

AUDIT REPORT
PROACTIVE DISCLOSURE UNDER RTI ACT, 2005

SUNDARBAN HAZI DESARAT COLLEGE
Pathankhali, Gosaba,
South 24 PGS., West Bengal

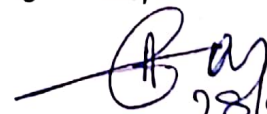
March 2025

1. INTRODUCTION

The proactive disclosure of information by each public authority relating to its functions as prescribed under the Right to Information (RTI) Act, 2005 has been emphasized as the primary duty of the public authorities without waiting for the citizens to file RTI application for seeking information. In accordance with this, a large category of information has been prescribed in section 4(1) (b)(c) and (d) to be disclosed *suomotu*. There are 16 specific categories of information which are mentioned in section 4(i)(b) and each of those categories contains various items making it elaborate and exhaustive. The 17th item under section 4(i) (b) states that such other information as may be prescribed also needs to be disclosed *suomotu*. The seventeen categories of information mentioned in section 4(1) (b) are as under:-

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channel of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (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 advice, 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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;


Principal
Sundarban Hazri Deseret Collage
P. Wankhali, South 24 Parganas


28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

- (x) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;
- (xi) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiii) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xiv) 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;
- (xv) the names, designations and other particulars of the Public Information Officers;
- (xvi) such other information as may be prescribed; and thereafter update these publications every year.

Sections 4(1)(c) and 4(1)(d) of the RTI Act mandate as under:

- i) Publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- ii) Provide reasons for its administrative or quasi-judicial decision to affected persons.

Section 4(2), 4(3) and 4(4) prescribes the method of dissemination of information.

2. PROCEDURE ADOPTED

After the initial data collection from the website of Sundarban Hazi Desarat College, it was considered necessary to visit the organization and discuss with the officials about their current disclosure status and the areas requiring improvement. Accordingly the competent authority from Domkal Girls' College, Domkal, Murshidabad, West Bengal, visited the college and discussed in detail the suo motu disclosure done by the college and the areas for further improvement. During the meeting the Principal, Head of the Departments and other officials dealing with the suo motu disclosures in the college participated in the discussion. The officers from the college were very receptive and promised to improve the identified areas of improvement suggested by audit team.

Tam Mandal
Principal
Sundarban Hazi Desarat College
Domkal, South 24 Parganas

25/03/21
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

3. CONCLUSION AND RECOMMENDATION

It is observed that the website of the Sundarban Hazri Desarat College is userfriendly and an attempt has been made to disclose information which may meet the requirement of the citizens. The qualitative observations and remarks are tabulated below:

Tam Mandal

Sundarban Hazri Desarat College
Pathankhali, South 24 Parganas

A. S.
28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

Checklist prepared by the Auditor

Name of public authority being Audited:	Sundarban Hazi Desarat College Pathankhali, South 24 PGS. West Bengal
Website:	https://hazidesaratcollege.ac.in/

S. No	Parameter	Requirement	Qualitative Observations Remarks
Information to be disclosed under Section 4(1)(b) of RTI Act			
1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	o Name and addresses of the organization	Details may be found in the college website: https://hazidesaratcollege.ac.in/pages/home
		o Head of the organization	https://hazidesaratcollege.ac.in/pages/principals-desk
		o Vision, Mission and Objectives	https://hazidesaratcollege.ac.in/pages/vision-and-mission

Tam Mandal

Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parg.

