

## **CENTRAL WOOL DEVELOPMENT BOARD**

**In pursuance of Section 4 (1) (b) of the Right to Information Act, 2005, the required Information/ Manuals are as follows:**

### **RIGHT OF INFORMATION AND OBLIGATIONS OF PUBLIC**

#### **AUTHORITIES Manual (i)**

**The particulars of the organization, functions and duties:**

#### **Organization:**

The Central Wool Development Board, set up by the Ministry of Textiles, Government of India, with a view to harmonize various diversified interest among different sectors of wool industry for an Integrated Policy Development of entire industry, the Central Wool Development Board was constituted in July, 1987 with its head quarter at Jodhpur, Rajasthan. The Board has started functions since 1989. The Central Wool Development Board has been registered as Society under the Society Registration Act 1958 in the year 1995.

#### **Functions**

The main functions allocated to the Central Wool Development Board at the time of creation of organization are as follows:

- ⌚ Market intelligence
- ⌚ Monitoring and evaluation
- ⌚ Price stabilization
- ⌚ Advice to the Government on policy matters
- ⌚ Quality Control and Regulations
- ⌚ Coordination and
- ⌚ Such other functions as may be specified by the Government.

## **Aims and Objectives**

- a) To promote the growth and development of wool & woollen products.
- b) Evolve an Integrated approach to wool production and its utilization in the matter of formulation of schemes, extension work, implementation & evaluation of schemes aimed at augmenting wool production and upgrading the quality thereof.
- c) To promote or undertake arrangement for better marketing and stabilizing the price of wool & products made thereof.
- d) To promote standardization of wool & woollen products.
- e) To propagate and/or undertake measure for quality control for wool & woollen products.
- f) To sponsor, assist, co-ordinate and encourage scientific, technological and economical research into the matters of Animal Husbandry practices, production, utilization and marketing of wool with a view to improve the quality, yield and utilization thereof.
- g) To promote or undertake surveys/ studies aimed at collection and formulation of statistics regarding wool, woollen product, employment and income potentials in the sector.
- h) To propagate information useful to the growers and dealer of wool and manufactures of woollen products.
- i) To improve the existing markets and develop new areas in the uses of wool.
- j) To advise the Central Government on matters relating to growth and development of wool including import and export of wool & product made thereof.
- k) To assist, promote, co-ordinate and harmonize the activities of various agencies, including private and Non-governmental organization for development of wool & woollen product.
- l) To carry out such of duties as may be prescribed from time to time.
- m) Board will not work for profit and commercial purposes.

## **Duties** (Pursuant to the aforesaid objectives the Board may)

- a) Accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust, funds or donations not inconsistent with the aims and objectives of the Board, on such terms and conditions as may be fitted with the objects of the Board and be prescribed by the Government of India from time to time;
- b) Recommend creation of all posts irrespective of scales of pay for approval by the Government of India and make appointments thereto in accordance with the Rules and Regulations of the Board.

- c) Establish a provident fund for the benefit of the staff of the board or any other sections thereof;
  - d) Make rules and bye-laws for the conduct of the affairs of the Board and add or amend, vary or rescind them from time to time provided that pending formal adoption of separate service rules/by-laws etc. by the Board, the service conditions of the officers and employees of the Board shall be regulated by the Government of India Rules As amended from time to time;
  - e) Advise Central Government on matters relating to the growth, development, import and export of wool and woollen products.
  - f) Furnish to the Central Government or such other authorities as may be prescribed, such reports, returns and information, on the matters relating to the activities of the Board, as may be specified from time to time.
  - g) Do all such other lawful acts and things either alone or in conjunction with other organizations or persons, as the Board may consider necessary, incidental or conducive to the attainment of the above objectives.
  - h) Do all such lawful acts and things whether incidental to objectives in force or no, as may be requisite in order to furtherance of the objectives of the Board for study and research and development of wool and woollen products.
- All property, movable or immovable shall vest in the Board.
  - The income and property of the Board howsoever derived, shall be applied towards the promotion of the objects as set-forth in this Memorandum of Association subject, nevertheless, in respect of expenditure of grants made by Government of India; to such direction as the Government of India may from time to time give. No portion of the income and property of the Board shall be paid or otherwise transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the Board, or to any of them or to any person claiming through them, or any of them, provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other person in return for service rendered to the Board or for traveling allowance, halting allowance and other similar charges.
  - If on the winding up or dissolution of the Board, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Board or any of them, but shall be dealt with in the manner provided in the Societies Registration Act, 1958.

