

### 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
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>ANIMAL WELFARE BOARD OF INDIA (AWBI)</b> 42 Mile Stone, NH No.2, Delhi-Agra National Highway, P.O. Sikri, Tahsil: Ballabhgarh, Dist: Faridabad, Haryana 121004.
		(ii) Head of the organization	Chairman, AWBI
		(iii) Vision, Mission and Key objectives	Section 4 (1) of the Prevention of Cruelty to Animals Act, 1960 – For the promotion of animal welfare generally and for the purpose of protecting animals from being subjected to unnecessary pain or suffering, in particular.
		(iv) Function and duties	As mentioned under Section 9 of the Prevention of Cruelty to Animals Act, 1960.
		(v) Organization Chart	Attached as <b>Annexure – I.</b>
		(v i) An 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 AWBI was established in the year 1962 and reconstituted every three years. The last Board was reconstituted in May, 2023 and the details of the Board Members and different committees are available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a> .
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)	As per the Animal Welfare Board (Administration) Rules, 1962
		(ii) Power and duties of other employees	Work allocation is attached at <b>Annexure-2</b>
		(iii) Rules/ orders under which powers and duty are derived and	Animal Welfare Board (Administration) Rules, 1962
		(iv) Exercised	Work allocation is attached at <b>Annexure-2</b>
		(v) Work allocation	

		(v) Process of redress of grievances	Online system has been developed for redress of grievances
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The standard procedure stipulated by the Govt. of India is followed for decision making process by the officials of the AWBI
		(ii) Final decision making authority	Chairman, AWBI
		(iii) Related provisions, acts, rules etc.	As applicable.
		(iv) Time limit for taking a decisions, if any	-
		(v) Channel of supervision and accountability	As per the hierarchy stipulated in the organization chart.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	The AWBI is providing Recognition and Grants to the animal welfare organisations/ Gaushalas under Regular Grant, Shelter Grant, Ambulance Grant, ABC Grant and Natural Calamities Project Recognition of Animal Birth Control (ABC) Program conducted by the local body or Animal Welfare Organisation, Registration of performing animals being exhibited in Films/Ad films etc. in two phase i.e Preshoot permission and Post shoot permission (NOC), Issue of Authorization letter to the Colony Animal Care Taker, Nomination of Honorary Animal Welfare Representative, Conduct of training programmes on Animal Welfare etc.,
		(ii) Norms/standards for function/service delivery	The application form for each service and its relevant guidelines are available on the online portal
		(iii) Process by which these services can be accessed	Each application received under the above categories are scrutinized and processed by dealing hand for approval
		(iv) Time limit for achieving the targets	-
		(v) Process of redress of grievances	Online system has been developed for redress of grievances
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.	-
		(ii) List of Rules, regulations, instructions manuals and records.	All the documents are available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
		(iii) Acts/ Rules manuals etc.	Prevention of Cruelty to Animals Act, 1960 and the Rules made thereunder
		(iv) Transfer policy and transfer orders	-
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	-
		(ii) Custodian of documents / categories	-
1.7	Boards, Councils, Committees and	(i) Name of Boards, Council, Committee etc.	Animal Welfare Board of India
		(ii) Composition	The AWBI consists of 28 Members as per Section 5 of the Prevention of Cruelty to Animals Act, 1960

	other Bodies constituted  as part of the Public Authority [Section 4(1)(b)(viii)]		
		(iii) Dates from which constituted	The AWBI was reconstituted on 15.05.2023
		(iv) Term / Tenure	Three years
		(v) Powers and functions	The functions of the AWBI are given in the Section 9 of the Prevention of Cruelty to Animals Act, 1960
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where minutes of the meetings if open to the public are available ?	Yes. In the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
1.8	Directory of officers and employees [Section (1)(b)(ix)]	(i) Name and designation	Available in the website of the AWBI i.e. <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
		(ii) Telephone , fax and email ID	Available in the website of the AWBI i.e. <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
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	Attached at <b>Annexure-3</b>
		(ii) System of compensation as provided in its regulation	-
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	Dr. S.K. Dutta, Secretary and Appellate Authority.  Ms. Prachi Jain, Assistant Secretary and CPIO.
		(ii) Address, telephone numbers and email ID of each designated official.	Animal Welfare Board of India 42 Mile Stone, NH No.2, Delhi – Agra National Highway, P.O. Sikri, Tahsil: Ballabhgarh, Dist: Faridabad, Haryana 121004. PH: 0129-2555700 Email: <a href="mailto:sk.dutta@nic.in">sk.dutta@nic.in</a> Email: <a href="mailto:prachijain.28@gov.in">prachijain.28@gov.in</a>
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 (i) Pending for Minor penalty or major penalty proceedings 3  (ii) Finalised for Minor penalty or major penalty proceedings Nil	NIL
1.12	Programmes to advance understanding of RTI	(i) Educational programmes	NIL
		(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	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		NIL

