

## 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/ Reference Points (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 [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Institute for Steel Development & Growth Ispat Pragati Bhawan, 793 Anandapur, Kolkata - 700107
		(ii) Head of the organization	Sushim Banerjee Director General
		(iii) Vision, Mission and Key objectives	To work with unison for all the stakeholders in the steel industry so as to evolve ways and means for more efficient usage of steel and provide

			optimum value to the customer
		(iv) Function and duties	The Institute primarily works towards the development of technology in steel usage and the market for the steel fraternity.
		(v) Organization Chart	Director General looks after the daily affairs of the Institute and Executive Council (EC) provides guidance and direction. Two other functional committees namely Executive Committee of INSDAG(ECI) and Project Review Committee (PRC) provide administrative and technical guidance respectively. The Institute has defined its mission, role, and functions and has evolved its short, medium and long term Activity Plans.
		(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	Same as (v)
	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	<ul style="list-style-type: none"> <li>• Adoption of : Discipline &amp; Conduct Rules &amp; TA Bill Rules</li> </ul>
			<ul style="list-style-type: none"> <li>• Purchase Procedure</li> </ul>

1.2	[Section 4(1) (b)(ii)]		<ul style="list-style-type: none"> <li>• Grant of Traveling Expenses, LTC/LLTC in respect of employees working under him</li> </ul>
			<ul style="list-style-type: none"> <li>• To act as Controlling Officer in respect of his own official tour, TA Bills, Official Conveyance, etc.</li> </ul>
			<ul style="list-style-type: none"> <li>• To act as Controlling Officer in respect of all expenses relating to the office premises including a small office at residence of DG</li> </ul>
			<ul style="list-style-type: none"> <li>• To sanction establishment / office expenses such as insurance of the Institute's assets, repairs and maintenance of furniture and office equipments, car hiring, hire charges for office equipments (xerox etc.), rent for office and garage, printing and stationery, etc.</li> </ul>
			<ul style="list-style-type: none"> <li>• To grant conveyance allowance / LTE to employees working under him</li> </ul>
			<ul style="list-style-type: none"> <li>• Reimbursement of medical expenses for employees working under him and for self</li> </ul>

			<ul style="list-style-type: none"> <li>• To incur expenditure on official entertainment</li> </ul>
			<ul style="list-style-type: none"> <li>• To sanction miscellaneous contingent expenditure</li> </ul>
			<ul style="list-style-type: none"> <li>• To institute, defend legal proceedings (including Income Tax matters) and sign Vakalatnamas, plaints, written statements, applications and any other documents required to be signed in connection with the legal case</li> </ul>
			<ul style="list-style-type: none"> <li>• Payment of Travelling Expenses and fees to experts / consultants invited for meeting, seminars, etc</li> </ul>
			<ul style="list-style-type: none"> <li>• Payment to Advocate, Auditors in respect of professional services rendered by them</li> </ul>
			<ul style="list-style-type: none"> <li>• To treat visiting dignitaries as official guests</li> </ul>
			<ul style="list-style-type: none"> <li>• To sign deed and agreement and execute the same</li> </ul>
			<ul style="list-style-type: none"> <li>• Payment to Advocate, Auditors in respect of professional services</li> </ul>
			<ul style="list-style-type: none"> <li>• To sign Deed, Contracts / Agreements, MOU etc. with Indian / Foreign Companies / Institutes</li> </ul>

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			<ul style="list-style-type: none"> <li>• To sanction to staff working under him for traveling in higher class than entitled class in case of exigency of work</li> </ul>
			<ul style="list-style-type: none"> <li>• Training of INSDAG staff in India</li> </ul>
			<ul style="list-style-type: none"> <li>• Training / Visit of INSDAG staff abroad</li> </ul>
			<ul style="list-style-type: none"> <li>• Release of advertisement</li> </ul>
			<ul style="list-style-type: none"> <li>• To execute deeds, lease and contracts on behalf of the Institute</li> </ul>
			<ul style="list-style-type: none"> <li>• To approve placement of order on other than L1 basis, when reason / justification is appropriate <ul style="list-style-type: none"> <li>- Up to Rs.10 lakhs</li> <li>- Up to Rs.1 crore</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>• Office and related equipments</li> </ul>
			<ul style="list-style-type: none"> <li>• <i>Purchase Procedure</i></li> </ul>
			<ul style="list-style-type: none"> <li>• Furniture &amp; Fittings</li> </ul>
			<ul style="list-style-type: none"> <li>• Stationery and Consumables</li> </ul>
			<ul style="list-style-type: none"> <li>• Books &amp; Periodicals</li> </ul>
			<p>To process annual original and revised budget for approval of Executive Council in respect of</p> <ul style="list-style-type: none"> <li>❖ Office Premises</li> <li>❖ Operational Expenses</li> <li>❖ Salaries &amp; wages</li> </ul>