## **Manual (ii)**

### **The powers and duties of its officers and employees:**

#### **I. The Governing Body:**

The Governing Body shall have the following powers and functions, namely to:

- a) Observe the provisions of the Memorandum of Association, these rules and such instructions of Government of India, as may be issued from time to time;
- b) Exercise general control and issue such directions for the efficient management and administration of the affairs of the Board as may be necessary;
- c) Recommend creation of all posts irrespective of scales of pay for approval by the government of India and make appointments thereto in accordance with the Rules and Regulations of the Board.
- d) Nominate members of the Executive Committee in accordance with rules;
- e) Approve the annual budget of the Board;
- f) Consider and approve the annual report of the Board
- g) Consider the balance sheet and audited accounts of the Board;
- h) Add and amend the Rules of the Board;
- i) Frame bye-laws, rules, regulations etc. not inconsistent with these rules, and the Memorandum of Association for the management, administration and regulation of the business of the Board for the furtherance of its objects;
- j) To perform such other functions as are entrusted to it under these rules
- k) The Governing body may by resolution delegate to its Chairman, Vice-Chairman, to any other Committee, or to the Executive Director or to any other officer of the Board, such of its powers for the conduct of business as it may deem fit.

#### **The Executive Committee:**

1. Subject to the general control and directions of the Governing Body, the Executive Committee shall be responsible for the management and administration of the affairs of the Board in accordance with these rules and the by-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.
2. Without prejudice to the generality of the foregoing sub rule, the Executive Committee shall have the following functions, namely:-

- a) to prepare and execute detailed plan and programme for the furtherance of the objects of the Board;
  - b) to draw up the annual budget of the Board to be submitted for approval of the Governing Body;
  - c) to scrutinize and approve the annual report and balance sheet and audited accounts of the Board for the consideration of the Governing Body;
  - d) to lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects;
3. Executive Committee may by resolution delegate to its Chairman, or to the Executive Director or to any other officer of the Board, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary, to the condition that the action taken by its own Chairman, or the Executive Director or other officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the Executive Committee.

**The Chairman:**

The Chairman shall exercise such powers for the conduct of the business of the Board as may be vested in him by the Governing Body.

**The Vice Chairman**

Besides the powers hereinafter enumerated in these Rules, the Vice Chairman shall exercise those powers, which may specifically be delegated to him by the Chairman.

**The Executive Director/Member Secretary:**

Subject to any order that may be passed by the Government of India, the Chairman, the Vice Chairman and decisions of the Executive Committee, the Executive Director as the Chief Executive Officer of the Board shall be responsible for:

- a) The proper administration of the affairs and funds of the Board. To receive and to have custody of the funds of the Board and to manage the properties of the Board.
- b) Prescribing the duties of all officers and employees of the Board.

