**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-Organsiation 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.

**1.0: Organization and Function**

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 1.1 | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | (i) Name and address of the Organization | https://www.nmlindia.org/ |
| | | (ii) Head of the organization | https://www.nmlindia.org/director-csir-nml |
| | | (iii) Vision, Mission and Key objectives | https://www.nmlindia.org/quality-policy |
| | | (iv) Function and duties | https://www.nmlindia.org/basic-page/function-duties |
| | | (v) Organization Chart | https://www.nmlindia.org/organisation-structure |
| | | (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://www.nmlindia.org/about-nml |
| 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) | https://www.nmlindia.org/basic-page/power-and-duties |
| | | (ii) Power and duties of other employees | |
| | | (iii) Rules/ orders under which powers and duty are derived and | https://www.nmlindia.org/basic-page/power-and-duties |
| | | (iv) Exercised | https://www.csir.res.in/rules-regulation |
| | | (v) Work allocation | https://www.nmlindia.org/basic-page/power-and-duties |

| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | http://library.nmlindia.org/tp/hr/Procedure-followed-in-decision.pdf |
|---|---|---|---|
| | | (ii) Final decision making authority | Director, CSIR-NML |
| | | (iii) Related provisions, acts, rules etc. | https://www.nmlindia.org/basic-page/rules-orders |
| | | (iv) Time limit for taking a decisions, if any | http://library.nmlindia.org/tp/hr/Procedure-followed-in-decision.pdf |
| | | (v) Channel of supervision and accountability | |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature of functions/ services offered | https://www.nmlindia.org/basic-page/function-duties |
| | | (ii) Norms/ standards for functions/service delivery | https://www.csir.res.in/document/technology-transfer https://www.csir.res.in/sites/default/files/Rules%20and%20Regulations%20&%20Bye-Laws%20of%20CSIR.pdf As per NABL accreditation forspecific services |
| | | (iii) Process by which these servicescan be accessed | Online/Off-line communication to the Director, CSIR-NML https://www.nmlindia.org/customer-query |
| | | (iv) Time-limit for achieving thetargets | http://library.nmlindia.org/tp/hr/Procedure-followed-in-decision.pdf |
| | | (v) Process of redress of grievances | https://www.nmlindia.org/feedback |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section4(1)(b)(v)] | (i) Title and nature of the record/manual/instruction. | https://www.nmlindia.org/basic-page/rules-orders |
| | | (ii) List of Rules, regulations, instructions manuals and records. | |
| | | (iii) Acts/ Rules manuals etc. | |
| | | (iv) Transfer policy and transferorders | https://www.nmlindia.org/sites/default/files/Transfer%20PolicyDoc.pdf https://www.csir.res.in/sites/default/files/om_110518.pdf |
| 1.6 | Categories of documents heldby the authorityunder its control [Section 4(1)(b)(vi)] | (i) Categories of documents | http://library.nmlindia.org/tp/document-category.html |
| | | (ii) Custodian of documents/cat egories | |

| 1.7 | Boards, Councils, Committees and other Bodies constituted as partof the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | http://library.nmlindia.org/tp/board-council-committees.html |
| | | (ii) Composition | |
| | | (iii) Dates from which constituted | |
| | | (iv) Term/ Tenure | |
| | | (v) Powers and functions | |
| | | (vi) Whether their meetings areopen to the public? | |
| | | (vii) Whether the minutes of themeetings are open to the public? | |
| | | (viii) Place where the minutes if opento the public are available? | |
| 1.8 | Directory of officers and employees[Section 4(1) (b) (ix)] | (i) Name and designation | http://library.nmlindia.org/tp/contact-directory.html |
| | | (ii) Telephone , fax and email ID | |
| 1.9 | Monthly Remuneration received by officers & employees including systemof compensation [Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration | http://library.nmlindia.org/tp/monthly-remuneration.html |
| | | (ii) System of compensation as provided in its regulations | https://www.nmlindia.org/basic-page/rules-orders |
| 1.10 | Name, designationand 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 | http://library.nmlindia.org/tp/rtidir.html |
| | | (ii) Address, telephone numbers andemail ID of each designated official. | |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) | No. of employees against whomdisciplinary action has been (i) Pending for Minor penalty ormajor penalty proceedings | http://library.nmlindia.org/tp/disciplinary-action.html |
| | | (ii) Finalised for Minor penalty ormajor penalty proceedings | http://library.nmlindia.org/tp/disciplinary-action.html |
| 1.12 | Programmes to | (i) Educational programmes | http://www.csirhrdc.res.in/past- |

| | | | |
|---|---|---|---|
| advance understanding of RTI

(Section 26) | | programmes/year-2020-till | |
| | (ii) Efforts to encourage public authority to participate in these programmes | Regular training program on RTI and Transparency Audit is held at HRDC, CSIR | |
| | (iii) Training of CPIO/APIO | | |
| | (iv) Update & publish guidelines onRTI by the Public Authorities concerned | https://dopt.gov.in/guidelines-on-rti is published in NML's website | |
| 1.13 | Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013] | | https://www.nmlindia.org/sites/default/files/Transfer%20PolicyDoc.pdf |

