



# INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered  
Training Institution)

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No: IRMRA/TRG/2021-8

Dated: 22, Jun 2021

To,  
The Secretaries, All Ministries/Departments of Central and State Governments.  
The Chief Executives, All CPSUs, PSBs, and Financial Institutions  
The Chief General Manager (DAPM), Reserve Bank of India  
The Chairmen, LIC, GIC and Insurance Companies  
The Directors, All National Institutes of Technology/IITs/IIMs  
The Chairmen, All Ports  
The Directors, All Institutes  
The Chairmen, All Boards & Autonomous Bodies  
The Vice-Chancellors, All Universities/Autonomous Institutions  
The Directors, All Research Institutes  
The Directors, DRDOs  
The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies  
The Chief Executives Officers, Private Companies/Establishments

**Sub: 2 Days Webinar on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.”  
on 26 & 27, August 2021.**

Madam/Sir,

1. IRMRA (established in 1958) is an Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), [Ministry of Commerce & Industry, Govt. of India, New Delhi](#). In the last 60 years, it has rendered remarkable service to Industries, enhance skill and knowledge among the employees of Central / State government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector through training, Workshops, Seminars, and Conferences. IRMRA also provide opportunities to Administrator, Educationist, Scientists & Technologists to conduct Academic and Sponsored Research Activities.
2. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.
3. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.
4. In this regard, Public Authority readiness has to be manifold. To assist public authorities in [Self Audit before third party Audit](#), IRMRA is conducting 2 Days Webinar on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005” on 26 & 27, Aug, 2021.
5. An approach paper consisting of the context, the purpose, the approach and methodology and the limitations involved in this exercise is enclosed for ready reference. A copy of the format of audit exercise is also enclosed. The exercise will start with a preliminary assessment by IRMRA faculty members of the information displayed by public authorities on their respective website.

6. The training programme is meant for PIO/APIO/CPIO/Appellate Authority of all Respondent Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party and its communication to the Central information commission. Refer to Self-appraisal report of Third-Party Audit of Proactive Disclosure under the RTI Act, 2005. Under Organisation and Function - 1.12 Programmes to advance understanding of RTI (Section 26) - 1.12.3 Training of CPIO/APIO
7. The Workshop fee per participant will be Rs. 9440/- (Programme fee of Rs. 8000/- + GST @ 18% = 1440/-). The crossed Demand Draft (DD) towards this non-refundable fee should be drawn in favour of "IRMRA", payable at Mumbai and should be sent along with the nomination letter.
8. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IRMRA.
9. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IRMRA website. [www.irmra.org](http://www.irmra.org).
10. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply.

Yours faithfully,  
(Dr. Rupesh Rohan)  
Assistant Director  
Mobile: 8291404906





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Annexure -1

| Public Authority successfully completed Two days training course on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005” held at IRMRA, Thane, in 2020. |  |
|---|--|
| Indian Institute of Astrophysics, Bangalore   | Semiconductor Technology and Applied Research Centre (STARC)                             |
| Wildlife Crime Control Bureau   | National Scheduled Castes Finance and Development Corporation, Delhi                     |
| The Shipping Corporation of India Ltd.  | Northern Coalfields Limited  |
| ICAR-National Bureau of Agriculturally Important Microorganism, Mau   | Fishery Survey of India  |
| Office of Development Commissioner, Cochin Special Economic Zone  | Telecom Consultants of India Ltd.  |
| Tezpur University (A Central University)  | National Skill Development Corporation   |
| National Centre for Sustainable Coastal Management (NCSCM), Chennai   | The Automotive Research Association of India (ARAI), Pune                                |
| India Meteorologist Department  | Central Reference Library  |
| Central Drugs Standard Control Organisation Zonal FDA Bhawan, Mumbai  | India Meteorologist Department   |
| Institute of Pesticide Formulation Technology, Gurugram, Haryana  | Dy. Drug Controller (India)  |
| Joint Plant Committee, Kolkata  | Brahmaputra Valley Fertilizer Corporation Limited, Namrup, Assam                         |
| Ministry of Environment, Forest & Climate Change, Regional Office, Nagpur   | Airport Authority of India, New Delhi  |
| Board of Apprenticeship Training (WR), Mumbai   | The Rubber Board, Kottayam   |
| Office of Executive Council of Insurers, Mumbai   | ICAR-Directorate of Groundnut Research, Junagadh, Gujarat                                |
| Directorate General of Shipping, Mumbai   | Regional Office for Health & Family Welfare, Ahmedabad                                   |
| Central Forensic Science Laboratory/CBI/New Delhi, New Delhi  | Tariff Commission, New Delhi   |
| Sree Chitra Tirunal Institute for Medical Science & Technology, Thiruvananthapuram  | National Institute of Siddha, Chennai  |
| Central Drugs Testing Laboratory, Mumbai  | Oil and Natural Gas Corporation Limited, New Delhi                                       |
| Nagaland University   | Centre for Plasma Physics - Institute for Plasma Research, Assam                         |
| International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Hyderabad  | National Council for Promotion of Urdu Language, New Delhi                               |
| Director I/C & Appellate Authority, Central Drugs Testing Laboratory, Chennai   | Central Institute of Higher Tibetan Studies (Deemed to be University), Sarnath, Varanasi |
| Centre for High Technology, Noida   | Indian Institution of Technology Palakkad  |

|  |  |
|--|--|
| Institute of Plasma Research, Gandhinagar, Gujarat | North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS), Mawdiangdiang, Shillong |
| Central Drugs Testing Laboratory, Mumbai           | National Council for Promotion of Urdu Language, New Delhi   |