28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Functions and duties	https://hazidesaratcollege.ac.in/pages/office
		o Organization Chart	https://hazidesaratcollege.ac.in/pages/organogram
		o Functional chart	https://hazidesaratcollege.ac.in/pages/organogram

Tamr Mandal
Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

[Signature]
28/03/23
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		Other details like genesis, inception formation of the department and the HoDs from time to time as well as the Committees/commissions constituted from time to time	https://hazidesaratcollege.ac.in/pages/statutory
2	Powers & Duties of its officers & employees [Section 4 (1) (b) (ii)]	Powers and duties of officers	https://hazidesaratcollege.ac.in/pages/statutory
		Powers and duties of other employees	https://hazidesaratcollege.ac.in/pages/statutory
		Work allocation, job description and / or duty lists	https://hazidesaratcollege.ac.in/pages/office

Tam Mandal
 Principal
 Sundarban Hazi Desarat College
 Pathankhali, South 24 Parganas


 28/03/21
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

3	Procedure followed in decisionmaking process[Section 4(1) (b) (III)]	o Process and channel for decision making-decision making charts/flow chart	https://hazidesaratcollege.ac.in/pages/strategic-plans
		o Final decision making authority.	https://hazidesaratcollege.ac.in/pages/organogram
		o Related provisions, acts, rules etc.	Not found
		o Time limit for taking a decision, wherever applicable	https://hazidesaratcollege.ac.in/site_viewfiledesc/41/151
		o Delegation of Power-Rules/ procedures	https://hazidesaratcollege.ac.in/pages/composition-and-function-of-igac

Tam Mandal
Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

Ra
28/03/2
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Major output/tangible results / services / goods	https://hazidesaratcollege.ac.in/uploads/1733808132_ANIGCOU_RSEOUTCOME-merged.pdf
4	Norms for discharge of functions [Section4(1)(b) (iv)]	o Nature of functions / services offered	https://hazidesaratcollege.ac.in/pages/schedule-of-important-administrative-works
		o Norms / standards for functions / service delivery	https://hazidesaratcollege.ac.in/pages/organogram
		o Process by which these services can be accessed	https://hazidesaratcollege.ac.in/pages/e-prospectus

Tam Mandal
Principal
Sunderban Hazi Desarat College
Pathankhali, South 24 Parganas

Ray
28/03/20
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Redressal of grievance- mechanism and process	https://hazidesaratcollege.ac.in/grievance/
		o Reference document prescribing the norms	https://hazidesaratcollege.ac.in/pages/policy-documents-1684491624
5	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1)(b)(v)]	o Title and nature of the record / manual / instruction	https://hazidesaratcollege.ac.in/pages/policy-documents-1684491624
		o The Acts / Rules / manuals, Office memorandum etc.	https://hazidesaratcollege.ac.in/pages/policy-documents-1684491624
		o Summary of contents of above for easy understanding of public	https://hazidesaratcollege.ac.in/pages/e-prospectus
6	Categories of documents held by the authority under its control [Section 4 (1) (b) (vi)]	o Title of the documents	Not Found

Tamara Mandal
Principal
Sundarban Hazidesarat College
Pathankhali, South Medinipur

28/03/20
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Category of documents	Not Found
		o Custodian of the documents	Not Found
7	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)]	o Relevant rule, circular etc. for consultation.	Not Found
		o Arrangement adopted for consultation with or representation by the members of the public in the functional areas of the organisation.	https://hazidesaratcollege.ac.in/pages/composition-and-function-of-igac
		o Days or time specified for visitors.	Not Found
8	Boards, councils, Committees and other bodies constituted as	o Names of the Boards, Councils, Committees etc.	https://hazidesaratcollege.ac.in/pages/statutory

Tanu Mandal

Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

[Signature]
28/03/19
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

	part of the public authority functioning [Section 4 (1) (b) (viii)]	o Composition & Powers and functions	https://hazidesaratcollege.ac.in/pages/statutory
		o Whether their meetings are open to the public?	Yes
		o Whether the minutes of the meeting are open to the public.	Yes
		o Link Place where the minutes if open to the public are available and the process of areas by the common citizen.	https://hazidesaratcollege.ac.in/pages/minutes
9	Directory of Officers and employees Section 4(1)(b) (ix)]	o Name, designation and Division	Departments section under https://hazidesaratcollege.ac.in/
		o Location, Telephone (both office & Residence), and email.	Departments section under https://hazidesaratcollege.ac.in/
10	Monthly Remuneration received by officers &	o Name & Designation of the employee & Monthly remuneration	Not Found

