

F. No. 2-5/2019-RTI Cell/195-24/  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016  
(RTI Cell)

Dated : 07.02.2020

Sub : Third Party Audit of Proactive Disclosure under RTI Act, 2005.

In terms of the MHRD letter No. F. 18-3/2019-EE.1 dated 17.01.2020 third party audit of the Council is required to be done by the ISTM shortly. Therefore, all the Public Information Officer of Council Hqr. and its constituents units are requested to upload the relevant information which pertains to their Deptt./Instt./Unit/Sections on the NCERT website/public portal latest by 14.02.2020 in the attached proforma.


Encl. : As above

  
(Tulika Verma)  
Under Secretary

Copy to :

1. All Appellate Public Information Officers, NCERT.
2. All Public Information Officer, NCERT.

3187/DJEF  
11/2/2020

  
11.2.2020  
For NA

Sh. Devashish / Sub 201

F.No 18-5/2019-EE.1  
Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy  
(Admn & Bureau)

423-C Wing, Shastri Bhawan  
New Delhi the 19<sup>th</sup> December, 2019

Shri Jitender Bhatti  
Assistant Director  
Institute of Secretariat Training & Management  
Ministry of PPG & P, Old JNU Campus  
Old Palme Marg, New Delhi-110067

Subject: Audit of Proactive Disclosure under RTI Act, 2005 of Department of School Education & Literacy and its autonomous organizations/subordinate office, reg.

Sir

I am directed to refer to your letter No. Y. 19021/6/2019-ISTM dated the 17th December, 2019 on the above mentioned subject

2. It is confirmed that the revised fees of Rs.12,50,000/- to be charged by ISTM for conduct of audit of Proactive Disclosure under the RTI Act, 2005 made by this Department and its autonomous organization/subordinate office along with the terms and conditions to be adhered to is acceptable to this Department. Payment of fees for the audit undertaken by ISTM will be made by the respective department, autonomous organizations and subordinate office from their own resources.

3. In the light of the above, ISTM may kindly undertake the proposed audit of the Department of School Education & Literacy and its autonomous organizations/subordinate office, etc for which suitable action may be taken to complete the audit work at the earliest.

(M.C. Worthing)

Deputy Secretary to the Govt. of India

Copy for information and necessary action:-

1. Joint Secretary, (Institutions)
2. Joint Secretary, (MDM)
3. Chairperson, CBSE
4. Chairperson, NCERT
5. Director, NCERT
6. Commissioner, KVS
7. Commissioner, XVS
8. Chairman, NCOS
9. Director, ITSA
10. Director, Directorate of Adult Education
11. PS to JS(AE & Admn) for information

sep  
19.12

DS(S-3/Coord)  
copy to  
DS(IUT)  
DS(S-4)

19/12/19  
DS(S-3/CS)  
19/12/19  
Sy Sec-3



## 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/<br>Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|---|--|---|
| 1.1    | Particulars of its organisation, functions and duties<br>[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 [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 [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 [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 [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 [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   | (i) Name and designation  |  |
|     |   | (ii) Telephone , fax and email ID                                   |  |

