



नेशनल इंस्टीट्यूट ऑफ सेकेंडरी स्टील टेक्नोलॉजी  
(इस्पात मंत्रालय, भारत सरकार द्वारा स्थापित)  
**National Institute of Secondary Steel Technology**

(Estd. by Ministry of Steel, Govt. of India)  
NABL Accredited & BIS Recognized Laboratories

स. सं. NISST/RTI/TA/2023/ 8699

18.09.2023

दिनांक \_\_\_\_\_

To  
The Chief Information Commissioner  
Room no 401, 4<sup>th</sup> Floor,  
Baba Gangnath Marg, Munirka  
New Delhi – 110067.

**Subject: Third party audit of proactive disclosure of Public Authority M/s. National Aluminum Company Limited (NALCO) u/s 4 of the RTI Act-2005.**

Sir,

The Right to Information Act, 2005 allowed the citizen to access information under the control of public authorities. It has multiple dimensions. The most commonly known and widely utilized, is the filing of requests by the information seekers and the subsequent process of first and second appeals. This is the demand side of the transparency law.

The other dimension, which is the law's supply-side is a scheme of voluntary disclosure of information by public authorities (PAs) through a variety of means, principal among which is the disclosure through their websites.

Section 4 of RTI Act 2005 imposes obligations on Public Authorities to disclose certain information Suo-moto. For ensuring compliance of disclosure under section 4 of act. DOPT issued guidelines vide OM No. 1/6/2011-IR dated 15.04.2013, which inter-alia provided that each Ministry/Department shall get its proactive disclosure package audited by third party every year.

Accordingly, National Institute of Secondary Steel Technology, (NISST) Mandi Gobindgarh, Punjab, was nominated to conduct third party transparency audit of M/s. National Aluminum Company Limited (NALCO), Nalco Bhavan, P/1, Nayapalli, Bhubaneswar, Odisha 751013.

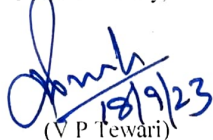
As per self-appraisal report & Suo-motu disclosure of information by M/s. National Aluminum Company Limited (NALCO) at their Website under RTI Act, the Summary Report is enclosed at Annexure – 1.

We appreciate the sincere efforts of M/s. National Aluminum Company Limited (NALCO) 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. Work allocation of the employees is required to be uploaded at the website
2. Information regarding norms for discharge of functions should be brought under URL as per the requirement / format
3. Transfer policy and transfer orders are required to be mentioned on website.
4. Information about Consultancy committee of key stake holders for advice on suo-motu disclosure is required to be uploaded.
5. STQC Certificate should be uploaded on website with validity.

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

Yours faithfully,

  
(V P Tewari)

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Encl: as above

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## SUMMARYREPORT

**SUBJECT:-**Third party audit of proactive package under section 4 of RTI ACT 2005 for the year 2022-23

**NAME OF AUDITEE PUBLIC AUTHORITY:-** M/s. National Aluminum Company Limited (NALCO)

**NAME OF TRAINING INSTITUTE CONDUCTING AUDIT:-** National Institute of Secondary Steel Technology (NISST), Punjab.

### AUDIT PROCESS:

1. Gone through National Aluminum Company Limited self-appraisal report on the subject.
2. Checked veracity with the website of National Aluminum Company Limited (NALCO)

The observations are as follows:

**1.0 Organization and function:** -This constitutes of 13 (Thirteen) subheads which are as under:

**1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)] :** -Agreed with the Public Authority (NALCO) that it fully meets the requirements under this subhead.

**1.2 Power and duties of its officers and employees[Section4(1)(b)(ii)]:-**Agreed with the Public Authority (NALCO) under this subhead except 1.2.5.

**1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)] :** -Agreed with the Public Authority (NALCO) under this subhead.

**1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] –** Partially met. Information available at the website but in the scattered way. Information should be brought under url as per the requirement / format.