		❖ Office Equipment ❖ Books / Periodicals etc.
		• To approve requirement of Technical / Professional & Support Staff based on needs of the Institute
		• Constitution of Selection / Interview Committee and approval for appointment of selected candidates and fixation of pay scale, pay & perks - Non-Executives - Executive upto E-4 Grade - Executive above E-4 Grade
		• Revision of Pay Scales and associated perks and benefits for INSDAG staff and fixation (when SAIL Grades are revised)
		• <i>Revision of Pay Scales and associated perks and benefits for INSDAG staff and fixation (when SAIL Grades are revised)</i>
		➤ Project cost upto Rs.2 lakhs  ➤ More than Rs.2 lakhs and upto Rs.10 lakhs  ➤ More than Rs.10 lakhs
		➤ <i>Project cost upto Rs.20 lakhs</i>

			<ul style="list-style-type: none"> <li>➤ <i>More than Rs.20 lakhs and upto Rs.50 lakhs</i></li> <li>➤ <i>More than Rs.50 lakhs</i></li> </ul>
			<ul style="list-style-type: none"> <li>➤ Within +10% of Project Cost and /or time (for any cost project)</li> <li>➤ Beyond +10% of Project Cost and/or time (for any cost of project)</li> </ul>
			➤ Non-executives
			➤ Executives upto E-6 level
			➤ Executive E-6 to E-7 and E-7 to E-8
			➤ Executives E-8 to E-9
			<ul style="list-style-type: none"> <li>➤ Ad-hoc appointment of a candidate of proven merit for technical post or below the rank of Senior Manager against vacant post for a period of upto six months or against requirement under any project for a period of maximum one year (interview to be organized in the case of several bio-data collected through website and/or classified ad)</li> </ul>
			➤ Deployment of retired person on contract basis for

			time bound projects for a period of not exceeding two years. Expenditure to be debited to the project directly.
			<ul style="list-style-type: none"> <li>• Individual (s) / group of specialists / experts corporate entitles such as firm Companies / Societies / trusts, etc. can be engaged for business development for one year and further extension of one year based on agreement</li> </ul>
			<ul style="list-style-type: none"> <li>• Since INSDAG is a small organization with limited financial ability, recruitment against resultant vacancies remains and new post approved by Executive Council can be done on the basis of Press Advt and / or getting biodata from HR Agencies</li> </ul>
			<ul style="list-style-type: none"> <li>➤ A proper balance of the manpower and other resources to be deployed on R&amp;D activities, consultancy and technical services will be decided by Project Review Committee. Offering service to outside agency on manday charges at least Rs.2500/- based on the salary of engineer</li> </ul>



			mandays and Rs.1000/- per day for Administrative staff engaged for the project to be decided by DG
			➤ <i>Consultancy Charges for providing technical expertise to outside agencies to be charged in accordance to Mandays to be spent by INSDAG Officers and Staff</i>
			• For international seminar, conference etc officers at senior level i.e. AGM and above under SAIL Rule would normally be nominated. Since INSDAG is a R&D based organization having a few AGM only, executives upto Senior Manager (E5 level can be nominated
		(ii) Power and duties of other employees	As per tasks and targets allotted
		(iii) Rules/ orders under which powers and duty are derived and	As per Institute's rule and tasks / targets assigned to individual employee
		(iv) Exercised	As per Institute's rule and tasks / targets assigned to individual employee

		(v) Work allocation	As per Institute's rule and tasks / targets assigned to individual employee
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Executive Council of INSDAG
		(ii) Final decision making authority	Executive Council of INSDAG
		(iii) Related provisions, acts, rules etc.	As per Institute's rule
		(iv) Time limit for taking a decisions, if any	As per Institute's rule
		(v) Channel of supervision and accountability	Director General, INSDAG
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	1) Technical Advisory Service 2) Publications printing of project work and 3) Membership service
		(ii) Norms/ standards for functions/ service delivery	As per time frame work set for individual project
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	Set as per Project Review Committee (PRC) and details mentioned for individual projects.
		(v) Process of redress of grievances	As per Institute's rule
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.	Institute for Steel Development & Growth's manual
		(ii) List of Rules, regulations, instructions manuals and records.	Institute for Steel Development & Growth's manual
		(iii) Acts/ Rules manuals etc.	Institute for Steel Development & Growth's manual

