

MKC.23.CON.

19th September 2017

NOTE TO : ED (RETAIL) / ED (LPG)

Suo Motu Disclosure

To comply with Suo Motu disclosure under the Right to Information Act, 2005, it has been decided to form a Committee to decide and finalise the content of Information Manual (section 4 1 b) for RTI on our Corporate website. Once the information manual is finalised, we have to get it audited from third party, which is mandatory as per DoPT letter vide OM No. 1/6/2011-IR dated 15.04.2013 and the audit report needs to be published along with details and URL on our Corporate Website as well as to be submitted as a part of CIC Quarterly Returns.

The following officials will be members of the Committee:

Mr. B.B. Darnal DGM Complaint Redressal, HQ
Mr. S. R. Ramdurg DGM (Sales Coordination), Retail
Ms. Usha Popat Chief Manager & Nodal Officer, RTI



N. KANI AMUDHAN
GM I/c. (MARKETING CORP.) &
TRANSPARENCY OFFICER

Approved
A. K. Mishra
11/09

NOTE TO: GM I/c. (MARKETING CORPORATE)

Third Party Audit

The government has formulated guidelines that provide for a third party audit to assess compliance of a provision of the RTI Act, which mandates a public authority to put governance related information in the public domain.

The Ministry of Personnel had on April 15, 2013, issued detailed guidelines to central ministries or departments for proactive disclosure under section 4 of the transparency law. However, these guidelines were not being followed by various central government ministries, which had prompted it to issue a directive in this regard.

“It was also requested that the action taken report on the compliance of guidelines should be sent, along with the Uniform Resource Locator (URL) link, to Department of Personnel and Training (DoPT) and the Central Information Commission (CIC) soon .It has been noticed that most of the ministries or departments or public authorities have not sent the compliance report or action taken report to this department and CIC,” the Ministry had said in a recently issued office memorandum.

The Personnel Ministry said it should be a constant endeavour of every public authority to take steps for providing information suo motu to the public at regular intervals through various means of communications, including internet, so that the public has to minimally resort to the use of RTI Act to obtain information.

The RTI Act calls on public authorities to suo-motu disclose or publish information.

A web portal named ‘RTI Online’ has been launched for all central ministries to facilitate Indian citizens to file online RTI applications and first appeals and also make online payment of RTI fees.

We are also one of the Public Authority who has not got the third party audit done. This was because there was no clarification on qualification / eligibility of third party auditor. Now, after discussing with SCOPE officials, CPIOs of OMCs and other Public Authorities, we feel that third party audit should be carried out at the earliest. Various options of appointing third party auditor:

1. Through tendering process
2. Taking help of SCOPE officials
3. Nominating a 3 member or 5 member Committee comprising of RTI officials one from OMC, one from other Public Authority and CPIO Others, CPIO RHQ and CPIO LPG.
4. You may like to appoint any other CPIOs in the Committee.

Out of the 4 options listed above, we strongly feel that option 3 or 4 will be more effective as this will create synergy by getting ideas and experiences from other Public Authorities and SBUs from within. This option will be better than the other 2 in terms of cost and will have less procedural delays.

In view of above, we strongly recommend that you may please consider the 3rd option and direct the formation of Committee and Nodal person to coordinate the working of Committee.

Usha Popat

**USHA POPAT
CHIEF MANAGER &
NODAL OFFICER, RTI**

Bipinkumar Shah

**BIPINKUMAR SHAH
GM (LIAISON & COORDINATION)
& CPIO MARKETING CORPORATE**

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