IRMRA organised 2 Days Webinar on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005” on 7 & 8, Jan, 2021 for Life Insurance Corporation of India.



Details of proposed training programme is as follows:

1. IRMRA encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.
2. **Nomination:** Each Nomination, should be accompanied by RTGS / Bank draft and should be sent in advance along with the nomination. Payment for Defence Personnel will be received after completion of the course and submission of our pre-receipted Bills.
3. **Payment:** In advance or before commencement of training program through RTGS / Bank draft in favour of "IRMRA" payable at Mumbai.

NEFT/IFSC: ICIC0001887  
 ICICI Bank Ltd (Current Account) A/C no:  
 188701000046 GST No. 27AAAAT7089F1Z6  
 PAN No. AAAAT7089F

4. Substitution of nominees is permitted.
5. **Admission Procedure:** Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.
6. **Programme Duration & Schedule:** It will be a two-day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.
7. **Reporting Time:** The participants are to report for registration at 9:00 AM at Venue (online)
8. **Tea/Coffee Break** 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM
9. **Lunch** 01:00 PM to 02:00PM
10. **Course Faculty:** We have our own regular Faculty. Eminent professionals in the field (Retired / Serving) from Central / State Govt/ PSU / expert from Private sector. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers.
11. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.
12. **Methodology:** Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are held.
13. **Certification:** The participants will be awarded certificates on completion of the course without any absenteeism on last day of training programme.



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14. **Change of Schedule:** The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.
15. **Further Information:** It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control. You can call the Central Line 022-67873222 for any queries regarding the Workshop. Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed:

Dr. Rupesh Rohan  
(Assistant Director- Training)  
+91-8291404906 / 7275247393  
rr@irmra.org; rupeshrohan21@gmail.com

Mr. P R Sundar,  
(Training Co-ordinator)  
8657545808 / 9833709965  
[rsdc.trg@irmra.org](mailto:rsdc.trg@irmra.org)

## IRMRA (Accreditation and Recognition)

ISO/IEC 17025:2005: NABL Accredited

ISO: 9001:2015 Certified

BIS for various Tyre & Non-Tyre Testing

NBQP Regd. for LMS training

BMO Accreditation by QCI

DGMS Accredited

DSIR Recognized SIRO

CEMILAC Approved

RSDC approved training centre





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**Training Registration/Nomination Form**

Name of the Program: **2 Days Webinar on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005”.**

Date: **26<sup>th</sup> & 27<sup>th</sup> August, 2021**

**Particulars of participant / s**

| Sl. No | Name of the Participant/s | Designation | Mobile number (Compulsory) | WhatsApp Number (Compulsory) | Email id |
|--------|---------------------------|-------------|----------------------------|------------------------------|----------|
| 1      |                           |             |                            |                              |          |
| 2      |                           |             |                            |                              |          |

Billing Address of Organization \_\_\_\_\_

Organization GST Number (Compulsory) \_\_\_\_\_

(NOTE: Please specify If GST number is not allotted)

**REMITTANCE**

Nomination fee to be sent in the following Bank Account through RTGS /NEFT in favor of “**Indian Rubber Manufacturers Research Association**”.

For RTGS/NEFT No. \_\_\_\_\_ date \_\_\_\_\_

For Rs. \_\_\_\_\_

Bank Details: **ICICI Bank Ltd., Savings Account No.188701000046**

**NEFT/IFSC Code: ICIC0001887**

Signature: \_\_\_\_\_

Sponsor Details: \_\_\_\_\_

The complete filled form to be e-mailed to:

Dr. Rupesh Rohan (Assistant Director)

Email : ; [rr@irmra.org](mailto:rr@irmra.org); [rsdc.trg@irmra.org](mailto:rsdc.trg@irmra.org), [trg@irmra.org](mailto:trg@irmra.org)

Mobile No. +918291404906; 7275247393

Mail this to: Assistant Director (Training) 254/1 B, Road Number 16V, Nehru Nagar, Wagle Industrial Estate, Thane West, Maharashtra 400604. Email: [rr@irmra.org](mailto:rr@irmra.org); [rupeshrohan21@gmail.com](mailto:rupeshrohan21@gmail.com); [rsdc.trg@irmra.org](mailto:rsdc.trg@irmra.org)

Note: Kindly mention your Bank UTR No. and the date of remittance in case of electronic transfer. Alternatively, Demand Draft may be drawn in favour of "IRMRA" payable at payable at Mumbai.

