NG, RTI etc. are addressed on immediate basis.</p> <p>Decision regarding various activities undertaken by CHT e.g. Special Studies, R&D Project funding etc. are based on approvals accorded in Executive Committee/ Governing Council meeting.</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(v) Channel of supervision and accountability</p> <p>All activities at CHT are monitored by ED / Director CHT and apprised to the Governing Council / Executive Committee of CHT.</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
1.4	Norms for discharge of functions
	<p>(i) Nature of functions / services offered is provided at https://cht.gov.in/en/pages/cht-resolution</p>
	<p>(ii) Norms / standards for functions / service delivery https://cht.gov.in/en/pages/functions-duties</p>
	<p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p> <p>Details are available in the website at</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>

	<p>(v) Process of redress of grievances RTI</p> <p>The RTI requests are received by post as well as on-line directly or through MoP&NG. Replies are sent to the applicant after approval from CPIO, CHT by post and through on-line system with a copy to MoP&NG. The numbers of open RTI are closely tracked. Quarterly and Annual RTI Returns are sent to MoP&NG and is also filed online to Central Information Commission in RTI website (www.rtionline.gov.in/RTIMIS). Addl. Director is the appellate authority at CHT.</p> <p>GRIEVANCE REDRESSAL</p> <p>As per the provision in Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaint Committee (ICC) has been constituted for receiving and redressal of complaints.</p>
1.5	Rules, regulations, instructions manual and records for discharging functions
	<p>(i) Title and nature of the record / manual / instruction. Files / Records / Documents related to the division are kept with the concerned division in the custody of the officer responsible for the work. https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(ii) List of Rules, regulations, instructions manuals and records. General Financial Rules (GFR) 2017, Delegation of Power (ED CHT) and Notifications / Laws/ Acts as given in MOA on CHT website. https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iii) Acts / Rules manuals etc. General Financial Rules (GFR) 2017, Delegation of Power (ED CHT) and Notifications / Laws/ Acts as given in MOA on CHT website. https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iv) Transfer policy and transfer order As all employees in CHT are on deputation, the transfer policy and orders are as per their parent organizations. CHT follows deputation tenure of 3-5 years. https://cht.gov.in/en/pages/transparency-audit</p>
1.6	Categories of documents held by the authority under its control
	<p>(i) Categories of documents (ii) Custodian of documents/categories</p> <p>Respective Officers are the custodians of documents pertaining to their area. https://cht.gov.in/en/pages/transparency-audit</p>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

	<ul style="list-style-type: none"> (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? <p>Details are available at https://cht.gov.in/en/pages/governing-council</p>
1.8	Directory of officers and employees
	<ul style="list-style-type: none"> (i) Name and designation (ii) Telephone, fax and email ID <p>Name and designation with Telephone and email ID is given at CHT website. https://cht.gov.in/en/pages/transparency-audit</p>
1.9	Monthly Remuneration received by officers & employees including system of compensation
	<ul style="list-style-type: none"> (i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations <p>The pay scales of employees in CHT is given at CHT website. https://cht.gov.in/en/pages/transparency-audit</p>
1.10	Name, designation and other particulars of public information officers.
	<ul style="list-style-type: none"> (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official. <p>Name and designation of the public information officer (PIO), Assistant Public Information Officer & Appellate Authority with address, telephone numbers and email ID of each designated official are provided at the website. https://cht.gov.in/en/pages/transparency-audit</p>
1.11	No. Of employees against whom Disciplinary action has been proposed / taken
	<p>No. of employees against whom disciplinary action has been</p> <ul style="list-style-type: none"> (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings <p>NIL. Till date, there has been no case where in disciplinary action was required against the deputed employees at CHT. CHT has no discretionary power to take any disciplinary action against the deputed employees. In case, situation demand, feedback is given to the parent organization. https://cht.gov.in/en/pages/transparency-audit</p>

1.12	Programmes to advance understanding of RTI
	<p>(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned</p> <p>As and when new public authority assumes charge, they are nominated for RTI programmes Guidelines and Updates on RTI by the Public Authorities concerned are available at link https://dopt.gov.in/guidelines-on-rti</p>
1.13	Transfer policy and transfer orders
	<p>As all employees in CHT are on deputation, the transfer policy and orders are as per their parent organizations. CHT follows deputation tenure of 3-5 years.</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>

2. Budget and Programme

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.
	<p>(i) Total Budget for the public authority (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</p> <p>Total Budgeted amount with bifurcation for revenue expenses and capital expenditure is available in Budget. Report on disbursements made and place where the related reports are available in Annual Accounts at CHT.</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
2.2	Foreign and domestic tours
	<p>(i) Budget (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.</p> <ul style="list-style-type: none"> ● Places visited ● The period of visit ● The number of members in the official delegation ● Expenditure on the visit <p>Due to COVID, no domestic or foreign tour undertaken for period 2020-21 Details are available at CHT website https://cht.gov.in/en/pages/transparency-audit</p>

	<p>(iii) Information related to procurements</p> <ol style="list-style-type: none"> 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 d) The rate /rates and the total amount at which such procurement or works contract is to be executed. <p>Information related to procurements is available at https://cht.gov.in/en/pages/transparency-audit</p>
2.3	Manner of execution of subsidy programme
	<ol style="list-style-type: none"> (i) Name of the programme of activity (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) <p>CHT is not involved in any of the subsidy programs. https://cht.gov.in/en/pages/transparency-audit</p>
2.4	Discretionary and non-discretionary grant
	<ol style="list-style-type: none"> (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities <p>No Discretionary and non- discretionary grants by CHT. https://cht.gov.in/en/pages/transparency-audit</p>
2.5	Particulars of recipients of the concessions, permits authorizations granted by public authority
	<ol style="list-style-type: none"> (i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted <ol 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 <p>Not applicable to CHT. https://cht.gov.in/en/pages/transparency-audit</p>
2.6	CAG & PAC paras