- c) Exercising supervision and disciplinary control over the work and conduct of all officers and employees of the Board.
- d) Coordinating and exercising general supervision over all activities of the Board.
- e) To incur expenditure subject to the provisions of the budget.
- f) To prepare and execute plans and programmes and prepare annual budget for the Board and put before the Executive Committee and Governing body for approval.
- g) Executive Director shall be custodian to all records relating to the Board and make correspondence on behalf of the Board.
- h) He shall convene meetings of Governing Body and Executive Committee with the permission of the respective Chairman and take on records of all the minutes of such meetings.
- i) To execute, contracts, collaboration agreements, general/special instruments, service agreements, agreements containing arbitration clauses, indemnity bonds, deeds in respect of or connected with sale/lease licenses, mortgage hypothecation or other deeds of a legal character of whatever description, powers of Attorney, enforce any other legal rights and incur legal expenses, provided that these powers are exercised for and on behalf of the Board.
  - (i) Purchase, hire, take on lease, exchange or other-wise acquire a property movable or immovable or sell, hire lease exchange otherwise transfer or dispose of all or any property, movable or immovable of the Board provided that for the transfer of immovable property, the prior approval of the Government of India is obtained in that behalf.
  - (ii) Advising the government of India, State Governments and the Administrations of the Union Territories in the matter connected with wool and products made thereof.
  - (iii) The Executive Director may, in writing, delegate any of the powers conferred upon him to such officers of the Board working under him as may be considered necessary for effective and efficient functioning of the Board.

## **The Officials of The Central Wool Development Board:**

The officials of the Central Wool Development Board are responsible for examining, analysis the project proposal received from various agencies for development of wool sector.

### **Manual (iii)**

#### **The procedure followed in the decision making process, including channels of supervision and accountability:**

Hierarchy in decision-making process, channels of supervision and accountability is as follows;

The Governing Body,  
Executive Committee  
The Executive Director / Member Secretary,  
Officials of the Board.

**Manual (iv)**

**The norms set by it for the discharge of its functions :**

In the examination of project proposals received by the office of the Wool Board, the following facts are kept in mind:

1. whether there is a budget provision.
2. whether the proposal is in conformity with the conditions of the scheme under which the grant has been requested.
3. whether the utilization certificate in respect of previous money has been submitted and whether the same is in the proper form.
4. are there any other factors or circumstances which make the case special necessitating relaxation or conditions?
5. proposals needing any kind of relaxation in norms are decided with the approval of Executive Committee / Governing Body / Ministry.



**Manual (v) :**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

Following rules and regulations, instructions, manuals and records held by the Central Wool Development Board:

- The Wool Development Board (Recruitment and Promotion) Rules, 1994
- The Wool Development Board Employees' Conduct, Discipline and Appeal Rules, 1993.
- Qualification and Age (in records)
- "Memorandum of Association of the Board" and "Rules & Regulations of the Central Wool Development Board"
- Register of Members
- Minutes book of Governing body of Board
- Minutes book of Executive Committee of Board
- Cash Book
- Cheque issue Register
- Demand Draft Issue Register
- Cheque/Demand draft Receipts Register
- Cash Receipt book
- Register of Grant
- Overtime Register
- Stamp Accounts Register
- Challan register
- Bill Register
- Roster Register
- Service Record Register
- Permanent Article Register
- Dak Register
- Dispatch Register
- Leave Register
- File Register

**Manual (vi) :**

**A statement of the categories of documents that are held by it or under its control:**

- Vouchers regarding financial expenses
- Sanctions regarding Projects/schemes
- Physical & Financial targets and its achievements regarding sanctioned projects
- Utilization of funds by the implementing agencies
- Establishment matters and financial matters of the employees of the Central Wool Development Board.
- Decisions of the Governing Body and Executive Committee of the Board° Purchase of store items.

**Manual (vii)**

**The particulars of any arrangements that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

Eight out of 29 members of the Central Wool Development Board are persons representing progressive sheep breeders, persons dealing with development & promotion of wool including representative from decentralized and organized sectors of the industry.

Non-government persons also figure amongst members of the Executive Committee.

Most of the decisions of the Board are taken by these two bodies.

**Manual (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

Composition of the Governing Body of the Central Wool Development Board, Jodhpur

**Members of the Board:**

The Board shall have the following Members constituted by the Ministry of Textiles, Government of India: -

- a) “**Chairman**” to be nominated by the Ministry of Textiles, Government of India.