## 2. Budget and Programme

S.N o.	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 . [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Budget Estimate: 2024-25 (Rs. In Crore)  Grant-in-aid-General Rs.6.50 Grant-in-aid-Salaries Rs.3.50
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	Attached at <b>Annexure – 4</b>  Available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR	(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. a. Places visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit	NIL
		(iii) Information related to procurements (a) Notice / tender enquires, and corrigenda,	Notice through GeM

		<p>if any thereon,</p> <p>(b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured,</p> <p>(c) The works contracts concluded</p> <p>– in any such combination of the above-and</p> <p>(d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Supply of man power to M/s.Shourya Enterprises, New Delhi, since February, 2023 @ Rs.1.16 Crores</p> <p>Supply of man power to M/s.Surbhi &amp; Poornima Enterprises, New Delhi since 7.3.2024 @ Rs.1.87 Crores</p> <p>Supply of man power to M/s. Satya Om Security Services Pvt. Ltd., since February, 2025 @ Rs.97.50 Lakhs</p> <p>Supply of man power to M/s. Convoy Secure Limited, Jaipur since February, 2025 @ Rs.56.44 Lakhs</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity.</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/ scheme</p> <p>(v) Physical and financial targets of programme</p> <p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>(vii) Eligibility criteria for grant subsidy</p> <p>(viii) Details beneficiaries subsidy programme (number, of of profile etc)</p>	<p>The AWBI is providing the grant-in-aid to the recognized animal welfare organization under the Regular Grant, Rescue Grant, Shelter Grant, ABC Grant, Ambulance Grant, Natural Calamity Grant etc.</p> <p>To protect the stray animals</p> <p>The guidelines and the application form is available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a></p> <p>One year for Regular Grant, Rescue Grant, Ambulance Grant, ABC Grant and Natural Calamity Grant.</p> <p>Depends on the number of applications received during the financial year.</p> <p>Financial assistance is given to the animal welfare organisations including Gaushalas</p> <p>As per the scheme guidelines</p> <p>The details of the beneficiaries to whom financial assistance has been released is available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a></p>
2.4	Discretionary non-discretionary grants [F. 1/6/2011-IR 15.04.2013]	<p>(i) Discretionary and non-discretionary grants/ allocations to <a href="http://www.dst.gov.in/scientific-programmes/scientific-engineering-research/women-scientists-programs">http://www.dst.gov.in/scientific-programmes/scientific-engineering-research/women-scientists-programs</a> State Govt./ NGOs/other institutions</p> <p>(ii) Annual accounts of all legal entities who are provided grants by public authorities</p>	<p>During the FY 2024-25</p> <p>Regular Grant to AWOs : 4,50,00,000/- ABC Grant to AWOs : NIL Ambulance Grant to AWOs: NIL Natural Calamity Grant to AWOs: NIL Shelter Grant to AWOs: Rs.73,24,826/-</p> <p>Received</p>
2.5	Particulars recipients of of concessions, permits of authorizations granted by the public authority [Section 4(1) (xiii)] 2.6 (b)	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p>(ii) For each concessions, permit authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits authorizations</p> <p>c) Name address recipients of and the</p>	<p>No</p> <p>NA</p>

		given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.7	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.	Copy of the SAR of 2023-24 of C& AG is attached at <b>Annexure – 5</b>

### 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 implementation there of [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>The Board consist of 28 Members, in which 15 members are non-official members, representing public.</p> <p>Also, the public consultations are conducted as and when required for framing of any Rules, Regulations and guidelines etc.</p> <p>The public consultations are conducted as and when required for framing of any Rules, Regulations, guidelines etc.</p> <p>The citizens can visit the office in the office hours from 9.00 hours to 17.30 hours on all working days.</p> <p>The contact details at the office is –</p> <p>PH) 0129-2555700</p> <p>Email: <a href="mailto:support-awbi@gov.in">support-awbi@gov.in</a></p>
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	No.
		(ii) Detailed project reports (DPRs)	-
		(iii) Concession agreements.	-
		(iv) Operation maintenance manuals	-

		(v) Other and documents generated as part of the implementation of the PPP	-
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	-
		(vii) Information relating to outputs and outcomes	-
		(viii) The process of the selection of the private sector party (concessionaire etc.)	-
		(ix) All payment made under the PPP project	-
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<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> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<p>The AWBI has constituted different Committees for formulation of the policy for preventing unnecessary pain and suffering to animals in which subject experts are included. The details of the Committees are available in the website of the AWBI : <a href="http://www.awbi.gov.in">www.awbi.gov.in</a></p>
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)	<p>Website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a> through Email: <a href="mailto:support-awbi@gov.in">support-awbi@gov.in</a></p>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	<p>Yes</p> <p>Yes</p>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	<p>Yes</p> <p>Yes</p>