	CAG audit completed upto 2016-17. No unsettled / unresolved para as on date. https://cht.gov.in/en/pages/transparency-audit
--	---

3. Publicity Band Public Interface

3.1	Dissemination of information widely and in such form and manner which is easily accessible to the public
	<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 https://cht.gov.in/en/pages/transparency-audit</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 Not applicable</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>The information relating to CHT is available at the website https://cht.gov.in/en/pages/transparency-audit</p> <p>(i) Public- private partnerships (PPP) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project Not applicable</p>
3.2	Are the details of policies / decisions, which affect public, informed to them
	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p>

	(iii) Outline the arrangement for consultation before formulation of policy Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public
	Use of the most effective means of communication (i) Internet (website) Dissemination of information is done through website https://cht.gov.in/
3.4	Form of accessibility of information manual/ handbook
	Information manual/handbook available in (i) Electronic format (ii) Printed format Information manual/ handbook is available on CHT website https://cht.gov.in/en/pages/transparency-audit
3.5	Whether information manual/ handbook available free of cost or not
	List of materials available (i) Free of cost https://cht.gov.in/en/pages/transparency-audit (ii) At a reasonable cost of the medium Not applicable

4. Governance

4.1	Language in which Information Manual/Handbook Available
	(i) English (ii) Vernacular/ Local Language The information Manual / Handbook is available in English on the website at https://cht.gov.in/en/pages/transparency-audit
4.2	When was the information Manual/Handbook last updated?
	Manual / Handbook is updated https://cht.gov.in/en/pages/transparency-audit
4.3	Information available in electronic form

	<p>(i) Details of information available in electronic form (ii) Name / title of the document/record / other information (iii) Location where available Centre for High Technology, OIDB Bhawan, Tower "A", Plot No. 2, 9th Floor, Sector-73, Noida, 201316, Uttar Pradesh</p> <p>https://cht.gov.in/en/pages/contact-us</p>
4.4	Such other information as may be prescribed under section
	<p>(ii) Name & location of the faculty (iii) Details of information made available (iv) Working hours of the facility (v) Contact person & contact details (Phone, fax email)</p> <p>Centre for High Technology, OIDB Bhawan, Tower "A", Plot No. 2, 9th Floor, Sector-73, Noida, 201316, Uttar Pradesh.</p> <p>Working Hours: Monday to Friday (9.30 am to 6.00 pm)</p> <p>Mr. Vijay Singh, ES to ED, CHT Phone : 0120-2593702, 0120-2593781 Email : singh.vijay69@cht.gov.in</p> <p>https://cht.gov.in/en/pages/contact-us</p>
4.5	Such other information as may be prescribed under section 4
	<p>(i) Grievance redressal mechanism</p> <p>The RTI requests are received by post as well as on-line directly or through MoP&NG. Replies are sent to the applicant after approval from CPIO, CHT by post and through on-line system with a copy to MoP&NG. The numbers of open RTI are closely tracked. Quarterly and Annual RTI Returns are sent to MoP&NG and is also filed online to Central Information Commission in RTI website (www.rtionline.gov.in/RTIMIS) and (http://rtiar.nic.in/rtiar09/login.asp). Director (Technical) is the appellate authority at CHT.</p> <p>https://cht.gov.in/en/pages/transparency-audit</p> <p>(ii) Details of applications received under RTI and information provided</p> <p>Applications received under RTI and replies are provided online. https://cht.gov.in/en/pages/transparency-audit</p> <p>(iii) List of completed schemes/ projects/ Programmes are available at CHT website</p>

	<p>https://cht.gov.in/en/pages/completed-projects</p> <p>(iv) List of schemes/ projects/ programme underway are available at CHT website</p> <p>https://cht.gov.in/en/pages/ongoing-projects</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>https://cht.gov.in/en/pages/transparency-audit</p> <p>(vi) Annual Report</p> <p>https://cht.gov.in/en/pages/reports-publications</p> <p>(vii) Frequently Asked Question (FAQs)</p> <p>Guidelines are provided for RPTM and Discussion Forum</p> <p>https://cht.gov.in/rptm</p> <p>https://cht.gov.in/app/webroot/img/discussion_forum_help.pdf</p>
4.6	Receipt & Disposal of RTI applications & appeals
	<p>(i) Details of applications received and disposed</p> <p>(ii) Details of appeals received and orders issued</p> <p>Details of applications and appeals received and disposed is available at</p> <p>https://cht.gov.in/en/pages/right-to-information</p>

5. Information as may be prescribed

5.1.	Such other information as may be prescribed
	<p>(i) Name & details of current CPIOs & FAAs and earlier CPIO & FAAs from 1.1.2015 is available at</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(ii) Details of third-party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p> <p>(b) Report of the audit carried out</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment</p> <p>(b) Name & Designation of the officers</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
	<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>https://cht.gov.in/en/pages/transparency-audit</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</p> <p>(b) Name & Designation of the Officers</p> <p>https://cht.gov.in/en/pages/transparency-audit</p>
--	--

6. Information Disclosed on own Initiative

6.1.	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information.
	All information is available at https://cht.gov.in/
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)
	STQC certification has been done and the same is valid till 28.10.2021 and is displayed on the website at https://cht.gov.in/en/album/imagegallery/5e575f5ec95408b751d2be89