B	“Joint Secretary (Wool)”, Ministry of Textiles, Government of India.	Vice-Chairperson
C	Five representatives from the Ministries/ Offices of the Central Government, which are related to development of wool & wool industry.	Member
D	Four representatives from the State Government of wool producing states, not below the rank of Director.	-“-
E	Four representatives from the Federations/ Boards/Corporations of the wool producing states, involved in development of sheep and wool.	-“-
F	Two representatives from research institutions involved in the research work of wool and woollen development.	-“-
G	Three representatives from the various Organizations of wool sector	-“-
H	Eight representatives from progressive sheep breeders and Non Governmental Organizations engaged in woollen sector in various wool producing states.	-“-
I	Executive Director, Central Wool Development Board.	-“-

**List of existing members of the Governing Body of the Central Wool Development Board, Jodhpur as on August, 2018**

1. Joint Secretary (Wool/Fibre-II) Ministry of Textiles, Chairman &  
Govt. of India, Udyog Bhawan, NEW DELHI Vice Chairman
2. Joint Secretary, Deptt. of Animal Husbandry, Member  
Ministry of Agriculture, Krishi Bhawan, NEW DELHI
3. Textile Commissioner, Office of the Textile Commissioner Member  
Ministry of Textiles, Govt. of India, MUMBAI. 400 020
4. Deputy Secretary/Director (Finance), Ministry of Textiles, Member  
Govt. of India, Udyog Bhawan, NEW DELHI
5. Director ( Industry & VSE ), NITI Aayog (Planning Commission), Member  
Govt. of India, Yojana Bhawana, NEW DELHI
6. Director, Indian Institute of Carpet Technology, Member  
BHADOHI, U.P. 221 401
7. Director, Animal Husbandry Deptt., Govt. of Rajasthan Member  
Gandhi Nagar, Tonk Road, JAIPUR (Rajasthan)
8. Director, Animal Husbandry Deptt., Govt. of Tamilnadu, Member  
Chennai. Tamilnadu

- |     |   |        |
|-----|---|--------|
| 9.  | Director, Animal Husbandry Deptt., Govt. of A.P.,<br>HYDERABAD, Andhra Pradesh                                    | Member |
| 10. | Additional Secretary, Animal Husbandry Deptt.,<br>Govt. of Uttarakhand, DEHRADUN, Uttarakhand.                    | Member |
| 11. | Managing Director, Gujarat Sheep & Wool Development<br>Corp. Ltd., Udyog Bhawan, Sector-11,GANDHI NAGAR           | Member |
| 12. | Managing Director, J. & K. State Sheep & Sheep Product<br>Development Board, Bari Brahmana, JAMMU, 181 133        | Member |
| 13. | Director, U.P. Livestock Development Board, (A.H. Deptt.)<br>Govt. of U.P., Lucknow. (Uttar Pradesh)              | Member |
| 14. | General Manager, H.P. State Cooperative Wool Procurement<br>& Marketing Federation Ltd., Kasumpti, Shimla, (H.P.) | Member |
| 15. | Director, Wool Research Association, Akbar Camp Road,<br>Sandoz Baug, Kolshet Road, THANE (Mumbia)                | Member |
| 16. | Director, Central Sheep & Wool Research Institute,<br>Avikanagar, Teh. Malpura, Via.: JAIPUR (Rajasthan)          | Member |
| 17. | Executive Director, Wool & Woollen Export Promotion<br>Council, Barakhamba Road, NEW DELHI 110 001                | Member |

18. Executive Director, Carpet Export Promotion Council, Member  
Opp. Army Hospital Research & Referral, NEW DELHI- 057
19. Secretary General, Indian Woollen Mills Federation, Member  
Churchgate Chamber, 5th New Marine Lines, MUMBAI-20
20. Executive Director, Central Wool Development Board, Member Secretary  
Jodhpur.

**Composition of Executive Committee:**

1. There shall be an Executive Committee of the Board and it shall consists of the following members:
- i) Vice Chairman as Chairman of the Executive Committee;
  - ii) Executive Director;
  - iii) Seven other members from the Governing Body.