## 2.0 Budget and Programme

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 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 | http://library.nmlindia.org/tp/hr/Budgets-and-expenditure.pdf |
| | | (ii) Budget for each agency and plan & programmes | |
| | | (iii) Proposed expenditures | |
| | | (iv) Revised budget for each agency, if any | |
| | | (v) Report on disbursements madeand 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 | Foreign : NIL Domestic: Rs 16 Lakhs |
| | | Foreign and domestic Tours by ministries and officials of the rankof Joint Secretary to the Government and above, as well asthe heads of the Department.
• Places visited
• The period of visit
• The number of members inthe official delegation
• Expenditure on the visit | http://library.nmlindia.org/tp/deputation/foreign-&-domestic-tours.pdf |

| | | | |
|---|---|---|---|
| | | Information related to procurements Notice/tender enquires, andcorrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods/ services beingprocured, The works contracts concluded — in any such combination of theabove- and | Purchase https://www.nmlindia.org/stores-purchase-tenders<br><br>Works http://library.nmlindia.org/tp/engg/works-and-services.pdf |

| | | The rate /rates and the total amountat which such procurement or works contract is to be executed. | |
|---|---|---|---|
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) Name of the programme of activity | CSIR Integrated Skill Initiative |
| | | (ii) Objective of the programme | https://www.nmlindia.org/skill-development |
| | | (iii) Procedure to avail benefits | Online form: https://www.nmlindia.org/customer-query |
| | | (iv) Duration of the programme/ scheme | As per the training schedule |
| | | (v) Physical and financial targetsof the programme | https://www.nmlindia.org/sites/default/files /Deliverables-targeted-by-CISI.pdf |
| | | (vi) Nature/ scale of subsidy/amount allotted | Free training facilities including accommodation for the outstation participants |
| | | (vii) Eligibility criteria for grant of subsidy | Students and unemployed youth |
| | | (viii) Details of beneficiaries ofsubsidy programme (number, profile etc) | http://library.nmlindia.org/tp/skill/Training-Beneficiaries.pdf |
| 2.4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | (i) Discretionary and non-discretionary grants/ allocations toState Govt./ NGOs/other institutions | Not applicable |
| | | (ii) Annual accounts of all legal entities who are provided grants bypublic authorities | Not applicable |
| 2.5 | 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 | Not applicable |
| | | For each concessions, permit orauthorization granted Eligibility criteria Procedure for getting the concession/ grant and/ or permits of authorizations Name and address of the recipientsgiven concessions/ permits or authorisations Date of award of concessions /permits of authorizations | Not applicable |

| 2.6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | CAG and PAC paras and the actiontaken reports (ATRs) after these have been laid on the table of both houses of the parliament. | Not applicable |
|---|---|---|---|

## 3.0 Publicity and Public interface

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 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<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 | Not applicable |
| | | Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation<br>Day & time allotted for visitors Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | Not applicable |
| | | Public- private partnerships (PPP)<br>(i) Details of Special Purpose Vehicle (SPV), if any | NIL |
| | | (ii) Detailed project reports (DPRs) | NIL |
| | | (iii) Concession agreements. | NIL |
| | | (iv) Operation and maintenance manuals | NIL |
| | | (v) Other documents generated as part of the implementation of the PPP | NIL |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | NIL |
| | | (vii) Information relating to outputs and outcomes | NIL |
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) | NIL |
| | | (ix) All payment made under the PPP project | NIL |
| 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 processmore interactive;<br>(i)    Policy decisions/ legislations taken in the previous one year | NIL |
| | | (ii) Outline the Public | NIL |

| | | consultation process | |
|---|---|---|---|
| | | (iii) Outline the arrangement for consultation before formulation of policy | NIL |
| 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) | CSIR-NML disseminates or communicates information to the public through notice boards, exhibition, conference, newspapers, institutional website, email, through postal media, the internet or means of inviting at office premises and e-print (institutional repository) Following websites are maintainedfor sharing information with public: www.nmlindia.org http://library.nmlindia.org/tp/index.html http://krc.nmlindia.org/ http://eprints.nmlindia.org/ |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format | Annual Report, Technology Handbook, Equipment Brochure, Database, Project Reports, e-print Resources |
| | | (ii) Printed format | Annual Report, Technology Handbook, Equipment Brochure, Project Reports |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost | Softcopy is freely available at institutional website |
| | | (ii) At a reasonable cost of the medium | Not applicable |