The Training Programs fee per participant will be Rs. 9440/- (Programme fee of Rs. 8000/- + GST @ 18% = 1440/-).

BANK DETAILS FOR PAYMENT OF COURSE FEE

|                            |   |
|----------------------------|---|
| Name of the Account Holder | IRMRA   |
| Beneficiary Address        | 254/1 B, Rd Number 16U, Nehru Nagar, Wagle Industrial Estate, Thane West, Thane, Maharashtra 400604 |
| Phone Number               | +91-22-6787-3200 (19 Lines)   |
| PAN No.                    | AAAAT7089F  |
| GSTIN No.                  | 27AAAAT7089F1Z6   |
| Name of the Bank           | ICICI Bank Ltd  |
| Saving Account No.         | 188701000046  |
| RTGS (IFSC) Code           | ICIC0001887   |



## Organizations serviced by Indian Rubber Manufacturers Research Association

| S.No. | ORGANISATION                                  | S.No. | ORGANISATION  |
|-------|---|-------|---|
| 1     | 11 BASE REPAIR DEPOT MHB025                   | 131   | INDIAN OIL CORPORATION LIMITED - MUMBAI               |
| 2     | 1 BASE REPAIR DEPOT                           | 132   | INDIAN OIL CORPORATION LTD. (DWARKA)                  |
| 3     | 1 CIMD  | 133   | INDIAN ORDANANCE FACTORIES - BHANDARA                 |
| 4     | 3 BASE REPAIR DEPOT(CHANDIGARH)               | 134   | INDIAN ORDNANCE FACTORIES-AVADI                       |
| 5     | 4 BASE REPAIR DEPOT - KANPUR                  | 135   | INDIAN ORDNANCE FACTORIES-MEDAK                       |
| 6     | 55 FBSU AIR FORCE BARMER                      | 136   | INDIGENIZATION UNIT-EAST                              |
| 7     | 5 BASE REPAIR DEPOT                           | 137   | INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH              |
| 8     | ADVANCED CENTRE FOR ENERGETIC MATERIALS-NASIK | 138   | INS TALWAR  |
| 9     | AIR FORCE STATION-BHUJ                        | 139   | INSTITUTE OF CHEMICAL TECHNOLOGY                      |
| 10    | AIR FORCE STATION - DEVLALI                   | 140   | INSTITUTE OF PESTICIDE FORMATION TECHNOLOGY           |
| 11    | AIR FORCE STATION - GORAKHPUR                 | 141   | INS TUNIR   |
| 12    | AIRFORCE STATION-GWALIOR                      | 142   | INS TUNIR NAVI MUMBAI                                 |
| 13    | AIRFORCE STATION, HAKIMPET                    | 143   | JOINT PLANT COMMITTEE                                 |
| 14    | AIR FORCE STATION, JAMMU 180 003              | 144   | KOLKATA MUNICIPAL CORPORATION                         |
| 15    | AIR FORCE STATION-JODHPUR                     | 145   | MAHARASHTRA METRO RAIL CORPORATION LTD                |
| 16    | AIR FORCE STATION-KANPUR                      | 146   | MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO LIMITED |
| 17    | AIR FORCE STATION-NASHIK                      | 147   | MAHARASHTRA STATE ROAD TRAN.CO PUNE (MHM001)          |
| 18    | AIR FORCE STATION-PATHANKOT                   | 148   | MAHARASHTRA STATE WAREHOUSING CORPORATION (MSWC)      |
| 19    | AIR FORCE STATION - SAHARANPUR                | 149   | MATERIAL ORGANISATION - KANCHARAPALEM                 |
| 20    | AIR FORCE STATION-SURATGARH                   | 150   | MATERIAL ORGANISATION-KARWAR                          |
| 21    | AIR OFFICER COMMANDING GUJARAT                | 151   | MATERIAL ORGANISATION - MUMBAI                        |
| 22    | AIR OFFICER COMMANDING - SAHARANPUR UP        | 152   | MATERIAL ORGANISATION VISHAKHAPATNAM                  |
| 23    | AIRPORTS AUTHORITY OF INDIA                   | 153   | MAZAGON DOCK LIMITED                                  |
| 24    | AIRPORTS AUTHORITY OF INDIA-CHANDIGARH        | 154   | MAZAGON DOCK LTD (A/C. INDIAN NAVY)                   |
| 25    | ALIGARH MUSILM UNIVERSITY,ALIGARH             | 155   | MINISTRY OF DEFENCE ( AHMEDNAGAR)                     |
| 26    | AOC 23 WING AF                                | 156   | MINISTRY OF DEFENCE (DGQA)                            |
| 27    | AOC-RAJASTHAN                                 | 157   | MINISTRY OF DEFENCE (DGQA)AHMED                       |
| 28    | ARMAMENT RESEARCH & DEVELOPMENT ESTT(ARDE)    | 158   | MINISTRY OF DEFENCE-KANPUR                            |
| 29    | BARC  | 159   | MINISTRY OF DEFENCE-PUNE                              |
| 30    | B A R C - TARAPUR                             | 160   | M/S.NTPC  |
| 31    | BEHR INDIA LIMITED                            | 161   | MSRTC-KURLA   |