**List of existing members of Executive Committee of the CWDB as on August, 2018**

- i). The Joint Secretary (Wool/Fibre-II), Ministry of Textiles, Govt. of India, New Delhi as Chairman of the Executive Committee.
- ii) The Textile Commissioner, Post Bag No. 11500, New C.G.O. Building, 48, New Marine Lines, MUMBAI.
- iii) The Dy. Secretary/ Director (Finance), Ministry of Textiles, Govt. of India, Udyog Bhawan, New Delhi.

- iv) The Director, National Institution for Transforming India (NITI Aayog), Govt. of India, Yojana Bhawan, New Delhi.
- v) The Director, Animal Husbandry Deptt., Govt. of Rajasthan, Tonk Road, JAIPUR.
- vi) The Director, Central Sheep & Wool Research Institute (ICAR), Avikanagar, Teh.: Malpura, Distt.: Tonk, Via.: JAIPUR, Rajasthan.
- vii) The Director, Wool Research Association, Akbar Camp Road, Sandoz Baug, Kolshet Road, THANE. (Mumbai)
- viii) The Secretary General, Indian Woollen Mills Federation (IWMF), Mumbai.
- ix) The Executive Director, Central Wool Development Board, Jodhpur as Member Secretary of the Executive Committee.

The meetings & their minutes of both the bodies are open to the public and available on website under CWDB MEETING TAB and being maintained.

Functions and Powers of Governing Body and Executive committee are available at RTI Tab under Memorandum of Association and Rules & Regulations of the Central wool Development Board

**Manual (ix) :**

**A directory of its officers and employees:**

Directory of officers and employees of the Board is as under:

SN	Name of officer/ official	Designation	Local address
1	Mr. Sumer Singh	Dy. Manager Marketing	A-42 Ashok Udyan Apartment, Jodhpur 9414477090
2	Mr. Ramesh Kumar Bundela	Sr. Technical Assistant	Y-156, Rajmata Sudarshna Nagar, Near Rajiv Gandhi Nurshing School, Pavan Puri, Bikaner
3	Mr. Anurag Purohit	Incharge/Supervisor	H.No. E-263, c/o Babulal Choudhary, Rajiv Nagar, Basni 1 <sup>st</sup> Phase, jodhpur



4	Mr. Kailash Joshi	Marketing Assistant	AASHIRWAD, 23-C 41, Chopasni Housing Board, Jodhpur 9829793502
5	Mr. Sanjay Joshi	Research Assistant	Gundi Ka Mohalla, Jodhpur
6	Mrs. Deepshikha Mathur	Research Assistant	A-74, Kamla Nehru Nagar, Jodhpur 9460157654
7	Mr. Jugal Chaudhary	Administrative Officer	58, Bhagat Ki Kothi, Jodhpur 9461007314
8	Mr. Devi Singh Rathore	Jr. Technical Assistant	250, Kailash Puri, Near Shiv Mandir, Bikaner.
9	Mr. Dhan Singh Rathore	Steno Grade 'C'	Plot No.8, Gali No. 6 Behind Suswani Mata Temple, Mandore, Jodhpur. 9413249237
10	Mr. Meethalal Panwar	Lab Assistant	Hanuman Gali, Jhalamand, Jodhpur 9414813426
11	Mr. Shimbhu Dayal Meena	L.D.C.	Plot No. 14, Ramapeer Colony, Ratanada, Jodhpur 9413766419
12	Mr. Bharat Lal Meena	L.D.C.	Ramapeer Colony, Ratanada, Jodhpur.
13	Mr. Naval Kishore Dave	Accountant	63 Tilak Nagar – 1, Bhadasiya, Jodhpur 9829645445
14	Mr. Chetram Meena	L.D.C.	Kayam Nagar, Near Cinemagic Hall, Bikaner.
15	Mr. Prithvi Singh Rawal	Hindi Typist	549, Roop Nagar-I, Pal Road, Jodhpur. – 342 008. Mob. 9414477881
16	Mr. Narayan Singh	Peon	264, Tirupati Nagar, Nandri, Kasra No. 48/53, Banar Road, Jodhpur 9166169730
17	Mr. Mohan Lal	Peon	Vijay Nagar, Near Chopasni School, Jawar Road, Jodhpur.
18	Mr. Narpat Singh	Lab Attendant	Shivaji Marg, Masuriya, Behind Ramdev Hospital c/o Puspendra Khatri 7568076923
19	Mrs. Veena Choudhary	Jr. Hindi Translator	Plot No.6B, Tirupati Nagar, Sugan Vihar, Near Dali Bai Mandir, Jodhpur 9413959422
20	Mr. Nortlal Bairwa	Peon	Ramapeer Colony, Ratanada, Jodhpur

