



**RTI AUDIT**

**ON**

**RTI ACT IMPLEMENTATION IN ITPO**  
(COMPLIANCE OF SECTION-4 & OM: 15-04-2013)

**FOR**

**(2019-2020)**

**BY**

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## **1.0 INTRODUCTION & PROFILE**

ITPO, the premier trade promotion agency of the Ministry of Commerce & Industry, (Govt. of India) is committed to showcase excellence achieved by the country in diverse fields especially trade and commerce.

It is a Mini Ratna Category-I CPSE of the Government of India. ITPO provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade. ITPO has an extensive infrastructure as well as marketing and information facilities that are availed by both exporters and importers. It assists buyers seeking information relating to sourcing products from India and providing opportunities for India's trade and investment. ITPO organises national level participation in major overseas trade fairs and exclusive India Sourcing Fairs showcasing the best of India globally. Participation in events is based in line with the market opportunities and keeping in view the Government's FOCUS programme for countries in Latin America, Africa and CIS countries. Currently, ITPO organises India Pavilions in more than 70 events globally. Some of the prominent overseas events in which ITPO organises participation in Sial Food Fair, Paris (France), AF-L Artigiano de Fiera – Milan (Italy), Summer Fancy Food Show, New York(USA), Africa Big Seven/SAITEX and Automechanika in Moscow (Russia), Thessaloniki Intl. Fair, Thessaloniki (Greece), Medica, Dusseldorf (Germany), Fiera Del Levante-Bari (Italy), AAPEX, Las Vegas (USA) besides popular India Shows in Osaka (Japan) organised by ITPO viz. – India Garment Fair, India Silk Fair and India Home Furnishing Fair. ITPO plans to organise 13 domestic events, besides Shopping Festivals in major Cities during 2020-21.

In order to promote exports and trade overseas; ITPO has also proposed organising participation in 79 B2B & B2C overseas events during the period 2020-21 besides assisting third party organiser in organising nearly 75 exclusive trade events in Pragati Maidan. ITPO's regional offices at Chennai, Kolkata and Mumbai through their respective profile of activities, ensure a concerted and well coordinated trade promotion drive throughout the country. Chennai Trade Centre The Chennai Trade Centre is managed by TNTPO, a Joint venture of ITPO and TIDCO. Chennai Trade Centre was setup in 2001 over an area of 25.48 acres of land in Nandambakkam a prime location in Chennai. Hall 1 & 2 was constructed in 2001 encompassing an area of 6160 square meters. The Convention Centre constructed in 2004 can accommodate 2000 participants with a provision for dividing the hall into two equal parts. Hall 3 measuring 4400 square meter was inaugurated in 2008. All the three

Exhibition Halls and Convention Centre are interconnected. All the exhibition halls are air-conditioned and are without pillars or columns.

During 2019-20, 101 exhibitions were held in the Exhibition Halls of Chennai Trade Centre and 78 events took place in the Convention Centre. The Board of TNTPO has approved the construction of a multipurpose (Exhibition/Convention) hall with an area of 20,322 square meters under expansion plan of TNTPO at an approved cost of Rs.289 crore. After the expansion, there will be a total of 2 convention centres and 5 halls for exhibitions in the total area of 39,952 sq.mtrs. in an area of 34.61 acres of land. 4 Trade Centre, Bengaluru Located at a prime area in Whitefield, Bengaluru, it covers an area of 48.35 acres. It has an air-conditioned Exhibition Hall of 5,371 sq. mtrs., 11 open exhibition areas have been constructed all around the exhibition hall for display of heavy equipments and machineries and for setting up of Food Courts, Business Centre etc. The Trade Centre is being managed by Karnataka Trade Promotion Organisation (KTPO), a joint venture of ITPO and Karnataka Industrial Area Development Board (KIADB).

During 2019-20, 41 events were held in Trade Centre, Bengaluru. The Board of KTPO has approved the construction of a multipurpose (convention/exhibition) hall with an area of 7633 sq. mtrs. under expansion plan of KTPO. The construction work for the same was started during 2018-19. After the expansion, there will be a total of 2 halls for conventions and for exhibitions with a total area of 14,504 Sq. Mtrs. The estimated project cost can be up to Rs.67.59 crore.

