

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)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Pharmacy Council of India, NBCC Centre, 3rd Floor, Plot No.2, Community Centre MaaAnandamai Marg Okhla Phase I, New Delhi – 110 020 E-MAIL registrar@pci.nic.in Phone. No. 011- 61299900-03
		(ii) Head of the organization	Registrar-cum-Secretary
		(iii) Vision, Mission and Key objectives	Copy enclosed (Annexure-1) Copy enclosed
		(iv) Function and duties	
		(v) Organization Chart	Copy enclosed(Annexure-2)

		(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	The first Central Council of Pharmacy Council of India was constitution on 9 th April, 1949 other committees have also been constituted from time to time
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Copy enclosed (Annexure-3)
		(ii) Power and duties of other employees	To assist the office in discharge of office work.
		(iii) Rules/ orders under which powers and duty are derived and	Pharmacy Act, 1948 and Govt. Rules.
		(iv) Exercised	Yes
		(v) Work allocation	As per organization chart (Annexure-2) to carry out the activities of PCI as per key objects & functions under Annexure-1
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Executive Committee makes recommendations to Central Council. Central Council is the final authority
		(ii) Final decision making authority	Central Council
		(iii) Related provisions, acts, rules etc.	Pharmacy Act, 1948 and Regulations made their under
		(iv) Time limit for taking a decisions, if any	No such limit is prescribed except for grant of approval for running Pharmacy courses.
		(v) Channel of supervision and accountability	Dealing Assistant, Assistant Secretary, Deputy Secretary, Registrar-cum-Secretary

1.4	Norms discharge functions [Section 4(1)(b)(iv)]	for of	(i) Nature of functions/ services offered	The function are regulated under the provision the Pharmacy Act and Regulation made there under
			(ii) Norms/ standards for functions/ service delivery	
			(iii) Process by which these services can be accessed	
			(iv) Time-limit for achieving the targets	As in Para 1.3 (iv) above
			(v) Process of redress of grievances	On priority basis. If required inspections are also conducted.
1.5	Rules, regulations, instructions manual records discharging functions [Section 4(1)(b)(v)]	and for	(i) Title and nature of the record/ manual /instruction.	a) The Pharmacy Act, 1948. b) The Education Regulations, 1991. c) The Pharm.D. Regulations, 2008. d) The Bachelor of Pharmacy (B.Pharm) Course Regulations, 2014. e) The Master of Pharmacy (M.Pharm) Course Regulations, 2014. f) Bachelor of Pharmacy (Practice) Regulations, 2014. g) Pharmacy Practice Regulations, 2015. h) Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014. i) The Pharmacy Council of India Regulations on Curbing the Menace of Ragging in Pharmacy Colleges, 2012 j) Inspectors Hand Book
			(ii) List of Rules, regulations, instructions manuals and records.	
			(iii) Acts/ Rules manuals etc.	

			<ul style="list-style-type: none"> k) Professional Development Fund guidelines. l) Migration Policy. m) Data of Pharmacists maintained on the basis of data forwarded by the State Pharmacy Councils. n) Central Govt. Rules and Regulations relating to establishment, administration and financial matters.
		(iv) Transfer policy and transfer orders	Not applicable as there is no other branch / office of the council
1.6	<p>Categories of documents held by the authority under its control</p> <p>[Section 4(1)(b)(vi)]</p>	(i) Categories of documents	<ul style="list-style-type: none"> i) Statement of the categories of documents that are held by it or under its control <ul style="list-style-type: none"> a) Act, Rules and Regulations. b) Annual Accounts Reports. c) All records relating to the operations of this Council minutes of the meeting, Notifications regarding approval/dis-approval of pharmacy courses of study and examination.
		(ii) Custodian of documents/categories	Administration/Policy branch
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc.	The composition of Central Council, Executive committee and other committees is given at Annexure-4
		(ii) Composition	
		(iii) Dates from which constituted	The first Central Council was constituted on 9th March, 1949
		(iv) Term/ Tenure	The term of CC members is regulated by section 7 of the Pharmacy Act. 1948. The term of EC is regulated by section 9 of the Pharmacy Act 1948. The EC and other committees are constituted from amongst the member of the Central Council.

	4(1)(b)(viii)]	(v) Powers and functions	These committees perform their functions as per the mandate of the Pharmacy Act and regulation made there under.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	The minutes of EC and CC with regard to approval of institutions are put up on council's website.
		(viii) Place where the minutes if open to the public are available?	Website of the council
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	List enclosed (Annexure-5)
		(ii) Telephone , fax and email ID	List enclosed
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	Copy enclosed(Annexure-6)
		(ii) System of compensation as provided in its regulations	Not applicable
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	Copy enclosed (Annexure-7)
		(ii) Address, telephone numbers and email ID of each designated official.	Copy enclosed
1.11	No. Of employees	No. of employees against whom disciplinary	Nil

	against whom Disciplinary action has been proposed/ taken (Section 4(2))	action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	NA
1.12	Programmes to advance understanding of RTI (Section 26)	(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	Provisions of RTI Act / Rules are strictly followed Provisions of RTI Act / Rules are strictly followed Provisions of RTI Act / Rules are strictly followed Govt. Of India Department Of Personal and Training guideline on the issue are strictly followed
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Not applicable as there is no other branch of this office