21	Mr. Vijay Kumar	Peon	House no. 94, Aliganj, Lodi Road, New Delhi. 110 003
22	Mr. Mohan Pande	Peon	House no. D-60 A, Jai Vihar Colony, Najafgarh, New Delhi. 110 043
23	Mr. Meethalal Meena	Peon	Near Luck Model School, Rani Bazar, Bikaner.

**Manual (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Monthly remuneration statement of Board's employees is as under:

SN	Name of officer/ official	Designation	Total monthly emolument (Gross)
1	Mr. Sumer Singh	Dy. Manager Marketing	1,28,299
2	Mr. Jugal Chaudhary	Administrative Officer	1,14,424
3	Mr. Ramesh Kumar Bundela	Sr. Technical Assistant	1,14,424
4	Mr. Anurag Purohit	Incharge/Supervisor	1,14,424
5	Mr. Kailash Joshi	Marketing Assistant	94,837
6	Mr. Sanjay Joshi	Research Assistant	92,087
7	Mrs. Deepshikha Mathur	Research Assistant	92,087
8	Mr. Devi Singh Rathore	Jr. Technical Assistant	94,837
9	Mr. Dhan Singh Rathore	Steno Grade 'C'	79,712
10	Mrs. Veena Choudhary	Jr. Hindi Translator	63,212
11	Mr. Meethalal Panwar	Lab Assistant	68,692
12	Mr. Shimbhu Dayal Meena	L.D.C.	51,662
13	Mr. Bharat Lal Meena	L.D.C.	49,587
14	Mr. Naval Kishore Dave	Accountant	59,712
15	Mr. Chetram Meena	L.D.C.	50,962
16	Mr. Prithvi Singh Rawal	Hindi Typist	50,962
17	Mr. Narayan Singh	Peon	44,462
18	Mr. Mohan Lal	Peon	44,462
19	Mr. Narpat Singh	Lab Attendant	44,462
20	Mr. Nortlal Bairwa	Peon	44,462
21	Mr. Vijay Kumar	Peon	49,144
22	Mr. Mohan Pande	Peon	49,144
23	Mr. Meethalal Meena	Peon	44,462

**Manual (xi)**

**The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made:**

A statement showing State-wise, agency-wise, scheme and project wise funds allocated and position of utilization of funds is available on Board's website for open to the public.

**Manual (xii)**

**The matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

The Board provides grant-in-aid to

- i. State Govt. Department and local bodies such as LAHDC.
- ii. Federations / Boards / Corporations.
- iii. NGOs. / Coop. Societies
- iv. Research Institutes

**Manual (xiii)**

Particulars of recipient's concessions, permits or authorization granted by

it. 'None'

**Manual (xiv)**

Details in respect of the information, available to or held by it, reduced in an electronic form: Information is available in an electronic form on Board's website woolboard.nic.in. Main information is as under:

- The Wool Development Board (Recruitment and Promotion) Rules, 1994
- The Wool Development Board Employees' Conduct, Discipline and Appeal Rules, 1993.
- Qualification and Age
- "Memorandum of Association of the Board" and "Rules & Regulations of the Central Wool Development Board"
- Fortnightly raw wool price bulletin

**Manual (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :**

There is no separate library or reading room in the office, however, the Board is keeping books and literatures on different topics of wool sector.