Jammu & Kashmir Trade Promotion Organisation (JKTPO) at Pampore is a Joint venture Company. The Government of Jammu and Kashmir has 51.25% equity share, India Trade Promotion Organization (ITPO) with 40% equity share, Export Promotion Council for Handicrafts (EPCH) with 4.55% equity share and Carpet Export Promotion Council with 4.20% equity share of the company.

ITPO is also in process for setting up of an International Exhibition cum-Convention Centre (IECC) at Kochi as a Joint Venture project of ITPO and Kerala Industrial Infrastructure Development Corporation (KINFRA).

At present ITPO owns and manages the Pragati Maidan Exhibition Complex which is the largest exhibition centre in India both in terms of exhibition space and the number of events held (approx. 90 events per year). The total

area of Pragati Maidan Complex is 123.51 acres (inclusive of 5.53 acres occupied by National Science Centre and 2.49 acres by Crafts Museum. ITPO is now implementing its ambitious plan of re-development of its landmark fairground Pragati Maidan, evolving a modern, state-of-the-art International Exhibition-cum-Convention Centre (IECC) in two phases, bringing it on par with best exhibition and Convention Centres across the world. The project is of national importance. International Exhibition-cum-Convention Centre (IECC) A famed 'Cradle of South-Asian Modern Fair Culture', Pragati Maidan is poised for a complete revamp to fulfil the aspirations of the global exhibition fraternity. It promises to attract global participants and business delegates from across the world with its sheer magnificence, business conduciveness, architectural excellence, and being a majestic landmark destination to be experienced in its entire splendour.

IECC will be a landmark and iconic spot in Delhi and a symbol of the Prime Minister's vision of 'New India' in sync with India aspiring to be a global power. Fulfilling aspirations of expanding the business fraternity, IECC will mainly cater to G2G, G2B and B2B activities. With the latest architectural design along with basement parking for 4,800 vehicles and comprehensive traffic decongestion interventions, it will add to the grandeur, stature and profile of the capital city of Delhi.

Major Highlights of IEECC

- **The project proposal includes the development of 3,82,248 sqm. of total built up area including :**

- o state-of-the-art Convention Centre of an area of 53,399 sq.mtrs. o six modern Exhibition Halls spread across area of 1,51,687 sq. Mtrs

- o Basement parking for 4800 cars spread across 1,68,305 sq. mtrs. area o Administrative building in an area of 8,857 sq.mtrs.

- An area of 3.70 acres on Bhairon Marg with independent entry and exit points is also being monetized for a luxury hotel as a part of the complex in line with the fact that hospitality, worldwide, is an integral part of any modern MICE destination.

- **Convention Centre**

- o It will be a 34m tall landmark building on par with the best in the world. This structure will be on an elevated podium with a unique sloping facade incorporating the rich architectural heritage of Delhi.

- o It will have a seating facility for 7000 pax in a single format (a Plenary Hall of 3000 pax capacity and a multi-Function hall of 4000 pax), five times that of Vigyan Bhawan, along with 25 meeting rooms of different capacities and

comprising G20 and Premium rooms. o It will also have an amphitheatre of 3,000 seating capacity.

- Traffic decongestion interventions vital for better access to IECC and for the benefit of general public are also being taken up.

- o Purana Quila Road will be connected to Ring Road through a 6-lane divided tunnel cutting across Pragati Maidan providing an alternative to Bhairon Marg which remains choked beyond capacity.

- o T-junctions of Bhairon Marg with Ring Road and Mathura Road and the entire stretch of Mathura Road from DPS to W-Point will be made single free.

- o This would not only decongest traffic in this area but also will reduce pollution levels.

- The project cost for both IECC and traffic decongestion interventions is Rs.3437 crore. Both the Projects are in progress under a fast track mode .