|    |   |     |  |
|----|---|-----|--|
| 32 | BEML LIMITED - KERALA                             | 162 | MSRT CORPORATION                                   |
| 33 | BEST WORKSHOP- DADAR                              | 163 | MTR CORPORATION                                    |
| 34 | BHABHA ATOMIC RESEARCH CENTRE                     | 164 | MUMBAI PORT TRUST                                  |
| 35 | BHABHAATOMICRESEARCHCENTRECHEMICALTECHNOLOGYD     | 165 | MUNICIPAL CORPN. OF GREATER MUMBAI                 |
| 36 | BHABHA ATOMIC RESEARCH CENTRE (MYSORE)            | 166 | N A B L - DR (NOT IN USE)                          |
| 37 | BHARAT BIJLEE LTD.                                | 167 | NATIONAL ACCREDN BOARD FOR EDUCATION AND TRAINING  |
| 38 | BHARAT EARTH MOVERS LTD - KARNATAKA               | 168 | NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT |
| 39 | BHARAT HEAVY ELECTRICALS LTD.,HYD                 | 169 | NATIONAL COLD CHAIN RESOURCE CENTRE(NCCRC)         |
| 40 | BHARAT PETROLEUM CORPORATION LTD                  | 170 | NATIONAL HORTICULARE BOARD                         |
| 41 | B.I.S - KOCHI                                     | 171 | NATIONAL INSTITUTE OF FOOD TECHNOLOGY & MANAGEMENT |
| 42 | B.I.S.- LUCKNOW                                   | 172 | NATIONAL INSTITUTE OF SIDDHA                       |
| 43 | BIS -PUNJAB                                       | 173 | NATIONAL ORGANIC CHEMICAL INDUSTRIES LTD (NOCIL)   |
| 44 | BOARD OF APPRENTICESHIP TRAINING (WR) MUMBAI      | 174 | NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT  |
| 45 | BOARD OF RADIATION AND ISOTOPE TECHNOLOGY         | 175 | NATIONAL SKILL DEVELOPMENT COUNCIL                 |
| 46 | BUREAU OF INDIAN STANDARDS, AHMEDABAD             | 176 | NAVAL AIRCRAFT YARD GOA MHN022                     |
| 47 | BUREAU OF INDIAN STANDARDS- BANGLORE              | 177 | NAVAL ARMAMENT DEPOT                               |
| 48 | BUREAU OF INDIAN STANDARDS - CH                   | 178 | NAVAL ARMAMENT DEPOT-KARANJA                       |
| 49 | BUREAU OF INDIAN STANDARDS,CHANDHIGARH            | 179 | NAVAL DOCKYARD-MUM                                 |
| 50 | BUREAU OF INDIAN STANDARDS-CHENNAI                | 180 | NAVAL DOCKYARD,VISHAKHAPATTANAM                    |
| 51 | BUREAU OF INDIAN STANDARDS-DEHRADUN               | 181 | NAVAL MATERIALS RESEARCH LAB                       |
| 52 | BUREAU OF INDIAN STANDARDS-DELHI                  | 182 | NIFTEM, DEEMED UNIVERSITY UNDER MOFPI              |
| 53 | BUREAU OF INDIAN STANDARDS-FARIDABAD              | 183 | NRBPSU   |
| 54 | BUREAU OF INDIAN STANDARDS, GAZIABAD              | 184 | NTPC-ASSAM   |
| 55 | BUREAU OF INDIAN STANDARDS, HYDERABAD             | 185 | NTPC KORBA   |
| 56 | BUREAU OF INDIAN STANDARDS-JAIPUR                 | 186 | NTPC LIMITED - NAGPUR                              |
| 57 | BUREAU OF INDIAN STANDARDS-KANPUR                 | 187 | NTPC LTD-BADARPUR                                  |
| 58 | BUREAU OF INDIAN STANDARDS- LUDHIANA              | 188 | NTPC-NOIDA   |
| 59 | BUREAU OF INDIAN STANDARDS ( MUM )                | 189 | NTPC - RAMAGUNDAM                                  |
| 60 | BUREAU OF INDIAN STANDARD, SOLAN                  | 190 | NTPC SOLAPUR                                       |
| 61 | BUREAU OF INDIAN STANDARDS-PUNE                   | 191 | NTPC- TANDA  |
| 62 | BUREAU OF INDIAN STANDARDS, SAHIBABAD GAZIABAD    | 192 | NTPC TELANGANA                                     |
| 63 | BUREAU OF INDIAN STANDARD (TELANGANA)             | 193 | NTPC VIDHYACHAL                                    |
| 64 | CENTRAL DRUGS TESTING LABORATORY                  | 194 | NUCLEAR POWER CORPN OF INDIA-TARAPUR               |
| 65 | CENTRAL FORENSIC SCIENCE LABORATORY/CBI/NEW DELHI | 195 | OFFICE OF DIRECTOR GENERAL OF POLICE               |
| 66 | CENTRAL INSTITUTE OF PLASTICS ENGG.AND TECHNOLOGY | 196 | OFFICE OF THE ASSTT.COMMISSIONER OF CUSTOMS-HAR    |

