



INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of Rashtriya Sanskrit Sansthan

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of [Rashtriya Sanskrit Sansthan](#) under the RTI Act, 2005 from [24 & 28 June, 2024](#) in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed [Rashtriya Sanskrit Sansthan](#) Self appraisal report for Year (2023-24) and its website <https://www.sanskrit.nic.in/> in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

- a) Suo motu disclosure of more items under Section 4.
- b) Guidelines for digital publication of proactive disclosure under Section
- c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
- d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

- i. Organisation and Functions
- ii. Budget and Programme
- iii. Publicity and Public Interface
- iv. E-Governance
- v. Information as may be Prescribed
- vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of [Rashtriya Sanskrit Sansthan](#) 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. Norms laid down for discharge of functions of various functionaries should be uploaded wherever feasible.
2. [Programmes to advance understanding of RTI Act –to be conducted on regular intervals.](#)
3. The details about the custodians of various categories of documents held by the organisation should be made available in the website.
4. A complete list of officers/ employees of the organisation with names and other contact details should be uploaded in the public domain under RTI link.
5. Details of monthly remuneration and compensation received by each employee of the organisation should be prepared and uploaded on the public domain. This information should also be updated periodically at least once in six months.

6. Detailed information regarding budget allocation which presently available on the main page of the website should be linked to RTI heading.
7. Manual/Handbook to be made available in Vernacular/ Local Language [F No. 1/6/2011-IR dt. 15.4.2013]
8. The details about the various visits (domestic I foreign) undertaken by the officers need to be uploaded under RTI link on the Public Authority website with sub links to the various centres under Public Authority.
9. Information Manual and Hand Book on RTI etc. to meet the information needs of the citizens may also be prepared in Hindi, English and regional language and displayed under RTI link. Such Manual / Handbooks may also be updated periodically.
10. Information regarding CAG and PAC paras as well as action taken reports (ATR) on those paras which have been laid on the table of both houses of parliament should be uploaded in the public domain. However, any information relating to national security / integrity are not to be placed in the public domain.
11. Public Authority must constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI.
12. Public Authority must constitute a Committee Consultancy committee of key stake holders for advice on suo-motu disclosure.
13. More detailed information on Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the, Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
14. Replies to questions asked in the parliament Replies to questions asked in the parliament is to be uploaded on website
15. Guidelines for Indian Government Websites (version 2.0) An Integral Part of Central Secretariat Manual of Office Procedure, February 2018: Second Edition must be followed. STQC certification is to be obtained and displayed on website.
16. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.
17. Every information displayed in the website should indicate the last date of updation prominently in a DD/MM/YY format.
18. In order to facilitate citizens' requirement, all information which are to be disclosed suo motu should be either available under RTI heading or should be accessible through a link under RTI heading. The information available in the public domain should be periodically updated. It is also suggested that the website should have an effective search engine to facilitate the common citizen to access information with ease. The ultimate objective should be to make the website user friendly.

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

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