Tam Mandal

Principal
Sundarnan Hazi Desarat College
Pathankhali, South 24 Parganas

28/2
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

	employees including system of compensation [section 4(1)(b)(x)]	o System of compensation as provided by in its regulations	Not Found
11	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1)(b)(xi)]	o Details of budget in simple form which can be easily understood by the non-professional and layman	https://hazidesaratcollege.ac.in/pages/financial-statements

Tam Mandal

Principal
Sundarnan Hazi Desarat College
Pathankhali, South 24 Parganas

28/03/23
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		Details of budget providing clear picture regarding the actual achievement vis-a-vis the targets.	https://hazidesaratcollege.ac.in/pages/financial-statements
		Periodic monitoring reports, revised budget, if any & Report on expenditure made and place where the related reports available	https://hazidesaratcollege.ac.in/pages/financial-statements

Tamir Mandal

Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

[Signature]
28/02/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

12	Manner of execution of subsidy programmers [Section4(1)(b) (xii)]	o Name of the programmes or activities, objective of the programmes, procedure to avall benefits, duration of the programme / scheme, physical and financial targets of the programme, Nature/scale of subsidy/ amount allotted, eligibility criteria for grant of subsidy and details of beneficiaries of subsidy programme (Number profile etc.)	* https://hazidesaratcollege.ac.in/site_view/filedesc/41/279
13	Particulars of recipients of concessions, permits or authorizations granted by the public authority [section4(1)(b) (xiii)]	o Concessions permits or authorizations granted by public authority	https://hazidesaratcollege.ac.in/pages/e-prospectus

Tam Mandal
Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

Bas
28/03/20
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o For each concessions, permit or authorization granted ✓ Eligibility criteria ✓ Procedure for getting the concession / grant and / or permits or authorizations ✓ Name and address of the recipients given concessions / permits or authorization ✓ Date of award of concessions / permits or authorizations	https://hazidesaratcollege.ac.in/pages/e-prospectus
14	Information available in electronic form [Section 4(1)(b) (xiv)]	o List of document available in electronic form and the data about digitalized records / files / reports / information which shall include the	Not Found

Tam Mandal

Principal
Sundarban Hazi Desarat College
Puthankhali, South 24 Parganas

28/03/25

PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		Name of the record; any categorization or index used; subject matter and other information; Division/section/unit office where the record is normally held; the person with designation responsible for maintaining the record; and life span of the record.	
15	Particulars of facilities available to citizens for obtaining information [section 4 (1) (b) (xv)]	o Name & location of the Information And Facilitation Counter (IFC) and the contact details o Working hours of the facility and the details of information made available o Fee/charges to get the copies of the document	https://hazidesaratcollege.ac.in/site/viewfiledesc/41/36 https://hazidesaratcollege.ac.in/library/ https://hazidesaratcollege.ac.in/library/

Tanu Mandal

Principal
Sunderban Hazi Desarat College
Pathankhali, South 24 Parganas

28/03/21
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Facility for inspecting the documents which are not available electronically should also be provided	Not Found
16	The Names, designation and other particulars of the PIOs Section 4 (1) (b) (xvi)	o Name & Designation of PIOs and Appellate Authority, their contact details-Phone number & email, with subject matter within their jurisdiction and details of Nodal Officer.	https://hazidesaratcollege.ac.in/site/viewfiledesc/46/164
		o Details about link PIOs/ AAs	https://hazidesaratcollege.ac.in/site/viewfiledesc/46/164
17	Such other information as may be Prescribed under section 4(1) (b) (xvii)	o Annual Report	https://hazidesaratcollege.ac.in/pages/aqars

Tanu Mandal

Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		o Annual and other periodic returns	https://hazidesaratcollege.ac.in/library/website/pages/monthly-report
		o FAQs	Not Found
		o List of completed schemes / Projects / programmes	Not Found
		o List of schemes /projects/ programmes underway	Not Found
Miscellaneous			
18	Are important policies or decisions which affect public informed to them? [Section4(1)(c)]	o Publish all relevant facts while formulating important policies or announcing decisions which affect public.	Not Found
19	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons[Section 4(1) (d)]	o Provide reasons for its administrative or quasi-judicial decisions to affected persons.	Not Found

