

A FRAMEWORK FOR TRANSPARENCY AUDIT

| 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) |
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| 1. | Organisation and Function | | |
| 1.1 | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | (i) Name and address of the Organization | https://tdb.gov.in/contact-us |
| | | (ii) Head of the organization | https://tdb.gov.in/about-chairperson - Gives details of the Chairperson, TDB. |
| | | (iii) Vision, Mission and Key objectives | https://tdb.gov.in/vision-and-mission - Gives details of vision and mission of TDB. https://tdb.gov.in/our-objective - Gives details of objectives of TDB. |
| | | (iv) Function and duties | https://tdb.gov.in/acts-and-rules - Gives details of mandate and responsibilities of TDB. Section 6 of TDB Act, 1995 provides the functions of the Board as follows: 6. The Board may- (a) provide equity capital, subject to such conditions as may be determined by regulations, or any other financial assistance to industrial concerns and other agencies attempting commercial application of indigenous technology or adapting imported technology for wider domestic applications; (b) provide financial assistance to such research and development institutions engaged in developing indigenous technology or adaptation of the imported technology for commercial application, as may be recognised by the Central Government; (c) perform such other functions as may be entrusted to it by the Central Government |
| | | (v) Organization Chart | https://tdb.gov.in/sites/default/files/2023-12/TDB-current-structure.pdf - Gives the organization chart of TDB. |
| | | (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 | https://tdb.gov.in/about-tdb - Genesis of the department https://tdb.gov.in/about-secretary - Details of former Secretaries |

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| 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) | - Gives details of power and duties of officers. https://tdb.gov.in/sites/default/files/2024-12/annexure-a_powers_and_duties_of_its_officers_and_employees_1.pdf |
| | | (ii) Power and duties of other employees | https://tdb.gov.in/acts-and-rules |
| | | (iii) Rules/ orders under which powers and duty are derived and | - Rule 16 of TDB Rules, 1996 provides the powers and duty of Chairperson, TDB and Rule 17 of TDB Rules, 1996 provides the powers and duty of Secretary, TDB. |
| | | (iv) Exercised | |
| | | (v) Work allocation | |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | Details of Process of funding and final decision making authority. https://tdb.gov.in/sites/default/files/2024-12/annexure-b_process_of_funding.pdf |
| | | (ii) Final decision making authority | https://tdb.gov.in/acts-and-rules |
| | | (iii) Related provisions, acts, rules etc. | |
| | | (iv) Time limit for taking a decisions, if any | The formal applications (project proposals) in 'Form-A' received by TDB should be examined expeditiously by the Initial Screening Committees. In case the application is not covered by the Project Funding Guidelines of the Board, it may be rejected and such a rejection should be communicated within four weeks of receipt of the application. If the application is found falling within the guidelines but lacking in some details, they may be called for within four weeks of receipt of the application. |
| | | (v) Channel of supervision & accountability | https://tdb.gov.in/sites/default/files/2024-12/annexure-b_process_of_funding.pdf |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature of functions/ services offered | https://tdb.gov.in/acts-and-rules https://tdb.gov.in/sites/default/files/2023-12/funding_guidelines_march_23_revised.pdf |
| | | (ii) Norms / standards for functions / service delivery | https://tdb.gov.in/downloads |
| | | (iii) Process by which these services can be accessed | -Gives the details about: <ul style="list-style-type: none"> • Funding process - Rule 19 of TDB Rules, 1996 provides the procedure for financial assistance. • Loan Application Form-A / Checklist - Section 7 of TDB Act, 1995 provides the "Application for grant of Financial Assistance" as follows: <ol style="list-style-type: none"> 7. (1) An application for grant of financial assistance for the purposes mentioned under section 6 shall be made to the Board in such form as may be prescribed. (2) The Board may, after examining the application and after making such enquiries as |

