

**Transparency Audit Report of the
Department of Revenue and Disaster
Management, UT of Puducherry**

A report submitted to

**Central Information Commission
New Delhi**

By

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Third Party Audit Report of the Department of Revenue and Disaster Management, UT of Puducherry

Summary

Every public authority is required by section 4 of the RTI Act to pro-actively share as much information with the public on a regular basis via various communication channels, including the internet, to reduce the public's need to use the RTI Act to get information. All the Public Authority should have its proactive disclosure package audited by a third party every year under the Right to Information Act, Section 4, according to guidelines released by the Department of Personnel Training (DOPT) vide ref no. DOPT's OM No. 1/6/2011-IR dated 07/11/2019. The third party audit will help the public authorities to bring transparency to the administration. The website's proactive disclosure information should be expected to include the broader topics listed below.

1. Particulars of Organization and Function
2. Particulars of Budget and Programme
3. Dissemination of Information widely and in such form and manner which is easily accessible to the Public
4. Information on E-Governance / Digitization
5. Publish Information as prescribed by Public Authority and
6. Information disclosed on own initiative

Objectives

The main objectives of a third-party audit are:

- To assess the accuracy and completeness of the data provided by the Public authority in accordance with Section 4 of the RTI Act.
- To assist in identifying information gaps
- To make practical suggestions for improving compliance with Section 4 of the RTI Act.

Methodology

In compliance with the recommendations provided by CIC about the requirement of proactive disclosure as per Sections 4(1), (2), (3), and (4) of the RTI Act, the documents that were accessible through the public portal were reviewed and analyzed. For clarification, the auditor got in touch with the Nodal Officer of Department of Revenue and Disaster Management, UT of Puducherry. The comments have been recorded through online in the CIC portal against each parameter. The gathered data was evaluated to identify the areas that required improvement, and the report was then finished with findings and recommendations.

Findings and Recommendations

Department of Revenue and Disaster Management, UT of Puducherry website has all necessary information. However, there is always space for development. The findings and recommendations below can be used to improve the website's usability and citizen-centricity.

- a. The current information on the website needs to be updated, and more in-depth information needs to be provided. (1.3.1-1.3.5, 1.4.1-1.4.4, 1.12.4, 4.2.1, 4.6.1-4.6.2)
- b. The website must disclose information about the delegation of authority and work allocation (1.2.5).
- c. Information regarding the grievance redressal procedure is missing and it must be presented in a simplified form and language for benefit of public (1.4.5, 4.5.1).
- d. Details regarding the terms and tenure (1.7.4), Power and Functions (1.7.5) of the constituted bodies need to be disclosed on the institute website.
- e. RTI Act awareness events must be arranged on a regular basis, and the CPIO and other officials must be urged to attend RTI Act events organised by other organisations. (1.12.1-1.12.3).
- f. Details about the overseas and domestic travel plans with expenditures for department Heads and other officials are missing from the website (2.2.2).

- g. Information pertaining to the procurements was missing, and it needs to be disclosed (2.2.3).
- h. The information related to CAG and PAC paras and the action taken reports (ATRs) are to be uploaded on the website (2.6.1).
- i. While formulating important policies or announcing decisions which affect public, should be informed to them by the Public Authority (3.2.1-3.2.3)
- j. On the website, all essential information must be accessible in the local language or the vernacular. (4.1.2)
- k. The FAQ section has to be included on the website for the benefit of people (4.5.7).
- l. The public authority needs to disclose the details of RTI applications received by them, and the same should be reflected on their website. (4.5.2)
- m. The information related to the following areas are missing
 - i. Particulars of facilities available to citizen for obtaining information (4.4.1-4.4.3)
 - ii. Details of questions asked and replies given (4.7.1)
 - iii. Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out (5.1.2)
 - iv. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers (5.1.3)
 - v. Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers (5.1.4)

- vi. 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 (5.1.5)
- n. Every public authority is required by section 4 (1)(b)(xiv) of the RTI Act to proactively disclose the details of digitized material that is available for public access. It is missing on the website of DRDM, it needs to be uploaded.
- o. Information regarding the number of employees against whom disciplinary action has been proposed or taken is not found; if it is nil, then a NIL report needs to be disclosed.
- p. Periodically, RTI Act awareness events must be held, and the CPIO and other officials must be encouraged to attend RTI Act events hosted by other organizations.
- q. Budgetary information must be presented in depth using a table that includes information on how all services and contracts were chosen.
- r. To fulfil the requests of the public, all information that is to be made available suo-motu should either be listed under the RTI heading or accessible via a link to the RTI tab/heading.
- s. 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). Hence, the information related to STQC certification need to be obtained and its validity should be uploaded on the website

It is recommended that the public authority of Department of Revenue and Disaster Management, UT of Puducherry may take necessary action to disclose the above discussed information in the website as per the RTI Act Section 4.

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