|     |  |     |   |
|-----|--|-----|---|
| 67  | CENTRAL INSTITUTE OF ROAD TRANSPORT                | 197 | OFFICE OF THE COMMI.OF CUSTOMS(DELHI)               |
| 68  | CENTRAL MATERIAL TECHNOLOGY LABORATORY             | 198 | OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS     |
| 69  | CENTRAL PULP AND PAPER RESEARCH INSTITUTE          | 199 | OFFICE OF THE REGISTRAR, TEZPUR UNIVERSITY          |
| 70  | CENTRAL PULP AND PAPER RESEARCH INSTITUTE-OTHER    | 200 | OIL AND NATURAL GAS CORPORATION LIMITED-(NEW DELHI) |
| 71  | CENTRAL RAILWAY -CST                               | 201 | ORDNANCE FACTORY -AMBAJHARI                         |
| 72  | CENTRAL RAILWAY-PAREL                              | 202 | ORDNANCE FACTORY (JALGAON-BHUSAWAL)                 |
| 73  | CIPET,CHANDRAPUR                                   | 203 | ORDNANCE FACTORY-KANPUR(OFC)                        |
| 74  | CIPET INSTITUTE OF PLASTICS TECHNOLOGY(IIPT)       | 204 | ORDNANCE FACTORY MEDAK                              |
| 75  | CIPET MADURAI                                      | 205 | PAY AND ACCOUNT OFFICER-BARC                        |
| 76  | CMT RESEARCH CENTRE                                | 206 | PULP & PAPER RESEARCH INSTITUTE                     |
| 77  | COACH REHABILITATION WORKSHOP                      | 207 | QUALITY COUNCIL OF INDIA (BOARD - NABL)             |
| 78  | CONTROLLERATE OF NAVAL ARMAMENT INSPECTION (E)     | 208 | RASHTRIYA CHEM. & FERTILIZERS LTD.                  |
| 79  | CONTROLLERATE OF QUALITY ASSURANCE (BEML)          | 209 | RDSO LUCKNOW  |
| 80  | CONTROLLERATE OF QUALITY ASSURANCE(FIRE FIGHTING)  | 210 | rites limited-PAREL                                 |
| 81  | CONTROLLERATE OF QUALITY ASSURANCE (SPECIAL VALUE) | 211 | rites ltd-CHENNAI                                   |
| 82  | CONTROLLERATE OF QUALITY ASSURANCE (SV)            | 212 | rites ltd - CHURCHGATE                              |
| 83  | CQAE (NS) MUMBAI                                   | 213 | RUBBER SKILL DEVELOPMENT COUNCIL                    |
| 84  | CUSTOMS LABORATORY                                 | 214 | RUBBER SKILL DEVELOPMENT COUNCIL (ACC)              |
| 85  | CVRDE  | 215 | SASMIRA   |
| 86  | DEBL-BANGALORE                                     | 216 | SATISH DHAVAN SPACE CENTRE SHAR                     |
| 87  | DEFENCE BIOENGINEERING AND ELECTROMEDICAL LAB.     | 217 | SCIENCE AND ENGINEERING RESEARCH BOARD (SERB)       |
| 88  | DEFENCE R & D ORGANISATION(DRDO)-P                 | 218 | SECRETARY SPICES BOARD                              |
| 89  | DELHI METRO RAIL CORPORATION LTD                   | 219 | SECURITY PAPER MILL                                 |
| 90  | DEPARTMENT OF ATOMIC ENERGY                        | 220 | SECURITY PAPER MILL NASHIK                          |
| 91  | DEPARTMENT OF ATOMIC ENERGY-MADRAS                 | 221 | SEMICONDUCTOR TECHNOLOGY & APPLIED RESEARCH CENTRE  |
| 92  | DEPT. OF CHEMICAL ENGG. AND MATERIALS SCIENCE,     | 222 | SHIP BUILDING CENTRE, VISHAKHAPATANAM APS008        |
| 93  | DGQA-CHENNAI                                       | 223 | SHRI INDRA RAJ MEENA                                |
| 94  | DGQA (KANPUR)                                      | 224 | SHRI MANGESH ASHOKRAO PANDE                         |
| 95  | DGQA - KOLKATA                                     | 225 | SMB CORPORATION OF INDIA                            |
| 96  | D.I.G.P (P & M)                                    | 226 | SOUTH CENTRAL RAILWAY                               |
| 97  | DIRECTORATE GENERAL OF SHIPPING,MUMBAI             | 227 | SPICES BOARD  |
| 98  | DMDE   | 228 | SQAE (ENGG EQPT)                                    |
| 99  | DMD ESTABLISHMENT, SECUNDERABAD APD002             | 229 | SQAE (GS)   |
| 100 | DRDO- ADVANCED SYSTEMS LAB) HYD                    | 230 | SQAO, SQAE(V), MUMBAI                               |
| 101 | ELECTRONICS CORPORATION OF INDIA LIMITED           | 231 | SR. QUALITY ASSURANCE ESST. (METALS)                |