## **Activities & Services at ITPO**

Managing the extensive trade fair complex, Pragati Maidan in the heart of Delhi

Organising various trade fairs and exhibitions at its exhibition complex in Pragati Maidan and other centers in India.

Facilitating the use of Pragati Maidan for holding of trade fairs and exhibitions by other fair organisers both from India and abroad.

Timely and efficient services to overseas buyers in vendor identification, drawing itineraries, fixing appointments and even accompanying them where required.

Establishing durable contacts between Indian suppliers and overseas buyers.

Assisting Indian companies in product development and adaptation to meet buyers' requirements.

Organising Buyer-Seller Meets and other exclusive India shows with a view to bringing buyers and sellers together.

Organising India Promotions with Department Stores and Mail Order Houses abroad.

Participating in overseas trade fairs and exhibitions.

Arranging product displays for visiting overseas buyers.

Organising seminars/conferences/workshops on trade-related subjects

Encouraging small and medium scale units in export promotion efforts.

Conducting in-house and need-based research on trade and export promotion.

Enlisting the involvement and support of the State Governments in India for promotion of India's foreign trade.

Trade information services through electronic accessibility at Business Information Centre.

### **New Initiative by ITPO during COVID**

The exhibition industry enables business opportunities across all industries by directly connecting the buyers with the sellers, and these B2B market places also serve as a major stimulus for industrial and commercial development in the regions where these are held. The Ministry of Home Affairs has permitted Business to Business (B2B) exhibitions outside the Containment zones only, from 15th October 2020. To prevent spread of COVID-19 infection, it is important that necessary preventive measures are followed during such events, and the SOP aims to minimize all possible physical contacts between Exhibition organizers, service providers, Buyers/Sellers/Exhibitors/ business visitors and maintain social distancing and other preventive and safety measures against COVID-19.

### **Additional SOPs for holding Conferences during Exhibitions**

Identify closed door conference areas for any conference sessions planned during the exhibition with seating and avoid any standing attendees. Preferably the conference sessions can be held in an Open air Conference Hall.

- ii. Speaker / panelist chairs to be placed ensuring safe distancing.
- iii. Ensure social distancing for attendees and sanitization of conference area after regular intervals.
- iv. For holding B2B meetings during the event, a suitable facility ensuring sufficient space must be created to hold the meetings. The Meeting table must be separated by a distance of at least 6 feet. Not more than two people are allowed to sit at the table at a time for the B2B meeting. Face shield along with mask and hand gloves must be made mandatory for the B2B participants.

5. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & ITPO, the premier trade promotion agency of the Ministry of Commerce and Industry (Government of India), is committed to showcase excellence achieved by the country in diverse fields especially trade and commerce.

### **Grievances Redressal System**

A senior officer is nominated as Public Grievance Officer, who will be available on a fixed day in a week, to personally hear any grievance related matter.

Appellate Authority- in case the redressal of the grievance is completed in stipulated time or not to the satisfaction of the person, he/she may be

approach the appellate authority as notified by ITPO. The details of the Nodal Officer along with the contact particulars for referring the Grievances if any is given on the ITPO website.

## **Right to Information**

ITPO is implementing the Right to Information Act, 2005 and has put in place all necessary systems and procedures on the website of the Organisation. The Organisation has also appointed Central Public Information Officer & Public Information Officer and also set up a mechanism for disposal of the appeal by FAA has been provided in the Act. Any Citizen of India can seek information under the Act.

## **Independent Audit of Effectiveness of Citizen Charter and Public Grievances Mechanism**

On formulation of the above framework, an independent audit of Effectiveness of Citizen Charter and Public Grievances Mechanism is undertaken and report sent to the Department of Commerce on an annual basis.

## **Vision:**

ITPO's vision is to be a leader amongst world-class trade promotion organisations leveraging India's strengths internationally. It also envisages rapid growth in India's share of global trade and investments, quality of our services and customer satisfaction.