**Manual (xvi):**

**The names, designations and other particulars of the public Information Officers:**

Central Public Information Officer:	Shri Jugal Chaudhary, Administrative Officer, Central Wool Development Board, Jodhpur. Phone No. (0291) 2616328
Alternate Central Public Information Officer:	Shri Sumer Singh Champawat, Dy. Manager (Marketing), Central Wool Development Board, Jodhpur. Phone No. (0291) 2616328

**Manual (xvii) :**

**Such other information as may be prescribed:**

In pursuance of Section 5 of the Right to Information Act, 2005, the following officers are hereby designated as Central Public Information Officer and alternate Central Public Information Officer in respect of Central Wool Development Board.

Central Public Information Officer :

Shri Jugal Chaudhary,  
Administrative Officer,  
Central Wool Development Board, Jodhpur.  
Phone No. (0291) 2616328

Alternate Central Public Information Officer:

Shri Sumer Singh Champawat,  
Dy. Manager (Marketing),  
Central Wool Development Board, Jodhpur.  
Phone No. (0291) 2616328

Appellate Authority:

Executive Director,  
Central Wool Development Board, Jodhpur.  
Phone No. (0291) 2433967, 2616328

## **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-organization 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. Organization and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/Reference Points [Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met]</b>
1.1	Particulars of its organization, functions and duties [Section 4 (1) (b) (i)]	(i) Name and address of the Organization	Fully met
		(ii) Head of the organization	Fully met
		(iii) Vision, Mission and Key objectives	Fully met
		(iv) Function and duties	Fully met
		(v) Organization Chart	Fully met
		(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.	
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)	Fully met
		(ii) Power and duties of other employees	Fully met
		(iii) Rules/orders under which powers and duty are derived and	Fully met
		(iv) Exercised	Fully met
		(v) Work allocation	Fully met

1.3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	(i) Process of decision making Identify key decision making points	Fully met
		(ii) Final decision making authority	Fully met
		(iii) Related provisions, acts, rules etc.	Fully met
		(iv) Time limit for taking a decisions, if any	Fully met
		(v) Channel of supervision and accountability	Fully met
1.4	Norms for discharge of functions [Section 4 (1) (b) (iv)]	(i) Nature of functions/ services offered	Fully met
		(ii) Norms/ standards for functions/ service delivery	Fully met
		(iii) Process by which these services can be accessed	Fully met
		(iv) Time-limit for achieving the targets	Partly met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4 (1) (b) (v)]	(i) Title and nature of the record/ manual/ instruction.	Fully met
		(ii) List of Rules, regulations, instructions manuals and records.	Fully met
		(iii) Acts/ Rules manuals etc.	Fully met
		(iv) Transfer policy and transfer orders	Partly met
1.6	Categories of documents held by the authority under its control  [Section 4 (1) (b) (vi)]	(i) Categories of documents	Fully met
		(ii) Custodian of documents/categories	Fully met
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.	Fully met
		(ii) Composition	Fully met
		(iii) Dates from which constituted	Fully met
		(iv) Term/ Tenure	Fully met
		(v) Powers and functions	Fully met
		(vi) Whether their meetings are open to the public?	Partly met
		(vii) Whether the minutes of the meetings are open to the public?	Fully met
		(viii) Place where the minutes if open to the public are available?	Web site
1.8	Directory of officers and employees [Section 4 (1) (b)]	(i) Name and designation	Fully met
		(ii) Telephone, fax and email ID	Fully met



	(ix)]		
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	Fully met
		(ii) System of compensation as provided in its regulations	Fully met
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	Fully met
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met
1.11	No. of employees against whom Disciplinary action has been proposed/taken [Section 4 (2)]	No. of employees against whom disciplinary action has been	Partly met
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalized for Minor penalty or major penalty proceedings	Fully met
1.12	Programmes to advance understanding of RTI [Section 26]	(i) Educational programmes	Partly met
		(ii) Efforts to encourage public authority to participate in these programmes	Partly met
		(iii) Training of CPIO/APIO	Partly met
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Partly met
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IRdt. 15.4.2013]		Not met