**1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] :** - Agreed with the Public Authority (NALCO) under this subhead except 1.5.4

**1.6 Categories of documents held by the authority under its control [Section4(1)(b)(vi)] :** - Agreed with the Public Authority(NALCO) under this subhead.



- 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vii)]** : - Agreed with the Public Authority(NALCO) under this subhead.
- 1.8 Directory of officers and employees [Section 4(1)(b)(ix)]**: - Partially Met. E Mail IDs of the officers & employees is required to be uploaded.
- 1.9 Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(ix)]**: - Agreed with the Public Authority (NALCO) under this subhead.
- 1.10 Name, designation and other particulars of public information officers [Section 4(1)(b) (xvi)]** : - Agreed with the Public Authority (NALCO) under this subhead.
- 1.11 No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))**: - Agreed with the Public Authority (NALCO) under this subhead.
- 1.12 Programmes to advance understanding of RTI (Section 26)**: - Agreed with the Public Authority (NALCO) under this subhead.
- 1.13 Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]**:- Not met.
- 2. Budget and Programme**:-This constitutes of 6(Six)subheads which are as under:
- 2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]** : - Agreed with the Public Authority (NALCO) under this subhead.
- 2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**– Agreed with the Public Authority (NALCO) under this subhead.
- 2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**- Not applicable. Agreed with the Public Authority (NALCO) under this subhead.
- 2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]** :- Not applicable. Agreed with the Public Authority (NALCO) under this subhead.
- 2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**:- Not applicable. Agreed with the Public Authority (NALCO) under this subhead.
- 2.6.CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**: - Not Met.





**3. Publicity Band Public interface: - This constitutes of 5 (Five) subheads which are asunder:**

**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 [Section4 (1)(b)(vii)] [FNo1/6/2011-IRdt.15.04.2013] - Not applicable. Agreed with the Public Authority (NALCO) under this subhead except 3.1.2.**

**3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]- Not applicable. Agreed with the Public Authority (NALCO) under this subhead.**

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]- Agreed with the Public Authority (NALCO) under this subhead.**

**3.4 Form of accessibility of information manual/ handbook [Section4(1)(b)]:- Agreed with the Public Authority (NALCO) under this subhead except 3.4.2.**

**3.5 Whether information manual/ handbook available free of cost or not [Section4(1)(b)]: Not Met.**

**4. E-Governance:-This constitutes of 7(Seven) subheads which are as under:**

**4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]: Agreed with the Public Authority (NALCO) under this subhead.**

**4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011- IR dt 15. 4. 2013]- Agreed with the Public Authority (NALCO) under this subhead.**

**4.3 Information available in electronic form [Section 4(1)(b)(xiv)]: - Agreed with the Public Authority (NALCO) under this subhead.**

**4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] – Agreed with the Public Authority (NALCO) under this subhead except 4.4.3**

**4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii): - Agreed with the Public Authority (NALCO) under this subhead except 4.5.8.**

**4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IRdt.15.04.2013]: - Agreed with the Public Authority (NALCO) under this subhead.**

**4.7 Replies to questions asked in the parliament [Section4(1)(d)(2)]:- Public Authority (NALCO) meet the requirement under this subhead.**



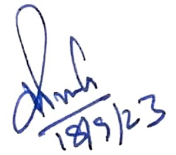
5. Information as may be prescribed:-This constitutes of 1(One) subhead which are as under:

5.1 Such other information as may be prescribed [F. No. 1/2/2016-IRdt. 17.8.2016,F No. 1/6/2011-IR dt. 15.4.2013] : - Agreed with the Public Authority (NALCO) under this subhead except 5.1.3, 5.1.4 & 5.1.5.

6. Information Disclosed on own Initiative: -This constitutes of 2(Two) subheads which are as under:

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: - Agreed with the Public Authority (NALCO) under this subhead.

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, Publ.: - Not Met.



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