## E. Governance

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013] | (i) English | Annual Report, Technology Handbook, Equipment Brochure, Project Reports |
| | | (ii) Vernacular/ Local Language | Annual Report |

| 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 | Updated annually |
|---|---|---|---|
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form | . www.nmlindia.org<br>. http://library.nmlindia.org/tp/index.html<br>. http://krc.nmlindia.org/<br>. http://eprints.nmlindia.org/ |
| | | (ii) Name/ title of the document/record/ other information | |
| | | (iii) Location where available | |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | (i) Name & location of the facility | Information Facilitation Centre (IFC) |
| | | (ii) Details of information made available | CSIR-NML has an Information Facilitation Centre for public on thefirst floor at the Library of CSIR- NML. The PIO and Head, KRIT provide assistance to the public seeking information. |
| | | (iii) Working hours of the facility | 9:15 AM to 5:45 PM |
| | | (iv) Contact person & contact details (Phone, fax email) | Dr P N Mishra<br>Public Information Officer (PIO)<br>KRIT Division<br>CSIR-NML<br>Burmamines<br>Jamshedpur-831007 |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) Grievance redressal mechanism | Through Centralized Public Grievance Redress And MonitoringSystem of Government https://pgportal.gov.in/ |
| | | (ii) Details of applications received under RTI and information provided | http://library.nmlindia.org/tp/rti-data.html |
| | | (iii) List of completed schemes/ projects/ Programmes | https://www.nmlindia.org/sites/default/files/completed-projects.pdf |
| | | (iv) List of schemes/ projects/ programme underway | https://www.nmlindia.org/sites/default/files/ongoing-projects.pdf |
| | | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | https://www.nmlindia.org/sites/default/files/CSIR-NML-MOU.pdf |
| | | (vi) Annual Report | https://www.nmlindia.org/annual-reports |
| | | (vii) Frequently Asked Question (FAQs) | https://www.nmlindia.org/faq |

| | | Any other information such as Citizen's Charter<br>b) Result Framework Document (RFD)<br>c) Six monthly reports on the<br>d) Performance against the benchmarks set in the Citizen's Charter | NA |
|---|---|---|---|
| 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 | http://library.nmlindia.org/tp/rti-data.html |
| | | (ii) Details of appeals received and orders issued | http://library.nmlindia.org/tp/rti-data.html |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | http://library.nmlindia.org/tp/parliamentary-questions.html |

**5.0 Information as may be prescribed**

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 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] | Name & details of Current CPIOs & FAAs Earlier CPIO & FAAs from 1.1.2015 | http://library.nmlindia.org/tp/hr/cpio-faa-data.pdf |
| | | Details of third party audit of voluntary disclosure<br><br>Dates of audit carried out Report of the audit carried out | https://www.csir.res.in/sites/default/files/5.1_3.pdf<br><br>Link for the Third party transparencyaudit reports of CSIR-NML: http://library.nmlindia.org/tp/transparency-audit-report.html |
| | | Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD<br><br>Date of appointment Name & Designation of the officers | https://www.csir.res.in/sites/default/files/5.1_3.pdf |
| | | Consultancy committee of key stake holders for advice on suo-motu disclosure<br><br>Dates from which constituted Name & Designation of the officers | NA |
| | | Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI<br><br>Dates from which constituted Name & Designation of the Officers | NA |

**6.0 Information Disclosed on own Initiative**

| Sr. No. | Item | Details of disclosure | Links and Details |
|---|---|---|---|
| 6.1 | Item / information disclosed so that public have minimum resort touse of RTI Act to obtaininformation | | Please see NML Transparency Portal: http://library.nmlindia.org/tp/index.html and NML website www.nmlindia.org |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in theCentral Secretariat Manual of Office Procedures (CSMOP) byDepartment of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India) | Whether STQC certificationobtained and its validity. Does the website show thecertificate on the Website? | CSIR-NML Website in process of development

Will be available after STQC certification |