## 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,	(i) Total Budget for the public authority	Fully met
		(ii) Budget for each agency and plan & programmes	Fully met

	proposed expenditure and reports on disbursements made etc. [Section 4 (1) (b) (xi)]	(iii) Proposed expenditures	Fully met
		(iv) Revised budget for each agency, if any	Fully met
		(v) Report on disbursements made and place where the related reports are available	Fully met
2.2	Foreign and domestic tours [F.No.1/8/2012-IR dt. 11.9.2012]	(i) Budget	Fully met
		(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	Fully met
		(iii) Information related to procurements 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.	Fully met
2.3	Manner of execution of subsidy programme [Section 4 (1) (b) (xii)]	(i) Name of the programme of activity	Fully met
		(ii) Objective of the programme	Fully met
		(iii) Procedure to avail benefits	Fully met
		(iv) Duration of the programme/scheme	Fully met
		(v) Physical and financial targets of the programme	Fully met
		(vi) Nature / Scale of subsidy / amount allotted	Fully met
		(vii) Eligibility criteria for grant of subsidy	Fully met
		(viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Fully met
2.4	Discretionary and non-discretionary grants [F.No.1/6/2011-IR	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions.	Fully met
		(ii) Annual accounts of all legal entities who	Fully met



### 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 thereof  [Section 4 (1) (b) (vii)]  [F.No.1/6/2011-IR dt. 15.04.2013]	<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</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 &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) 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 authorization 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</p>	<p>Fully met</p> <p>Fully met</p> <p>Not met</p> <p>Fully met</p> <p>Not met</p> <p>Fully met</p> <p>Not met</p> <p>Fully met</p> <p>Fully met</p> <p>Not met</p> <p>Not met</p>

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;	Fully met
		(i) Policy decisions/legislations taken in the previous one year	
		(ii) Outline the Public consultation process	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy	Fully met
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)	Fully met
3.4	Form of accessibility of information manual/ handbook  [Section 4 (1) (b)]	Information manual/handbook available in	Fully met
		(i) Electronic format	
		(ii) Printed format	Fully met
3.5	Whether information manual/ handbook  [Section 4 (1) (b)]	List of materials available	Partly met
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	Fully met

#### 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. 15.04.2013]	(i) English	Fully met
		(ii) Vernacular / Local Language	Fully met

4.2	When was the information Manual/Handbook last updated? [F.No.1/6/2011-IR dt. 15.04.2013]	Last date of Annual updation	Partly met
4.3	Information available in electronic form [Section 4 (1) (b) (xiv)]	(i) Details of information available in electronic form	Fully met
		(ii) Name/title of the document/record/other information	Fully met
		(iii) Location where available	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4 (1) (b) (xv)]	(i) Name & location of the faculty	Fully met
		(ii) Details of information made available	Fully met
		(iii) Working hours of the facility	Fully met
		(iv) Contact person & contact details (Phone, fax, email)	Fully met
4.5	Such other information as may be prescribed under [Section 4 (1) (b) (xvii)]	(i) Grievance redressal mechanism	Fully met
		(ii) Details of applications received under RTI and information provided	Fully met
		(iii) List of completed schemes/ projects/ Programmes	Fully met
		(iv) List of schemes/ projects/ programme underway	Fully met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully met
		(vi) Annual Report	Fully met
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	Fully met
		a) Citizen's Charter	Fully met
		b) Result Framework Document (RFD)	Fully met
c) Six Monthly Reports on the	Fully met		
d) Performance against the benchmarks set in the Citizen's Charter	Fully met		
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	Fully met
		(ii) Details of appeals received and orders issued	Fully met
4.7	Replies to questions asked in the Parliament [Section 4(1) (d) (2)]	Details of questions asked and replies given	Fully met

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/Reference Points [Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met]</b>
5.1	Such other information as may be prescribed  [F.No.1/2/2016-IR dt. 17.08.2016, F No. 1/6/2011-IR dt. 15.04.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Partly 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	Partly met
		(iv) Consultancy Committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not met
		(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	Not met

**6. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/Reference Points [Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met]</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully met
6.2	Guidelines for Indian Government Websites (GIG W) 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?	Partly met