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|-----|---|-----|---|
| 102 | E S I CORPORATION, REGIONAL OFFICE, MAHARASHTRA     | 232 | SR.QUALITY ASSURANCE ESTT. (VEHS)                   |
| 103 | FISHERY SURVEY OF INDIA, GOVT. OF INDIA             | 233 | STANDARD TESTING ASSOCIATION & RESEARCH CENTRE      |
| 104 | FOOD & DRUG ADMINISTRATIONS LABORATORY              | 234 | STEEL AUTHORITY OF INDIA LTD                        |
| 105 | FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA        | 235 | TARIFF COMMISSION                                   |
| 106 | FOOD TESTING LABORATORY(NAGPUR)                     | 236 | TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED        |
| 107 | GOVT. OF INDIA, OFFICE OF THE DEVELOPMENT           | 237 | TERMINAL BALLISTICS RESEARCH LABORATORY             |
| 108 | GUJARAT STATE ROAD TRANS. CORP AHMEDABAD            | 238 | TEXTILE RESEARCH & APPLICATION DEVELOPMENT          |
| 109 | HAPP,TRICHY   | 239 | THE AUTOMOTIVE RESEARCH ASSOCIATION OF INDIA        |
| 110 | HIGH ENERGY MATERIALS RESEARCH LABORATORY           | 240 | THE BOMBAY TEXTILE RESEARCH ASSOCIATION-DR          |
| 111 | HINDUSTAN AERONAUTICS LTD-FFDIV                     | 241 | THE CONTROLLER, CONTROLLERATE OF QUALITY ASSURANCE  |
| 112 | HINDUSTAN AERONAUTICS LTD-LUCKNOW                   | 242 | THE DDGQA   |
| 113 | HINDUSTAN AERONAUTICS LTD. - NASHIK                 | 243 | THE DIRECTOR,CENTRAL DRUGS STANDARD CONTROL ORGANIS |
| 114 | HINDUSTAN COLAS PRIVATE LTD-AP                      | 244 | THE INSTITUTE OF RD.TRANSPORT                       |
| 115 | HINDUSTAN COLAS PRIVATE LTD-CHENNAI                 | 245 | THE INSTITUTE OF ROAD TRANSPORT                     |
| 116 | HINDUSTAN PETROLEUM CORPORATION LIMITED             | 246 | THE INSTITUTION OF ENGINEERS ( NAVI MUMBAI)         |
| 117 | HINDUSTAN PETROLEUM CORPORATION LIMITED - MUMBAI    | 247 | THE NHAVA SHEVA PREVENTIVE UNIT                     |
| 118 | HINDUSTAN PETROLEUM CORPORATION LTD-NAVI MUMBAI     | 248 | THE PAY & ACCOUNT OFFICER BMT277                    |
| 119 | HYDERABAD METRO RAIL PROJECT                        | 249 | THE PCDA (NAVY)                                     |
| 120 | ICAR-CENTRAL INST FOR RESEARCH ON COTTON TECHNOLOGY | 250 | THE PROGRAMME DIRECTOR - ATVP                       |
| 121 | ICAR-DIRECTORATE OF GROUNDNUT RESEARCH              | 251 | THERAPEUTICS CHEMICAL RESEARCH CORPORATION          |
| 122 | ICAR - NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT  | 252 | THE RUBBER BOARD ,KOTTAYAM                          |
| 123 | IMPORT SUBSTITUTE DEVELOPMENT CORPN                 | 253 | THE RUBBER & CHEMICAL MERCHANTS ASSOCIATION         |
| 124 | INDIA GOVERNMENT MINT                               | 254 | THE SHIPPING CORPORATION OF INDIA                   |
| 125 | INDIAN INSTITUTE OF ASTROPHYSICS                    | 255 | THE SR. GENERAL MANAGER, ORDNANCE FACTORY - CHANDA  |
| 126 | INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODRA  | 256 | UNIVERSITY OF MUMBAI                                |
| 127 | INDIAN INSTITUTE OF TECH(RTC)-DR                    | 257 | WESTERN RAILWAY                                     |
| 128 | INDIAN INTERNATIONAL KASHMIRIS SAFFARON TRADECENTER | 258 | WESTERN RAILWAY-RATLAM                              |
| 129 | INDIAN MATERIAL RESEARCH CENTER                     | 259 | WILDLIFE CRIME CONTROL BUREAU                       |
| 130 | INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVIC | 260 | WOOL RESEARCH ASSOCIATION                           |

