

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.

1.0: 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/organisati-on-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/rules-orders
		(iv) Exercised	
		(v) Work allocation	https://www.csir.res.in/rules-regulation
			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 for specific services
		(iii) Process by which these services can be accessed	Online/Off-line communication to the Director, CSIR-NML https://www.nmlindia.org/customer-query
		(iv) Time-limit for achieving the targets	Table 1 in 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 [Section 4(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 transfer orders	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 held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	http://library.nmlindia.org/tp/document-category.html
		(ii) Custodian of documents/categories	

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	http://library.nmlindia.org/tpnew/board-council-commiittees.html
		(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[Section 4(1)(b)(ix)]	(i) Name and designation	http://library.nmlindia.org/tpnew/contact-directory.html
		(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	http://library.nmlindia.org/tpnew/monthly-remuneration.html
		(ii) System of compensation as provided in its regulations	https://www.nmlindia.org/basic-page/rules-orders
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	http://library.nmlindia.org/tpnew/rtidir.html
		(ii) Address, telephone numbers and email 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 whom disciplinary action has been	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	NIL
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 on RTI 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 (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	http://library.nmlindia.org/tp/hr/Budget-2020-21.pdf
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget 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. <ul style="list-style-type: none"> • Places visited • The period of visit • The number of members in the official delegation • Expenditure on the visit 	Foreign : NIL Domestic: Rs 7 Lakh http://library.nmlindia.org/tp/deputation/Foreign-&-Domestic-Tours-2020-21.pdf
		Information related to procurements Notice/tender enquires, and corrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, The works contracts concluded – in any such combination of the above- and	Purchase https://www.nmlindia.org/stores-purchase-tenders Works http://library.nmlindia.org/tp/engg/2021.pdf

		The rate /rates and the total amount at 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 targets of the programme	https://www.nmlindia.org/sites/default/files/Deliverables-targeted-by-CISI-130122.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 of subsidy programme (number, profile etc)	http://library.nmlindia.org/tp/skill/list-of-participants.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 to State Govt./ NGOs/other institutions	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public 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 or authorization granted Eligibility criteria Procedure for getting the concession/ grant and/ or permits of authorizations Name and address of the recipients given 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 action taken 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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation Day & time allotted for visitors Contact details of Information & Facilitation 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	Not applicable Not applicable NIL NIL NIL NIL NIL NIL NIL NIL 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 process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public	NIL 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 maintained for sharing information with public: 1. www.nmlindia.org 2. http://library.nmlindia.org/tpnew/index.html 3. http://krc.nmlindia.org/ 4. 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 (ii) Name/ title of the document/record/ other information (iii) Location where available	www.nmlindia.org http://library.nmlindia.org/tpnew/index.html http://krc.nmlindia.org/ http://eprints.nmlindia.org/
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)	Information Facilitation Centre (IFC) CSIR-NML has an Information Facilitation Centre for public on the first floor at the Library of CSIR-NML. The PIO and Head, KRIT provide assistance to the public seeking information. 9:15 AM to 5:45 PM Dr P N Mishra Public Information Officer (PIO) KRIT Division CSIR-NML Burmamines Jamshedpur-831007
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)	Through Centralized Public Grievance Redress And Monitoring System of Government https://pgportal.gov.in/ http://library.nmlindia.org/tpnew/rti-data.html https://www.nmlindia.org/sites/default/files/Completed%20projects%202020-21.pdf https://www.nmlindia.org/sites/default/files/Ongoing%20projects%202020-21.pdf https://www.nmlindia.org/sites/default/files/CSIR-NML-MOU.pdf https://www.nmlindia.org/annual-reports https://www.nmlindia.org/faq

		Any other information such as 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	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 (ii) Details of appeals received and orders issued	http://library.nmlindia.org/tpnew/rti-data.html http://library.nmlindia.org/tpnew/rti-data.html
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA

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]	<p>Name & details of Current CPIOs & FAAs Earlier CPIO & FAAs from 1.1.2015</p> <p>Details of third party audit of voluntary disclosure</p> <p>Dates of audit carried out Report of the audit carried out</p> <p>Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>Date of appointment Name & Designation of the officers</p> <p>Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>Dates from which constituted Name & Designation of the officers</p> <p>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>Dates from which constituted Name & Designation of the Officers</p>	<p>http://library.nmlindia.org/tp/hr/cpio-faa-data.pdf</p> <p>https://www.csir.res.in/sites/default/files/5.1_3.pdf</p> <p>Link for the Third party transparency audit reports of CSIR-NML: http://library.nmlindia.org/tp/transparency-audit-report.html</p> <p>https://www.csir.res.in/sites/default/files/5.1_3.pdf</p> <p>NA</p> <p>NA</p>

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 to use of RTI Act to obtain information		Please see NML Transparency Portal: http://library.nmlindia.org/tp/index.htm and NML website www.nmlindia.org
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)	Whether STQC certification obtained and its validity. Does the website show the certificate on the Website?	CSIR-NML Website in process of development Will be available after STQC certification