## **Mission:**

To promote, facilitate, encourage and coordinate various activities and programmes to enhance India's share of exports through trade in goods

## **2.0 Implementation of the RTI Act.2005**

ITPO as per the records available in the RTI Cell, had started the implementation of the RTI Act 2005, immediately after the enactment of the RTI Act in 2005 as statute by the Government of India. As per the records, presently, the company have nominated one Centralised First Appellate Authority (AA), one Central Public Information Officer (CPIO), who has



resigned and left the organisation. However, the alternate Central Public Information Officer ( Alt.CPIO) is looking after the day to day work of the RTI Cell. Nomination of regular CPIO is under process. There is also one Assistant Public Information Officers (Assistant PIO).

There are 4 (Four) Public Information Officers (PIOs), responsible for Delhi office and three regions i.e. Chennai, Kolkatta & Mumbai.

In addition ITPO has also nominated Transparency Officer (TO) to comply with CIC circular.

Applications are being received by CPIO directly from citizen of India online as well as off line and also from respective Regional PIOs if received by them as per provisions in the RTI Act.

Information to the applicants is being provided by centralised system at corporate office by CPIO. Quarterly reports to CIC and Ministry is also being compiled & furnished through centralise system by CPIO at corporate office .

One number of First Appellate Authority (FAA) is independently receiving the appeals related to all the PIOs and disposing of the same in line with the provisions under the act within stipulated period of 30 days.

The RTI applications pertaining to other public authorities are being transferred as per section 6(3) of the RTI Act within 5 days.

List of the Appellate Authorities, CPIO, Alt. CPIO, PIOs, APIO and TO is attached as **Annexure “I”**

At present following officers are directly responsible for smooth implementation of the RTI act 2005 in CC.

Shri L. C. Goyal, IAS	Chairman & Managing Director (CMD)
Board Members	Functional Directors of ITPO
Smt. Hema Maity	GM(Adm.) & Appellate Authority
Under Nomination	CPIO
Shri S.R.Sahoo	CS & Transparency Officer
Shri Brij Lal	DGM(Arch) & (Alternative CPIO)
Shri Krishan Kumar	Senior Manager & PIO
Shri B.K.Garg	Senior Manager& Alt. PIO
Ms. Nazneen Begum	APIO
Business units	Business Unit Heads & 3 PIO at Regions
All Employees	As Custodians of Information

### **3.0 Officers contacted for the Audit**

In order to conduct the RTI audit in the ITPO, a public authority, as per provisions under the act, following officials have been contacted for discussions and obtaining the relevant inputs for smooth audit.

Smt. Hema Maity	GM(Adm.) & Appellate Authority
Shri Brij Lal	DGM(Arch) & (Alternative CPIO)
Shri Krishan Kumar	Senior Manager & PIO
Shri Sanjay Wadhwa	Sr. Assitant
Shri Rakesh Kumar Dagar	Sr. Assitant

### **4.0 Compliance of RTI Act in ITPO (Compliance of Section 4(1)(b))**

In accordance with the act it was the obligations of all the public authorities to comply with the provisions of the section 4(1)(b),(c) & (d) and to publish the same within 120 days from 15-06-2005 for smooth implementation of the Act from the date of enactment that is by 12-10-2005, ITPO had to proactively disclose all the information as mentioned in 19 paras i.e.(a) i to xvii,(b) & (c). In addition to above, the public authorities are required to ensure the implementation of the RTI in line with DoPT OM, circular dated 15-04-2013.

Detailed point wise status on pro active disclosures under section 4(1)(b) & circular dated 15-04- is given in the **Annexure II**.

### **5.0 Provision for obtaining of information by citizen of India**

Detailed procedure for obtaining information by the citizen of India/ applicant from ITPO has been provided under RTI portal, including particulars of Appellate Authorities (AA), Central Public Information Officer(CPIO), Public Information Officer (PIO) , 3 Regional Level Public Information Officer (PIOs) and one Assistant Public Information Officer (APIO). Copy enclosed at **Annexure I**.

For making appeal as per section 19 of the act, ITPO has also provided the complete details and procedure for filing first appeal to First Appellate Authority or any other correspondence related to RTI with the Appellate Authority, procedure for filing Second Appeal to Second Appellate Authority

along with the address and contact details are also being given in the order of First Appellate Authority (FAA).