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| | | | <p>it deems necessary by order in writing, either grant the financial assistance or refuse to grant the same:</p> <p>Provided that no refusal of grant shall be made unless an opportunity is given to the applicant of being heard.</p> <ul style="list-style-type: none"> • Return Submission Form (Technical & Financial Progress report to be submitted by an industrial concern receiving financial assistance from TDB) <ul style="list-style-type: none"> - Section 15 of TDB Act, 1995 provides the “Returns to be submitted to the Board” as follows: <p>15. (1) An industrial concern or an institution receiving financial assistance from the Board shall furnish returns to the Board in such form and at such time as may be determined by regulations.</p> <p>(2) The Board may authorise an officer to visit any industrial concern or institution referred to in sub-section (1) at any time to verify the accuracy of any return made under this section.</p> |
| | | (iv) Time-limit for achieving the targets | Not applicable. |
| | | (v) Process of redress of grievances | All grievances are being redressed through Centralized Public Grievance Redress and Monitoring System (CPGRAMS) of Department of Administrative Reforms & Public Grievances (DARPG) available at https://pgportal.gov.in/cpgoffice |
| 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. (iii) Acts/ Rules manuals etc. | <p><u>Various rules/regulations being referred for discharge of official business are available at following links:</u></p> <p>https://www.indiacode.nic.in/handle/123456789/1901 https://tdb.gov.in/acts-and-rules https://doe.gov.in/orders-circulars# https://darpg.gov.in/relatedlinks/rules-and-manuals https://doptcirculars.nic.in/Default.aspx?URL=ZM4K6qdVPd6t%20 https://doptcirculars.nic.in/Default.aspx?URL=N3ySo0m9C9%20</p> |
| | | (iv) Transfer policy and transfer orders | Not applicable |
| 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 | https://tdb.gov.in/annual_report https://tdb.gov.in/newsletters |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public | (i) Name of Boards, Council, Committee etc. | https://tdb.gov.in/acts-and-rules - Section 3 of TDB Act, 1995 provides the constitution and incorporation of the Board called Technology Development Board. |

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| | Authority [Section 4(1)(b)(viii)] | (ii) Composition | https://tdb.gov.in/board-members |
| | | (iii) Dates from which constituted | 2 nd September, 1996 |
| | | (iv) Term/ Tenure | https://tdb.gov.in/acts-and-rules - Rule 3 of TDB Rules, 1996 provides the constitution and term/ tenure of the Board as follows: 3. Technology Development Board - (1) The Board shall be constituted in accordance with the provisions of sub-section (3) of section 3 of the Act, (2) Four members shall be appointed to the Board under clause (g) of sub-section (3) of section 3 of the Act. (3) The members appointed under sub-rule (2), shall hold office for a period of three years and shall be eligible for re-appointment. |
| | | (v) Powers and functions | https://tdb.gov.in/acts-and-rules - Section 4 & 5 of TDB Act, 1995 provides the powers of the Board. - Section 6 of TDB Act, 1995 provides the functions of the Board. |
| | | (vi) Whether their meetings are open to the public? | No |
| | | (vii) Whether the minutes of the meetings are open to the public? | No |
| | | (viii) Place where the minutes if open to the public are available? | Not applicable. |
| | | 1.8 | Directory of officers and employees [Section 4(1)(b) (ix)] |
| | | (ii) Telephone, fax and email ID | |
| 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 | https://tdb.gov.in/sites/default/files/2024-12/annexure-c_remuneration.pdf |
| | | (ii) System of compensation as provided in its regulations | |
| 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 | https://tdb.gov.in/right-information |
| | | (ii) Address, telephone numbers and email ID of each designated official. | |

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| 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 (ii) Finalised for Minor penalty or major penalty proceedings | NIL |
| 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 | As part of TDB's ongoing Training programme CPIO/ Officers of TDB, were encouraged to complete RTI courses on iGOT platform. |
| 1.13 | Transfer policy and transfer orders [F.No.1/6/2011- IR dt. 15.4.2013] | | NIL |
| 2. | Budget and Programme | | |
| 2.1 | Budget allocated to each agency Including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] | (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 | https://dst.gov.in/sites/default/files/MST%20DDG%202024-2025.pdf - Link referring to Detailed Demand for Grant of Department of Science & Technology (DST) for FY 2024-25 (page no. 22) of the document. https://tdb.gov.in/annual_report |
| 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 | https://dst.gov.in/sites/default/files/MST%20DDG%202024-2025.pdf - Link referring to Detailed Demand for Grant of Department of Science & Technology (DST) for FY 2024-25 (page no. 22) of the document. |

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| | | <p>Expenditure on the visit</p> <p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires,</p> <p>and corrigenda 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—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> | |
| 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 the programme</p> <p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>(vii) Eligibility criteria for grant of subsidy</p> <p>(viii) Details of beneficiaries of subsidy programme (number, profile etc.)</p> | Not applicable. |
| 2.4 | Discretionary and non discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | <p>(i) Discretionary and non discretionary grants/ allocations to State Govt./ NGOs/ other institutions</p> <p>(ii) Annual accounts of all legal entities who are provided grants by</p> | No such provision exists. |