## 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 [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English	English
		(ii) Vernacular/	Hindi Version is available and some information is under progress
4.2	When was [F No. 1/6/2011- IR dt 15.4.2013]	Last date of Annual updation	Updated regularly
4.3	Information available	(i) Details of information available in electronic form	All the information pertaining to the Schemes, programmes implemented are available in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
		(ii) Name/title of the document/record/ other information	Acts, Rules, Regulations, Advisories, Circulars, Guidelines, Handbook, SOP, Application form for recognition, ABC recognition, seeking Grant under various schemes implemented by the AWBI Annual Reports, Minutes of the meetings of the AWBI, details of AWBI Members and various Committees, details of grants released to the AWOs, list of AWBI recognized AWOs, Mandate and functions of the AWBI, Publications of the Board, List of organization recognized for conducting Animal Birth control programme, List of Colony Animal Care Taker Authoriation, List of Honorary Animal Welfare Representatives, Details of Cruelty complaints received and action taken on them, Details of awareness / training programme etc are available in the electronic form on the website of the AWBI.
		(iii) Location	<a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
4.4	Particulars [Section 4(1)(b)(xv)]	(i) Name & location of the facility	ANIMAL WELFARE BOARD OF INDIA (AWBI) 42 Mile Stone, NH No.2, Delhi-Agra National Highway, P.O. Sikri, Tahsil: Ballabgarh, Dist: Faridabad, Haryana 121004 Through online / offline mode  9.00 am to 5.30 am Ms. Prachi Jain, Assistant Secretary PH.0129-2555700 Email: <a href="mailto:prachijain.28@gov.in">prachijain.28@gov.in</a>
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressed mechanism	Online system has been developed for redress of grievances
		(ii) Details of applications received under RTI and information provided	<b>The details of RTI applications of last three years are as below:</b> <b>2022-2023 : 408</b> <b>2023-2024: 869</b> <b>2024-2025: 552</b> <b>2025-2026 (as on 19.08.2025): 159</b>
		(iii) List of completed schemes/ projects/ Programmes	-
		(iv) List of schemes/ projects/ programme underway	-



		<p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of Completion of contract</p> <p>Supply of man power to M/s.Shourya Enterprises, New Delhi, since February, 2023 @ Rs.1.16 Crores and completed in January, 2024</p> <p>Supply of man power to M/s.Surbhi &amp; Poornima Enterprises, New Delhi since 7.3.2024 @ Rs.1.87 Crores and cancelled in December, 2024</p> <p>Supply of man power to M/s. Satya Om Security Services Pvt. Ltd., since February, 2025 @ Rs.97.50 Lakhs and to be completed in January, 2026</p> <p>Supply of man power to M/s. Convoy Secure Limited, Jaipur since February, 2025 @ Rs.56.44 Lakhs and to be completed in January, 2026</p>	
		(vi)Annual Report	Available on the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
		(vii) Frequently Question (FAQs)	-
		(viii) (viii) Any (a) Citizen's Charter	-
		b) Result Framework Document (RFD)	-
		c)Six monthly reports on the	-
		d) Performance against benchmarks set in the Citizen's Charter	-
4.6	Receipt 15.04.2013]	(i) Details of applications received	All the RTI applications received are disposed in time.
		(ii) Details of appeals received and orders issued	All the appeals are disposed in time.
4.7	Replies 4(1)(d)(2)]	Details of questions asked and replies given	Yes. The replies are prepared and forwarded to the Ministry

## 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 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	a) Current CPIOs & FAAs <ul style="list-style-type: none"> <li>Dr. S.K. Dutta, Secretary and Appellate Authority.</li> <li>Ms. Prachi Jain, Assistant and Secretary and CPIO.</li> </ul> Animal Welfare Board of India 42 Mile Stone, NH No.2, Delhi – Agra National Highway, P.O. Sikri, Tahsil: Ballabhgarh, Dist: Faridabad, Haryana 121004. PH: 0129-2555700
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	-
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	-
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	-
		(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		The AWBI has updated all the available information related to the functioning of the AWBI, Act, Rules, Regulations, Advisories, Circulars, Guidelines, Handbooks, SOPs, Application form for Recognition, ABC recognition, seeking Grant under various schemes implemented by the Board, Annual Reports Minutes of the Meetings of the AWBI, details of the AWBI Members, and various committees, details of grant released to the AWOs, list of AWBI recognized AWOs, Mandate and Functions of the AWBI, Publications of the AWBI, List of Organisation to whom the Certificate of Project Recognition has been issued for conducting Animal Birth Control Program, List of Colony Animal Care Taker authorization, List of Honorary Animal Welfare Representatives, Details of Cruelty complaints received and action taken on them, Details of awareness/ training programme etc. in the website: <a href="http://www.awbi.gov.in">www.awbi.gov.in</a>
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 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?	No.

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