

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. Organization and Function

S.No.	Item	Details of disclosure		Remarks/ Reference Points
1.1	Particulars for its Organisation, functions and duties [Section 4(1)(b)(i)]	(i)	Name and address of the organization	NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING, P.O. NITIE VIHAR LAKE ROAD, MUMBAI 400 087 Tel : (022) 28573371- 76 Fax: (022) 28573251
		(ii)	Head of the organization	Prof. Manoj Kumar Tiwari NITIE, Vihar Lake Mumbai 400 087 Tel: (022) 28573371- 76 Fax: (022) 28573251 e-mail: director@nitie.ac.in
		(iii)	Vision, Mission and Key objectives	https://www.nitie.ac.in/vision-mission - Vision Mission https://www.nitie.ac.in/ - Key objectives
		(iv)	Function and duties	<u>Not Available</u> – About NITIE
		(v)	Organization Chart	https://www.nitie.ac.in/sites/default/files/Organisational-Chart.pdf – Organization chart of

		(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	<ul style="list-style-type: none"> Set up by the Government of India in 1963 under the Ministry of Education with the assistance of UNDP through ILO. Registered under the Societies Registration Act XXI of 1860 at Bombay vide Registration No. 88/1961 GBBSD dated 21.9.1961.
1.2	Powers and duties of its officers and employees [Section 4(1) (b)(ii)]	(i)	Powers and duties of officers (administrative, financial and judicial)	https://www.nitie.ac.in/sites/default/files/Duties-Resp-of-Group-A-B-C-Officers.pdf
		(ii)	Powers and duties of other employees	https://www.nitie.ac.in/sites/default/files/Duties-Resp-of-Group-A-B-C-Officers.pdf
		(iii)	Rules / orders under which powers and duty are derived and exercised	https://www.nitie.ac.in/sites/default/files/nitie-documents/NITIE-Service-Rules.pdf Memorandum of Association https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf NITIE Service Rules NITIE CCA & Conduct Rules
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i)	Process of decision making and Identify key decision making points	https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf Deans https://www.nitie.ac.in/duties-and-responsibilities-deans
		(ii)	Final decision making authority	Board of Governors / Chairman & Director
		(iii)	Related provisions, acts, rules etc.	Memorandum of Association https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf NITIE Service Rules https://www.nitie.ac.in/sites/default/files/nitie-documents/NITIE-Service-Rules.pdf NITIE CCA & Conduct Rules

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)	Nature of functions/ services offered	www.nitie.ac.in/
		(ii)	Norms/ standards for functions/ service delivery	(i) Links related to various programmes of NITIE - https://www.nitie.ac.in/ (ii) Mandatory Disclosure - https://www.nitie.ac.in/sites/default/files/nitie-documents/Mandatory-Disclosure-2019A-1-1_compressed.pdf
		(iii)	Process by which these services can be accessed	(iii) Link of Forms for accessing of services and Hostel facilities - https://www.nitie.ac.in/infrastructure
		(iv)	Time-limit targets	
		(v)	Process of redress of grievances	www.nitie.ac.in/ Grievance Redressal Committee & Sexual Harassment - https://www.nitie.ac.in/grievance-cell & https://www.nitie.edu/website_v2/
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)	Acts/ Rules manuals etc.	www.nitie.ac.in/ Stores and Purchase Manual https://www.nitie.ac.in/sites/default/files/nitie-documents/Purchase-Manual.pdf Memorandum of Association https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf NITIE Service Rules https://www.nitie.ac.in/sites/default/files/nitie-documents/NITIE-Service-Rules.pdf

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i)	Categories of documents	www.nitie.ac.in/ Memorandum of Association - https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf NITIE Service Rules - https://www.nitie.ac.in/sites/default/files/nitie-documents/NITIE-Service-Rules.pdf
		(ii)	Custodian of documents/categories	Registrar – Legal matters & Administration Executive Engineer (Estate Officer) – Land Records
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,	www.nitie.ac.in/ Memorandum of Association - https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf Mandatory disclosure - https://www.nitie.ac.in/sites/default/files/nitie-documents/Mandatory-Disclosure-2019A-1-1_compressed.pdf
		(ii)	Composition	www.nitie.ac.in/
		(iii)	Dates from which constituted	March, 2017
		(iv)	Term/ Tenure	Four-Year
		(v)	Powers and functions	www.nitie.ac.in/ Memorandum of Association - https://www.nitie.ac.in/sites/default/files/nitie-documents/MoA.pdf

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	https://www.nitie.ac.in/sites/default/files/NITIE-Telepnone_list-ALB-2020.pdf
		(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	www.nitie.ac.in/ Salary - https://www.nitie.ac.in/sites/default/files/salary_employees.pdf
		(ii) System of compensation as provided in its regulations	As per Government of India Rules.