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| | | public authorities | |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | <p>(i) Concessions, permits or authorizations granted by public authority</p> <p>(ii) For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>d) Date of award of concessions /permits of authorizations</p> | Not applicable. |
| 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. | <p>Details of CAG and PAC paras and the action taken reports (ATRs).</p> <p>https://tdb.gov.in/sites/default/files/2024-12/annexure-d_cag_para.pdf</p> |
| 3. | Publicity Band Public interface | | |
| 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] | <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 & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation</p> | Not applicable. |

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| | | Counter (IFC) to provide publications frequently sought by RTI applicants | |
| | | Public-private partnerships (PPP) | |
| | | (i) Details of Special Purpose Vehicle (SPV), if any | |
| | | (ii) Detailed project reports (DPRs) | |
| | | (iii) Concession agreements | |
| | | (iv) Operation and maintenance manuals | |
| | | (v) Other 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</p> | Any decision which is made with respect to project funding is published on the website time to time. |

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| | | consultation before formulation of policy | |
| 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) | www.tdb.gov.in https://www.facebook.com/tdbgoi https://www.youtube.com/channel/UCoe74kVwp21mgWyeBc1C4Xg |
| 3.4 | Form of accessibility of information manual/handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format (ii) Printed format | Digital copy of Project Funding Guidelines Booklet is available at: https://tdb.gov.in/sites/default/files/202312/funding_guidelines_march_23_revised.pdf |
| 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 | |
| 4. | E. Governance | | |
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013] | (i) English (ii) Vernacular/ Local Language | Funding Guidelines (English) NA |
| 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 | Last updated in December, 2022 |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available | https://tdb.gov.in/mandatory-documents https://www.indiacode.nic.in/handle/123456789/1901 https://tdb.gov.in/acts-and-rules <ul style="list-style-type: none">• Right to Information Act, 2005• TDB Act, 1995 & TDB Rules, 1996• TDB Recruitment Rules, 2002• TDB Recruitment Rules (Revised), 2018• TDB Recruitment Rules (Revised), 2020• Funding Guidelines https://tdb.gov.in/sites/default/files/2023-12/funding_guidelines_march_23_revised.pdf |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | (i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email) | https://tdb.gov.in/contact-us https://tdb.gov.in/mandatory-documents 9:00 AM to 5:30 PM https://tdb.gov.in/tdb-directory |

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| 4.5 | Such other information as may be prescribed under section 4(i)(b)(xvii) | (i) Grievance redressed mechanism | Public Grievances may be lodged at CPGRAMS web-portal at the following link: www.pgportal.gov.in |
| | | (ii) Details of applications received under RTI and information provided | Details of RTI/ Appeal received from 2022-23 to 2024-25. https://tdb.gov.in/sites/default/files/2024-12/annexure-e_rti_returns_2022-23_to_2024-25.pdf |
| | | (iii) List of completed schemes/ projects/ Programmes | https://tdb.gov.in/agreement-2016-2017 |
| | | (iv) List of schemes/ projects/ programme underway | https://tdb.gov.in/index.php/advance-sustainable-energy-solutions |
| | | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | https://tdb.gov.in/annual_report |
| | | (vi) Annual Report | https://tdb.gov.in/annual_report |
| | | (vii) Frequently Asked Question (FAQs) | https://tdb.gov.in/faqs |
| | | (viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the | Not applicable. |
| 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 | Details of RTI/ Appeal received from 2022-23 to 2024-25. https://tdb.gov.in/sites/default/files/2024-12/annexure-e_rti_returns_2022-23_to_2024-25.pdf |
| | | (ii) Details of appeals received and orders issued | |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | Rajya Sabha : pqars.nic.in Lok Sabha : pqals.nic.in |
| 5. | Information as may be prescribed | | |
| 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 | https://tdb.gov.in/right-information Details of earlier CPIO & FAAs from 01.01.2015. https://tdb.gov.in/sites/default/files/2024-12/annexure-f_eariler_cprios_faas.pdf |
| | | (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out | Not done yet. |

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| | | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers | Date of appointment: In year 2021. Smt. Smriti Tripathi, Under Secretary |
| | | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers | No such committee exists. |
| | | (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 | In Process |
| 6. | Information Disclosed on own Initiative | | |
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | | Information relating to various programs/ projects/ have been disclosed on the website of TDB as per links provided against the points under "Publicity Band Public interface" |
| 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. |
