



# INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

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

## Third Party RTI Audit Summary Report of National Institute of Design, Assam

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.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of [National Institute of Design, Assam](#) under the RTI Act, 2005 from **20 & 27 May, 2024** in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed [National Institute of Design, Assam](#) Self appraisal report for Year (2023-24) and its website <https://nidi.ac.in/> in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

- a) Suo motu disclosure of more items under Section 4.
- b) Guidelines for digital publication of proactive disclosure under Section
- c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
- d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

- i. Organisation and Functions
- ii. Budget and Programme
- iii. Publicity and Public Interface
- iv. E-Governance
- v. Information as may be Prescribed
- vi. Information disclosed on own initiative

### Key Findings and High Priority Recommendations

We appreciate the sincere efforts of [National Institute of Design, Assam](#) as Public Authority for sharing required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like;

1. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
2. Information related to 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 must be disclosed. Information related to Channel of supervision and accountability must be disclosed.
3. Information related to Boards, Councils, Committees and other Bodies constituted as part of the Public Authority must be disclosed
4. Details of work allocation and job description of each functionary / post should be uploaded.

5. Norms laid down for discharge of functions of various functionaries should be uploaded wherever feasible.
6. Programmes to advance understanding of [RTI Act –to be conducted on regular intervals.](#)
7. The details about the custodians of various categories of documents held by the organisation should be made available in the website.
8. List of documents in electronic form and other details like relevant Acts, Rules, forms and other such documents which are normally accessible by the citizen regarding their entitlement / services provided should be available under the RTI link.
9. Details of Gross monthly remuneration and compensation received by each employee of the organisation should be prepared and uploaded on the public domain. This information should also be updated periodically at least once in six months.
10. Manual/Handbook to be made available in Vernacular/ Local Language [F No. 1/6/2011-IR dt. 15.4.2013]
11. The details about the various visits (domestic I foreign) undertaken by the officers need to be uploaded under RTI link on the Public Authority website with sub links to the various centres under Public Authority.
12. Information Manual and Hand Book on RTI etc. to meet the information needs of the citizens may also be prepared in Hindi, English and regional language and displayed under RTI link. Such Manual / Handbooks may also be updated periodically.
13. Public Authority must constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI.
14. Public Authority must constitute a Committee Consultancy committee of key stake holders for advice on suo-motu disclosure.
15. Some information regarding RTI applications and appeals received and their responses are presently available in the Public Authority website. However, complete information in this regard including applications / appeals and the responses / replies (excluding personal information) should be available in a consolidated form on the Public Authority website. This information should also be updated on a regular basis.
16. More detailed information on Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the, Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
17. Replies to questions asked in the parliament Replies to questions asked in the parliament is to be uploaded on website
18. Guidelines for Indian Government Websites (version 2.0) An Integral Part of Central Secretariat Manual of Office Procedure, February 2018: Second Edition must be followed. STQC certification is to be obtained and displayed on website.
19. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.
20. Every information displayed in the website should indicate the last date of updation prominently in a DD/MM/YY format.
21. The information available in the public domain should be periodically updated. It is also suggested that the website should have an effective search engine to facilitate the common citizen to access information with ease. The ultimate objective should be to make the website user friendly.

IRMRA would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.

Date: 27 May, 2024



A handwritten signature in blue ink, appearing to read "Kasilingam Rajkumar".

Dr. Kasilingam Rajkumar  
(Director)