As per the RTI organisation structure, ITPO having 3 Regional Level Public Information Officers (PIO,s), however, appeals are being disposed of through centralised system by FAA at Corporate office.

## **6.0 Acceptance of cash by ITPO for RTI Fee**

ITPO is accepting the cash against application fee as well as for additional fee for providing information, as per the Fee Rules of RTI Act 2005.

## **7.0 Compliance of Section 4(1) (a)**

Detailed discussions were held with heads of departments for implementation of the act & providing of information as well as with respect to record management being followed by them.

Both the departments i.e. Administration & Law have nominated nodal officer in their respective departments. Nodal officer co-ordinate and assist respective GM/DGM in faster disposal of appeals & RTI applications.

Computerisation of the documents & records indexing & cataloguing are under process.

## **8.0 Suo-motu disclosures under section 4(2), 4(3) & 4(4)**

ITPO as per requirement of Suo-motu disclosures under 4(2), 4(3) & 4(4) has provided adequate information related to its functions, on the web site as well as in the annual reports and calendar events in English and Hindi.

## **9.0 Status of RTI applications for the year 2019-2020**

No. of applications received during the year	= 97+7=104
No. of applications disposed of during the year	= 98
No. of applications disposed of within 30 days	= 94
No. of applications disposed of after 30 days	= 0 4*
No. of applications pending, if any, (C/F) of March	= 06

\* The four applications delayed pertain to the month of March, 2020 and delayed due to COVID 19, lock down.

## **10.0 Status of RTI appeals to first appellate authority for the year 2019-2020**

No. of appeals received during the year	= 08
No. of appeals disposed off during the year	= 08
No. of appeals disposed of within 30 days	= 08
No. of appeals disposed of after 30 days	= 00
No. of appeals pending, if any,	= 00

## **11.0 Status of RTI second appeals to CIC for the year 2019-2020**

No. of appeals received during the year	= <b>One</b>
No. of appeals disposed off during the year	= <b>One</b>

## **12.0 Quarterly Reports (section 25)**

As per the records, all the 4 quarterly reports physically available in the office of CPIO, ITPO and seen. It has been found that ITPO is regularly submitting quarterly reports to CIC, in the prescribed Performa of DoPT. The copies of quarterly report are enclosed at **Annexure III**.

## **13.0 Training on RTI (Section 26)**

ITPO time to time is deputing its officers for RTI Programs & Seminars. However due to COVID 19, no training on RTI was conducted during the year 2019-20. It was suggested to have in house training/ interactive programs on RTI for creating awareness, mandatory as per section 26 of the RTI Act & OM dated 24-06-2008. It is necessary as all the officers, who are custodians of the information, must have awareness about the provisions of the act in order to implement in right spirit.

## **14.0 Update of information (Section 4 (xvii))**

ITPO has confirmed that, it is updating the information every year & as and when required. Presently, updated information is available on the website as on 14-12-2020.

## **15.0 Update of Replies on Website**

Regarding Update of RTI replies on website, ITPO is uploading the RTI replies on the website in order to comply with the DoPT Circular No. 1/1/2013-IR, Dated: 21-10-2014. All the replies of CPIO & FAA are available on the website of ITPO under the portal of RTI.

## **16.0 Availability of latest circulars, guidelines and notifications on RTI**

Some of the circulars of DoPT are available in the RTI Cell at Corporate Centre. However, ITPO has been advised to keep all the relevant circulars/notifications readily available in separate RTI circular file.

## **17.0 CITIZEN CHARTER**

ITPO has published the adequate information regarding citizen charter including "Grievance Redressal System" on the website as per DoPT Circular dated 15-04-2013.

## **18.0 PPP CONTRACTS/ AGREEMENTS**

ITPO has to publish the information regarding PPP contracts/Agreements on the website as per DoPT Circular dated 15-04-2013. Presently ITPO is not having any such agreement/ assignments.

