

Transparency Audit Report of the National Sanskrit University, Tirupati

**A report submitted to
Central Information Commission
New Delhi**

**By
Dr. R. Ravichandran
Public Information Officer**



**National Institute of Technical
Teachers Training and Research
Taramani, Chennai – 600 113**

October 2022

**Third Party Audit Report of
National Sanskrit University, Tirupati**

Third Party Audit Report of National Sanskrit University, Tirupati

Summary

Every public authority is required by Section 4(2) of the RTI Act to offer as much proactive information to the public on a regular basis via various communication channels, including the internet, to reduce the public's need to utilize the RTI Act to get information. And also all public authorities should have their proactive disclosure packages 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. This will help 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 major objectives of a third party audit are

- To examine the information made available by the public body under the RTI Act
- To evaluate the sufficiency and quality of the information disclosed in accordance with Section 4 of the RTI Act.
- To assist in locating information gaps.
- To make suggestions for effective actions to improve adherence to Section 4 of the RTI Act

Methodology

In accordance with the instructions provided by CIC regarding the necessity 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 of the National Sanskrit University, Tirupati were examined and analyzed. The auditor got in touch with the Nodal Officer at the National Sanskrit University, Tirupati to get more information and clarification. We made comments against each parameters in the CIC portal while doing the assessment online. Finally, the gathered information was examined to determine the areas that required improvement, and the report was ended with a conclusion and suggestions.

Findings

The website of the National Sanskrit University Tirupati, 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.

- Each division's detailed organizational flow charts, including those for the lower level employees is not available on the website.
- The details related to title and nature of the record/ manual /instruction is not available on the website
- As per Section 4(1)(b) (vi), categories of documents held by the authority under its control is not available.
- All the council/committee etc. minutes and members' details are not available on the website.
- Information related to RTI Act-related programme at organization is not disclosed.
- The title and nature of records, manuals, or instructions that are available with them are not uploaded on the National Sanskrit University Tirupati website.
- The update details related to the handbook/manual are missing

- Information related to procurements, only current notice/tender enquiries related information is available. The information related to the following are missing
 - i. Details of bids awarded
 - ii. The foreign and domestic tour information related to heads of the department and officials in the rank of Joint Secretary is missing.
- Information on CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament is missing.
- Information on RIT Application and Appeals details are missing

Recommendations

All the remarks and recommendations have been elaborately discussed against each of the parameters in the CIC Portal Software. Based on available data in the public portal of the National Sanskrit University Tirupati, the following recommendations are given.

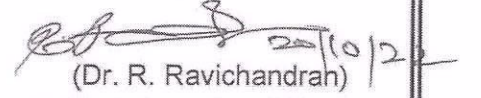
1. It is found that in the Self-Appraisal Report, for all the parameters, they have given only a single link, but the information needs to be disclosed against each parameter separately
2. Every public authority must proactively disclose the specifics of digitized material that is available for public access in accordance with section 4 (1)(b)(xiv) of the RTI Act. The information is missing in the website, it needs to be disclosed.
3. The public authority should take necessary effort to provide detailed information in simplified manner through flow chart or diagram or table.
4. Process of decision making in respect of each division with flow chart are to be prepared and made available in the website
5. Take necessary steps to proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) after these have been laid down on the table of both the houses of Parliament.
6. Categories of documents held by the authority are needed to be disclosed on the website.

7. Information regarding the award of all service / contract of value of Rs. 10,00,000/- and above should be uploaded in the website
8. National and International tour of officials are to be upload in the public portal
9. The public authority must promote and coordinate the RTI Act-related programme at organization and CPIO and other related official must be given training to update the knowledge in RTI Act
10. Under the RTI webpage, a separate link should be provided for "Frequently Asked Questions."
11. On the website, it is required to publish the details of a number of employees who are subject to disciplinary action, including those who are (i) awaiting minor penalty or major penalty proceedings, and (ii) who have had their minor penalty or major penalty proceedings finalized.
12. All domestic and foreign tours taken by the officials must be made public on the website, together with information about the (a) locations visited, (b) dates of the trip, and (c) costs associated with the trip.
13. The accessibility of the information relevant to the manual or handbook must be uploaded to the university website in accordance with Section 4(1)(b).
14. As per CIC guidelines every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display under the mandatory field 'Date last updated (DD/MM/YY). It is missing in the website, needs to be shared.
15. The Central Secretariat Manual of Office Procedures (CSMOP), published by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, in February 2009, contains instructions for using the Indian Government Websites (GIGW). Hence, the information related to STQC certification need to be obtained and its validity should be uploaded on the website.

BQ - 24/10/22

16. To fulfill the requests of the public, all information that is to be made available su-motu should either be listed under the RTI heading or accessible via a link to the RTI tab/heading

It is recommended that the public authority of National Sanskrit University, Tirupati may take necessary action to disclose the above information in the website.


(Dr. R. Ravichandran)

Public Information Officer
National Institute of Technical Teachers Training and Research
Taramani, Chennai - 600113

20.10.2022