## 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<br>(Fully met/partially met/<br>not met- Not applicable will<br>be treated as fully<br>met/partially met) |
|--------|--|--|---|
| 1.1    | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | (i) Name and address of the Organization   |   |
|        |  | (ii) Head of the organization  |   |
|        |  | (iii) Vision, Mission and Key objectives   |   |
|        |  | (iv) Function and duties   |   |
|        |  | (v) Organization Chart   |   |
|        |  | (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<br>[Section 4(1)(b)(ii)]                               | (i) Powers and duties of officers (administrative, financial and judicial) |  |
|     |   | (ii) Power and duties of other employees                                   |  |
|     |   | (iii) Rules/ orders under which powers and duty are derived and            |  |
|     |   | (iv) Exercised   |  |
|     |   | (v) Work allocation  |  |
| 1.3 | Procedure followed in decision making process<br>[Section 4(1)(b)(iii)]                               | (i) Process of decision making Identify key decision making points         |  |
|     |   | (ii) Final decision making authority                                       |  |
|     |   | (iii) Related provisions, acts, rules etc.                                 |  |
|     |   | (iv) Time limit for taking a decisions, if any                             |  |
|     |   | (v) Channel of supervision and accountability                              |  |
| 1.4 | Norms for discharge of functions<br>[Section 4(1)(b)(iv)]   | (i) Nature of functions/ services offered                                  |  |
|     |   | (ii) Norms/ standards for functions/ service delivery                      |  |
|     |   | (iii) Process by which these services can be accessed                      |  |
|     |   | (iv) Time-limit for achieving the targets                                  |  |
|     |   | (v) Process of redress of grievances                                       |  |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions<br>[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.   |  |
|     |   | (iv) Transfer policy and transfer orders                                   |  |

|     |  |   |  |
|-----|--|---|--|
| 1.6 | Categories of documents held by the authority under its control<br><br>[Section 4(1)(b) (vi)]                        | (i) Categories of documents   |  |
|     |  | (ii) Custodian of documents/categories                              |  |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority<br>[Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc.                         |  |
|     |  | (ii) Composition  |  |
|     |  | (iii) Dates from which constituted                                  |  |
|     |  | (iv) Term/ Tenure   |  |
|     |  | (v) Powers and functions  |  |
|     |  | (vi) Whether their meetings are open to the public?                 |  |
|     |  | (vii) Whether the minutes of the meetings are open to the public?   |  |
|     |  | (viii) Place where the minutes if open to the public are available? |  |
| 1.8 | Directory of officers and employees<br>[Section 4(1) (b) (ix)]   | (i) Name and designation  |  |
|     |  | (ii) Telephone , fax and email ID                                   |  |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation<br>[Section 4(1) (b) (x)]     | (i) List of employees with Gross monthly remuneration               |  |
|     |  | (ii) System of compensation as provided in its regulations          |  |

|      |  |   |  |
|------|--|---|--|
| 1.10 | Name, designation and other particulars of public information officers<br><br>[Section 4(1) (b) (xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority        |  |
|      |  | (ii) Address, telephone numbers and email ID of each designated official.   |  |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken<br><br>(Section 4(2))       | No. of employees against whom disciplinary action has been  |  |
|      |  | (i) Pending for Minor penalty or major penalty proceedings<br><br>(ii) Finalised for Minor penalty or major penalty proceedings |  |
| 1.12 | Programmes to advance understanding of RTI<br><br>(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   |  |
| 1.13 | Transfer policy and transfer orders<br>[F No. 1/6/2011- IR dt. 15.4.2013]                              |   |  |



## 2. Budget and Programme

| S. No. | Item  | Details of disclosure  | Remarks/ Reference Points<br>(Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met) |
|--------|---|--|---|
| 2.1    | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.<br>[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   |   |
| 2.2    | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)  | (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.<br>a) Places visited<br>b) The period of visit<br>c) The number of members in the official delegation<br>d) Expenditure on the visit   |   |
|        |   | (iii) Information related to procurements<br>a) Notice/tender enquires, and corrigenda if any thereon,<br>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,<br>c) The works contracts concluded – in any such combination of the above-and<br>d) The rate /rates and the total amount at which such procurement or works contract is to be executed. |   |