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the Central public information officers (CPIOs), Assistant Public Information (s) & Appellate Authority	https://www.nitie.ac.in List of PIOs with email ID and Telephone Extension
		(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 – (2019)	
		(i) Pending for Minor penalty or major penalty proceedings	NIL
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance Understanding of RTI (Section 26)	(i) Educational programmes	Training programme in NITIE for officers handling RTI applications are held.
		(ii) Efforts to encourage public authority to participate in these programmes	CPIOs/ Nodal Officers of NITIE, other Public Authorities under NITIE were encouraged to participate in training and orientation workshops held by DoPT.
		(iii) Training of CPIO/APIO	Attends the Seminar / Workshop arranged by DoPT.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	www.nitie.ac.in

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	Not applicable
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2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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	Budget details Annual Report 2018-2019 https://www.nitie.ac.in/sites/default/files/nitie-documents/Annual-report-of-Estate-Section-01-04-2019-to-31-03-2020.pdf www.nitie.ac.in

2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	<p>(i) Budget</p> <p>(ii) Foreign and domestic Tours by officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a) Places visited</p> <p>b) The period of visit</p> <p>c) The number of members in the official delegation</p> <p>d) Expenditure on the visit</p>	<p>NA</p> <p>NIL</p>
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>www.nitie.ac.in/documents</p> <p>Notice & Tenders</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/ scheme</p> <p>(v) Physical and financial targets of the programme</p> <p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>(vii) Eligibility criteria for grant of subsidy</p> <p>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</p>	Not applicable

2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/	NIL
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	NIL
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	NIL
		(ii)	For each concessions, permit or authorization granted	
			a) Eligibility criteria	
			b) Procedure for getting the concession/ grant and/ or permits of authorizations	
			c) Name and address of the recipients given concessions/ permits or authorisations	
d) Date of award of concessions /permits of Authorizations				
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.		www.nitie.ac.in/documents Audit Report

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 (ii) Arrangements for consultation with or representation by a. Members of the public in policy formulation/ policy implementation b. Day & time allotted for visitors (iii) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Visitors are allowed for consultation during office hours on all working days, with prior appointment. The information is available online www.nitie.ac.in Not applicable www.nitie.ac.in – Contact us.

		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
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	www.nitie.ac.in – Links related to various programmes. Mandatory disclosure

		(ii) Outline the Public consultation process	www.nitie.ac.in
		(iii) Outline the arrangement for consultation before formulation of policy	
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)	
3.4	Form of Accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	www.nitie.ac.in
		(ii) Printed format	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	
		(ii) At a reasonable cost of the medium	

4. E.Governance

S No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English
		(ii) Vernacular/ Local Language	Hindi
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	July, 2020
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	www.nitie.ac.in – Mandatory Disclosure
		(ii) Name/ title of the document/record/ other information	Memorandum of Association, NITIE Classification & Conduct And Appeal-Rules, NITIE Service Rules, Advertisement, Tenders, Fellow Programme, Post-Graduate Programmes and VLFM Programme conducted by the Institute, Hostel Facilities, Student Events, Management Development Programmes, Executive Training Programmes, Consultancy Services
		(iii) Location where available	www.nitie.ac.in and www.nitie.edu

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Name & location of the facility		All details of information made available in Mandatory disclosure and Institute website. National Institute of Industrial Engineering, Vihar Lake Road, Powai 09.00 AM to 05.00 PM on all working days Shri S.M. Venkatramagiri Central Public Information Officer, NITIE, Mumbai 022-28573371
		Details of information made available		
		Working hours of the facility		
		Contact person & contact details (Phone, fax email)		
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i)	Grievance redressed mechanism	<u>Public Grievances may be lodged at CPGRAMS web-portal at the following link: www.pgportal.gov.in</u>
		(ii)	Details of applications received under RTI and information provided	Quarterly returns are filed on the RTI portal and available in the Public Authority site.
		(iii)	List of completed schemes/ projects/ Programmes	Not applicable
		(iv)	List of schemes/	

		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Link may be provided
		(vi)	Annual Report	www.nitie.ac.in – Annual Report 2018-2019
		(vii)	Frequently Asked Question (FAQs)	
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	Please refer Quarterly returns of Public Authority on RTI Portal.
		(ii)	Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		www.nitie.ac.in Rajya Sabha: The replies are provided to Ministry of HRD. Lok Sabha : The replies are provided to Ministry of HRD.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015 (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	(a) Shri S.M. Venkatramagiri, System Designer (b) Shri Anand Naidu, Manager Computer Centre (c) Dr. Utpal Kumar Debnath, Controller of Examinations Audit is carried out by the Office of Comptroller and Auditor General of India. www.nitie.ac.in – Annual Report and Audit Report
		(iii) Appointment of Nodal Officers Not below the rank of Joint Secretary/ Additional HoD a) Date of appointment b) Name & Designation of the officers	Shri Basavaraj Swamy Registrar w.e.f. 2019
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted b) Name & Designation of the officers	Prof. Manoj K. Tiwari, DIRECTOR Prof. Vivek B. Khanapuri, Dean, Sponsored Research & Industrial Consultancy (SRIC) Prof. Hema A. Date, Dean (Student Affairs) Prof. Padmanav Acharya, Dean (Academic) Prof. Shirish Sangle, Dean (Alumni Affairs)

		<p>(iv) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>a) Dates from which constituted</p> <p>b) Name & Designation of the Officers</p>	<p>www.nitie.ac.in – List of PIOs</p> <p>a) Constituted since year 2013.</p> <p>b) List of PIOs attached.</p>
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Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	www.nitie.ac.in Mandatory Disclosure	Information relating to various programs/ projects/ scholarships have been disclosed on the website of NITIE as per links provided against the points under “ Publicity Band Public interface ”.
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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	NA