		(iv) Transfer policy and transfer orders	Institute for Steel Development & Growth's manual
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	As per Institute's rule
		(ii) Custodian of documents/categories	Director General
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.	Executive Committee of INSDAG Project Review Committee of INSDAG Working Group Committee of INSDAG
		(ii) Composition	Ministry of Steel, All CEOs of different Steel Producers, Academics, Professionals and Consultants
		(iii) Dates from which constituted	For every 1 year from the date of Annual General Meeting to the beginning of the Annual General Meeting
		(iv) Term/ Tenure	One year
		(v) Powers and functions	As per Institute's rule
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	Yes

		(viii) Place where the minutes if open to the public are available?	Institute's Office
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sushim Banerjee Director General
		(ii) Telephone , fax and email ID	Mob: 9831083024 Tel: 033-24434045 / 47 Email: <a href="mailto:insdag@rediffmail.com">insdag@rediffmail.com</a>
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	Sushim Banerjee - ₹ 247083 Arijit Guha - ₹ 226208 A K Samanta - ₹ 220460 D Datta - ₹ 219996 D Roychowdhury - ₹ 60203 J K Saha - ₹ 227624 M M Ghosh - ₹ 221393 Ms. N Dey - ₹ 111861 P L Rao - ₹ 225016 S Ghorai - ₹ 116613 S P Samanta - ₹ 69344 S K Puri - ₹ 224953 S Dasgupta - ₹ 112868 S Chanda - ₹ 131606
		(ii) System of compensation as provided in its regulations	As per Institute's rule
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Sanjay Kumar Puri Dy. General Manager (Financial Services and Accounts)
		(ii) Address, telephone numbers and email ID of each designated official.	Ispat Pragati Bhawan 793 Anandapur Kolkata - 700107 Phone: 033-24434045/47 Email: <a href="mailto:insdag@rediffmail.com">insdag@rediffmail.com</a>

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	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	NIL
		(iii) Training of CPIO/APIO	NIL
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NIL
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		NIL

## 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	Rs. 797.00 lakhs for the year 2018-19
		(ii) Budget for each agency and plan & programmes	NIL
		(iii) Proposed expenditures	Rs. 797.00 lakhs for the year 2018-19
		(iv) Revised budget for each agency, if any	NIL
		(v) Report on disbursements made and place where the related reports are available	NIL
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Rs.27.00 lakhs
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	N.A.
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	As per Institute's rule

<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<b>Not applicable</b>
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>Not applicable</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	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	<b>Not applicable</b>
		(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	
<b>2.6</b>	`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.	<b>Not applicable</b>

### 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 there of  [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	<b>Not applicable</b>
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		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			



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	
		(ii) Outline the Public consultation process	
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	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	(ii) Printed format	
		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	<b>English</b>
		(ii) Vernacular/ Local Language	
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	<b>31.03.2018</b>
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<b>Not Applicable</b>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>At Institute's Office</b>
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>As per Institute's rule</b>
		(ii) Details of applications received under RTI and information provided	<b>As and when received</b>
		(iii) List of completed schemes/ projects/ Programmes	<b>As per Project Review Committee Report</b>
		(iv) List of schemes/ projects/ programme underway	<b>As per Project Review Committee Report</b>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>As per different contract</b>
		(vi) Annual Report	<b>Yearly</b>
		(vii) Frequently Asked Question (FAQs)	<b>As and when received</b>
		(viii) Any other information such as	
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
d) Performance against the benchmarks set in the Citizen's Charter			
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	<b>Routine in nature</b>
		(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	<b>Routine in nature</b>

## 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	<b>Fully met</b>
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	<b>Not met</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	<b>Not met</b>
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	<b>Not met</b>
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name & Designation of the Officers	<b>Not met</b>

## 6. Information Disclosed on own Initiative

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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		<b>Fully met</b>
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)	<ul style="list-style-type: none"> <li>(i) Whether STQC certification obtained and its validity.</li> <li>(ii) Does the website show the certificate on the Website?</li> </ul>	<b>Fully met</b>

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