|            |   |   |  |  |
|------------|---|---|--|--|
| <b>2.3</b> | Manner of execution of subsidy programme [Section 4(i)(b)(xii)]   | (i)   | Name of the programme of activity  |  |
|            |   | (ii)  | Objective of the programme   |  |
|            |   | (iii)   | Procedure to avail benefits  |  |
|            |   | (iv)  | Duration of the programme/ scheme  |  |
|            |   | (v)   | Physical and financial targets of the programme  |  |
|            |   | (vi)  | Nature/ scale of subsidy /amount allotted  |  |
|            |   | (vii)   | Eligibility criteria for grant of subsidy  |  |
|            |   | (viii)  | Details of beneficiaries of subsidy programme (number, profile etc)  |  |
| <b>2.4</b> | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]  | (i)   | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions  |  |
|            |   | (ii)  | Annual accounts of all legal entities who are provided grants by public authorities  |  |
| <b>2.5</b> | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | (i)   | Concessions, permits or authorizations granted by public authority   |  |
|            |   | (ii)  | For each concessions, permit or authorization granted<br>a) Eligibility criteria<br>b) Procedure for getting the concession/ grant and/ or permits of authorizations<br>c) Name and address of the recipients given concessions/ permits or authorisations<br>d) Date of award of concessions /permits of authorizations |  |
| <b>2.6</b> | `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. |  |  |

### 3. Publicity Band Publicinterface

| S. No.                                      | Item   | Details of disclosure  | Remarks/ Reference Points<br>(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<br><br>[Section 4(1)(b)(vii)]<br><br>[F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public<br>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens   |   |
|   |  | (ii) Arrangements for consultation with or representation by<br>a) Members of the public in policy formulation/ policy implementation<br>b) Day & time allotted for visitors<br>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants |   |
|   |  | Public- private partnerships (PPP)<br>(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)]                       | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;<br>(i) Policy decisions/ legislations taken in the previous one year |  |
|     |   | (ii) Outline the Public consultation process   |  |
|     |   | (iii) Outline the arrangement for 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<br>(i) Internet (website)   |  |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)]   | Information manual/handbook available in<br>(i) Electronic format  |  |
|     |   | (ii) Printed format  |  |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]                                    | List of materials available<br>(i) Free of cost  |  |
|     |   | (ii) At a reasonable cost of the medium  |  |

4. **E. Governance**

| S.No. | Item  | Details of disclosure                                      | Remarks/ Reference Points<br>(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<br>[F No. 1/6/2011-IR dt. 15.4.2013]      | (i) English  |   |
|       |   | (ii) Vernacular/ Local Language                            |   |
| 4.2   | When was the information Manual/Handbook last updated?<br>[F No. 1/6/2011-IR dt 15.4.2013]        | Last date of Annual updation                               |   |
| 4.3   | Information available in electronic form<br>[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                             |   |
| 4.4   | Particulars of facilities available to citizen for obtaining information<br>[Section 4(1)(b)(xv)] | (i) Name & location of the faculty                         |   |
|       |   | (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 redressal mechanism   |  |
|     |  | (ii)   | Details of applications received under RTI and information provided   |  |
|     |  | (iii)  | List of completed schemes/ projects/ Programmes   |  |
|     |  | (iv)   | List of schemes/ projects/ programme underway   |  |
|     |  | (v)    | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract |  |
|     |  | (vi)   | Annual Report   |  |
|     |  | (vii)  | Frequently Asked Question (FAQs)  |  |
|     |  | (viii) | Any other information such as   |  |
|     |  |        | a) Citizen's Charter  |  |
|     |  |        | b) Result Framework Document (RFD)  |  |
|     |  |        | c) Six monthly reports on the   |  |
|     | d) Performance against the benchmarks set in the Citizen's Charter                         |        |   |  |
| 4.6 | Receipt & Disposal of RTI applications & appeals<br><br>[F.N o 1/6/2011-IR dt. 15.04.2013] | (i)    | Details of applications received and disposed   |  |
|     |  | (ii)   | Details of appeals received and orders issued   |  |
| 4.7 | Replies to questions asked in the parliament<br>[Section 4(1)(d)(2)]                       |        | Details of questions asked and replies given  |  |

**5. Information as may be prescribed**

| S. No. | Item   | Details of disclosure  | Remarks/ Reference Points<br>(Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met) |
|--------|--|--|---|
| 5.1    | Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013] | (i) Name & details of<br>(a) Current CPIOs & FAAs<br>(b) Earlier CPIO & FAAs from 1.1.2015   |   |
|        |  | (ii) Details of third party audit of voluntary disclosure<br><br>(a) Dates of audit carried out<br>(b) Report of the audit carried out   |   |
|        |  | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD<br><br>(a) Date of appointment<br>(b) Name & Designation of the officers                           |   |
|        |  | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure<br><br>(a) Dates from which constituted<br>(b) Name & Designation of the officers                          |   |
|        |  | (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI<br><br>(a) Dates from which constituted<br>(b) Name & Designation of the Officers |   |

**6. Information Disclosed on own Initiative**

| S. No. | Item  | Details of disclosure   | Remarks/ Reference Points<br>(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   |   |   |
| 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) | <ul style="list-style-type: none"> <li>(i) Whether STQC certification obtained and its validity.</li> <li>(ii) Does the website show the certificate on the Website?</li> </ul> |   |

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