## **19.0 PROCUREMENTS /BID AWARDS**

ITPO has to publish the information regarding contracts/bid awards on the website as per DoPT Circular dated 15-04-2013. ITPO, is putting the information related to procurement giving complete details of the awards such as name of the contractor and value. ITPO is making e procurement through Government of India, E Procurement Portal under the the portal of tender of ITPO website.

## **20.0 CAG & PAC PARA**

ITPO is not having any CAG& PAC para and is certified by Govt. Auditor, which is mentioned in their annual report at page no.87&88 available on the web site of the company. **Annexure IV.**

## **21.0 RTI PARA IN ANNUAL REPORT**

ITPO in their annual report of 2019-20 at page no.47 have included a para on implementation of RTI Act 2005, along with status of applications disposed of during the financial year. **Annexure V**

## **22.0 TRANSFER POLICY & TRANSFER ORDERS**

The transfer policy of employees is in place but not available on the website of ITPO. However, the transfer orders are being put on the intranet of ITPO, which is available to the employees. In case any applicant seeking for the specific transfer order of the employee is being provided as per the provision under the act after applying the section 8 of the RTI Act 2005 if applicable.

## **23.0 DISCRETIONARY AND NON- DISCRETIONARY GRANTS**

Discretionary and Non- Discretionary Grants are being granted by Government of India to ITPO. The grants are being utilised as per the norms and guidelines. Grants received and spent year wise monitored by a committee.

## **24.0 FOREIGN TOURS OF FOREIGN TOURS OF PM/MINISTERS**

There is no rank of Joint Secretary or Secretary in ITPO but the officers on deputation of the rank of Joint Secretary or Secretary are at the level of Executive Director and above from the parent ministry. The information related to foreign / domestic official tour of these officials is being provided against the RTI application as per provisions under the RTI Act.

## **25.0 EXAMINATION/ AUDIT OF CPIO OFFICE/AA OFFICE**

Detailed discussions were held in the office of Mr. Brij Lal, DGM(Arch) & (Alternative CPIO) on 04-01-2020 with respect to implementation of RTI Act and Section 4(b) compliance Audit. During the discussions following officers Mr.Krishna Kumar, Senior Manager & PIO, Mr Sanjay Wadhwa Sr. Assistant , RTI Cell and Mr.Rakesh Kumar Dagar Sr. Assistant , RTI Cell were also present. The process of RTI application disposal in ITPO including obtaining of information from other departments/custodians of information were also

checked and examined, which has been found satisfactory. RTI receipts register is being maintained properly by ITPO. The dispatch register is also being properly maintained, ITPO.

The CPIO is furnishing the information in accordance with the provisions under the act.

Detailed discussions were also held in the Office of Smt. Hema Maity, GM(Adm.) & Appellate Authority with respect to implementation of RTI Act & Appeal disposal process of ITPO. The orders of First Appellate Authority were examined and found in order. The First Appellate Authority is issuing clear speaking orders with reasoning. It was suggested to use the word order in place of decision as Appellate Authority is issuing order due to his quasi-judicial power.

Records of documents, availability of relevant circulars /guidelines, training of officers on RTI etc were also examined , observation during the audit have been highlighted under the detailed observation.

## **26.0 OBSERVATIONS;**

All the documents such as receipt & despatch registers, files, proactive disclosures under section 4 and as per DoPT OM 15-04-2013, website of ITPO including RTI Portal, record management system, obtaining information from the custodian or deemed CPIO were examined /audited ,the detailed observations are as given below;

- 1.0 The **proactive disclosures for sections 4(1)(b) have been adequately provided** for all the XVII points. Where not applicable, it has been mentioned with the proper reasoning. **Refer Annexure II.** In addition, most of the provisions applicable to CPSEs have also been complied of the DoPT Circular dated 15-04-2013.
- 2.0 Under Chapter4 (1) (b) (viii), details of Board Members has been given. However, the details of the committees such as audit, risk & remuneration committees etc. needs to be provided under RTI portal or to be linked with the annual report.