Tamir Mandal

Principal
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

28/08/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

20	Dissemination of information widely and in such form and manner which is easily accessible to the Public [section4(3)]	Website, Notice boards, Newspapers, Public Announcements, Media Broadcasts, Internet or, any other means including inspection.	https://hazidesaratcollege.ac.in/tares/e-prospectus
21	Whether information Manual Handbook available free of cost or not [Section4(4)]	Free or at a reasonable cost of the medium	Yes
Additional Category of Information to be disclosed under guidelines – Suomotu disclosure of more items under Section 4			
22	Information related to procurement	Tender-Notices enquiries Corrigenda thereon.	Not Found

Tam Mandal
Principal
Sundarban Hazri Desarat College
Pathankhali, South 24 Parganas

[Signature]
28/05/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		Details of bid awards, detailing the name of the supplier of goods / services being procured or work contract.	Not Found
		Rate and total amount at which such procurement or work contracts were awarded.	Not Found
23	Public Private Partnership	- Details of the Special Purpose Vehicle (SPV), if any, - Detailed project reports, - Concession agreement, - Operation and Maintenance manual, and - Other documents generated as part of the implementation of the Public Private Partnership	https://hazidesaratcollege.ac.in/pages/mous-1676981924
24	Transfer Policy and Transfer Orders.	- Transfer policy for different grades / cadres - Transfer orders	Not Found

Tam Mandal
Principal
Sundarban Hazi Desarat College
Pathan'ali, South 24 Parganas

28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

25	RTI Applications	o RTI application and appeals received and their responses (except relating to personal information) uploaded on the websites, with search facility based on keywords	No RTI application received till date
26	CAG & PAC paras	o CAG and PAC-ATR of those have been laid on the table of both the houses of Parliament	Not Found

Tamr Mandal
Principal
Sundarban Hazri Desarat College
Pathankhali, South 24 Parganas

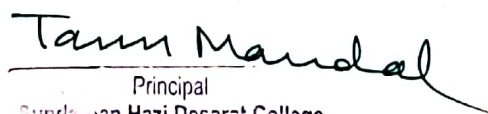
28/08/25
PRINCIPAL
Domkal Girls College
Domkal, Murshidabad

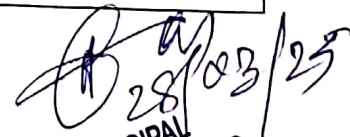
27	Citizen's Charter	o Citizen's Charter	Not Found
		o RFD(Result Framework document)	https://hazidesaratcollege.ac.in/siteviewfiledesc/208/70
		o Bi-annual reports on the performance against the benchmarks set in citizen chart	Not Found
28	Discretionary & Non-discretionary Grants	o Details of discretionary grants / allocation and o Annual accounts of other entities that are provided grants by public authorities.	https://hazidesaratcollege.ac.in/pages/financial-statements
29	Foreign / Domestic Tour of officials	o The details of foreign & domestic visits undertaken by the officials details to be included therein ✓ Purpose of visit ✓ Place of visited ✓ Period	Not Found

Tam Mandal
Principal
Sunderban Hozi Desarat College
Pathankhali, South 24 Parganas

28/03/25
PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

		✓ No. of People included with officials delegation ✓ Expenditure incurred on such tours.	
Form of Disclosure			
30	Form of accessibility of Information Manual/ Handbook [Section 4(4)]	☐ Electronic or printed or both.	Both Available
31	Language in which Information Manual/ Handbook available	☐ English/Hindi	English
		☐ Vernacular / Local Language / regional language	Bengali
32	When was the information Manual/ Handbook last updated?	☐ Annual updating in required and the date of last updated needs to be displayed.	March, 2025


 Principal
 Sundarban Hazi Desarat College
 Pathankhali, South 24 Parganas


 28/03/25
 PRINCIPAL
 Domkal Girls' College
 Domkal, Murshidabad