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)]	<ul style="list-style-type: none"> (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 	Copy enclosed(Annexure-8)
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	<ul style="list-style-type: none"> (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. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	No separated budget is allocated for the purpose. However there is no official in the council at the rank of joint secretary.
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul 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 	Government policies in this regard are strictly followed

			d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	of of	(i) Name of the programme of activity	NA (No subsidy is given)
			(ii) Objective of the programme	NA
			(iii) Procedure to avail benefits	NA
			(iv) Duration of the programme/ scheme	NA
			(v) Physical and financial targets of the programme	NA
			(vi) Nature/ scale of subsidy /amount allotted	NA
			(vii) Eligibility criteria for grant of subsidy	NA
			(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
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	Assistance is provided to State Pharmacy Councils and other professional bodies to hold Continuing Education Programmes, Training programmes for Pharmacists and for the teaching faculty.
			(ii) Annual accounts of all legal entities who are provided grants by public authorities	1. Utilization certificate is obtained 2. A certificate to the effect that the expenditure claimed has not been sought from any other source. 3. Brief report is obtained.
2.5	Particulars of recipients of		(i) Concessions, permits or authorizations granted by public authority	There is no recipient of concessions

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	Not applicable
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		given concessions/ permits or authorizations d) Date of award of concessions /permits of authorizations	
2.6	`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.	All such paras and ATR are sent to the Ministry of Health and Family Welfare for further action

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 (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	1. All policy decisions on technical matters are taken by the Central Council which comprises of the representatives from the Teaching Faculty, Central Govt., MCI, DGHS, DCG(I), Director, CDL, UGC, AICTE, States Govts./UTs, State Pharmacy Councils. 2. For any Regulation framed u/s 10 of the Pharmacy Act, 1948, due procedure u/s 10(3) of the Pharmacy Act, 1948 is followed by consulting the State Govts. a) Through e-mail, Post, telephone, website and personal visit. b) Visitors timing – All Working days from 3pm to 5pm. c) Act and Regulations are available on PCI website.

		RTI applicants	
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
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;	All the important policies framed by the council are placed on the website of council
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	As in the composition of CC at Annexure-4 and Section 10 (3)
		(iii) Outline the arrangement for consultation before formulation of policy	of the Pharmacy Act 1948.

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)	e-mail, postal service and website
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Electronic as well as Printed format
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Free of cost

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
		(ii) Vernacular/ Local Language	Hindi
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	30 th August, 2018
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	All the document such as Pharmacy Act, the Regulations made there under and Standard inspection form are available on the website of the council.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Pharmacy Council of India, NBCC Centre, 3rd Floor, Plot No.2, Community Centre Maa Anandamai Marg, Okhla Phase I, New Delhi – 110 020 E-MAIL registrar@pci.nic.in Phone. No. 011- 61299900-03
		(ii) Details of information made available	As may be required by the individual concerned

		(iii) Working hours of the facility	9:30 am to 6:00 pm
		(iv) Contact person & contact details (Phone, fax email)	Deputy. Secretary & Assistant Secretary TELEPHONE : 011-61299900-03 E-MAIL : registrar@pci.nic.in
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Grievances are addressed at the level of Deputy Secretary, Registrar-cum-Secretary and Appellant Authority
		(ii) Details of applications received under RTI and information provided	Enclosed (Annexure-9)
		(iii) List of completed schemes/ projects/ Programmes	These are the on going processes with regard to approval of institutions.
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not applicable
		(vi) Annual Report	Copy of the annual report for 2018-2019 is enclosed as Annexure-10
		(vii) Frequently Asked Question (FAQs)	FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT PHARM.D (Annexure-11) FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT M.PHARM (Annexure-12)
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		b) Result Framework Document (RFD)	
c) Six monthly reports on the			
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	As in Annexure-9 above
		(ii) Details of appeals received and orders issued	Enclosed (Annexure-13)
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Reply to parliament questions asked for by the Ministry during the Winter session 2019 are collectively enclosed as Annexure- 14

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	As in Annexure-7 above As in Annexure-7-A
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	No such audit has been done
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Deputy Secretary Pharmacy Council of India has been appointed as Nodal Officer.
		(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Smt. Archana Mudgal (Registrar cum Secretary), Sh. Anil Mittal (Dy. Secretary) and Smt. Pratima Tiwari (Assistant Secretary) look into it since inception of RTI.
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

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		In pursuance of section 4 (1)(b) RTI Act, 2005 necessary disclosure has been placed on the council website
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. (ii) Does the website show the certificate on the Website?	Under process