- 3.0 Under Chapter 4 (1) (b) (xi), Budget Allocations, budgets and actual expenditures details as recommended during the last year audit have been complied and BE & RE budget figures provided up to 2020-21.
- 4.0 On examinations of records of replies & information provided to the applicants it has been found that ITPO is consistently providing the replies /information for 100 % RTI applications within 30 days and only few applications were disposed beyond 30 days due to non-receipt of the additional fee from the applicants. The applications were delayed because of seeking additional fee as per the RTI Fee Rules 2005; however, all the applications have been disposed of within 30 working days excluding 4 RTI applications due to COVID 19 periods.
- 5.0 On examinations of first appeals management, it has been found that First Appellate Authority disposed of 100 % appeals within 30 days during the period 2019-20.
- 6.0 Regarding Update of RTI replies on Web site of ITPO up to the year 2019-2020 has been uploading the RTI replies & FAA Orders which are in the interest of the public, in order to comply the DoPT circular No. 1/1/2013-IR, Dated: 21-10-2014.
- 7.0 ITPO has not deputed CPIO/APIO/Nodal officers and other officials for RTI training during the year 2019-2020 as per the section 26 of the RTI Act 2005 and DoPT OM 24-06-2008 due to COVID 19. It was suggested to conduct in house RTI Program for the concerned officers.
- 8.0 There is no rank of Joint Secretary or Secretary in ITPO but the officers on deputation of the rank of Joint Secretary or Secretary are at the level of Executive Director and above from the parent ministry. The information related to foreign / domestic official tour of these officials is being provided against the RTI application as per provisions under the RTI Act.
- 9.0 It was suggested to use the word order in place of decision as Appellate Authority is issuing order due to his quasi-judicial power.



## 27.0 Final Conclusions / Recommendation to ITPO

**ITPO** is implementing the RTI ACT 2005 across all its offices at Corporate Office & State Regional Offices as per the provisions under the RTI Act 2005 from the enactment of the statute that from 2005 itself.

ITPO has fully complied the obligations of public authority by proactive disclosures of the information as per section 4(1)(b) of the RTI Act by providing information on the web site.

In addition, most of the provisions applicable to CPSEs **have also been complied of the DoPT Circular dated 15-04-2013**. Detailed status is given in the attached **Annexure II**.

ITPO is implementing RTI ACT 2005 in right and true spirit, may be seen from the status of applications and appeals that all the 100% applications have been disposed of by CPIO within the time limit of 30 days and also all the 100% appeals were dispose of by the first appellate authority within 30 days as per the provisions in the act.

Following needs to be complied at the time of revision or before the next year audit.

- 1.0 Under Chapter 4 (1) (b) (viii), details of Board Members has been given , however, the details of the committees such as audit, risk & remuneration committees needs to be provided or to be linked with the annual report.
- 2.0 Considering the quantum of applications are being received related to various departments and regional offices, in house awareness program for employees of ITPO on RTI needs to be organised for faster disposal of applications and saving of the administrative time & cost. It was suggested to conduct **in house RTI Program for the concerned officers of the regions**.
- 3.0 Under Chapter 4 (1) (b) (viii), details of Board Members has been given. However, the details of the committees such as audit, risk & remuneration committees etc. needs to be provided under RTI portal or to be linked with the annual report.
- 4.0 There is no rank of Joint Secretary or Secretary in ITPO but the officers on deputation of the rank of Joint Secretary or Secretary are at the level

of Executive Director and above from the parent ministry. The information related to foreign / domestic official tour of these officials is being provided against the RTI application as per provisions under the RTI Act.

In view of above, ITPO has fully complied all the parameters of the audit for the year 2019-2020.

## **28.0 Certification**

In view of the above, it is certified that ITPO for the audit period 2019-20 is meeting all the requirements of the provisions of RTI act that compliances for section 4 (1)(b), DoPT OM/circular dated 15-04-2013 for Suo-Motu Disclosures and other provisions of the act. ITPO is providing the information against all the RTI applications within stipulated time of 30 days and all the first appeals have also been disposed of within stipulated time of 30 days which clearly indicating implementation of RTI Act by ITPO in true spirit.

Certified By

O.P.Khorwal, CEO