

**Rajasthan Electronics & Instruments Limited (REIL)  
RTI Audit Report for the year 2018-19**



***RTI AUDIT***  
***ON***  
**RTI ACT IMPLEMENTATION IN REIL**  
**(COMPLIANCE OF SECTION-4 & OM: 15-04-2013)**  
**FOR**  
**(2018-2019)**

**BY**

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**1.0 INTRODUCTION**

Rajasthan Electronics & Instruments Limited (REIL) is a Miniratna Public Sector Enterprises, formed as per Company's Act, 1956. It has been promoted by ILK & RIICO, with holdings of 51% and 49% shares respectively. REIL is having authorised share capital of Rs.15,00,00,000 & subscribed, paid up share capital of Rs. 12,25,00,000. As per the Memorandum of Association of the Company, it is in the business of Agro Dairy Electronics, Renewable Energy, Information Technology and Industrial Electronics. To achieve excellence in the overall governance of the organisation, it has written down mission & vision as under;

**VISION:** To be the leader in the Rural Sector for business area of Dairy Electronics, significant player in Renewable Energy and in related areas of Information Technology applications.

**MISSION:** To put in efforts to meet the existing and emerging needs of customers and serve them through developing/marketing and delivery of quality products and dependable after sales service.

**VALUE:**

Our Strength - Employees

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Our Ultimate aim - Customer Satisfaction  
Our Endeavour - Sustained Growth

The major business unit heads or Divisions of the REIL are;

- (a) The electronics & information technology division
- (b) Renewable energy division
- (c) Production
- (d) Quality & reliability
- (e) Research & development

## **2.0 Implementation of the RTI Act.2005**

REIL as per the records available in the RTI cell, had started the implementation of the RTI Act 2005 immediately after the enactment of the RTI Act in 2005. As per the records the company had nominated the First Appellate Authority (FAA), Central Public Information Officer (CPIO) & Assistant Public Information Officer (APIO) during the year 2005 and also notified the same on their website. However, no RTI application was received by them up to 2006-2007.

As per the system being followed for the implementation of the act in REIL, there is one centralise monitoring cell at Corporate Office, under the Additional General Manager (P&IR). Applications are being received by CPIOs or APIOs as per provisions in the RTI Act.

However, correspondence or information to the applicant is being provided by respective CPIO only.

First Appellate Authority (FAA) is independently receiving the appeals related to his refinery business unit and disposing of the same in line with the provisions in the act within 30 days except in some exceptional cases. List of the Appellate Authority, CPIO & AAPIO is attached at **Annexure "I"**

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At present following officers are directly responsible for smooth implementation of the RTI act 2005 in REIL

Mr A.K.Jain	Managing Director
Mr Piyush Paliwal	Executive Director & FAA
Mr Subhash Aggarwal	HOD ( Finance)
Mr Deepak Gupta	Dy. General Manager (MM)
Mr Neeraj Saxena	AGM (P&IR) & CPIO
Assistant Public Information Officer	(APIOs)
Mr Amit Kumar Jain	Co. Secretary & AAPIO
Mr H.S.Galav	Manager (MM)
Business units	ED/HEADS
All Departments	HOD/Nominated Officers
All Employees	As Custodians of Information

**3.0 Officers contacted for implementation process of RTI application;**

In order to conduct the RTI audit of the REIL, Jaipur, Rajasthan following officials have been contacted for discussions and obtaining the relevant inputs for smooth audit.

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Mr A.K.Jain	Managing Director
Mr Piyush Paliwal	Executive Director & First Appellate Authority
Mr Subhash Agrarwal	Addl. General Manager ( F&A)
Mr Neeraj Saxena	Addl. General Manager (P&IR) & CPIO
Mr Deepak Gupta	Dy. General Manager (MM)
Mr Amit Kumar Jain	Company Secretary & AAPIO

#### **4.0 Implementation of RTI act in REIL (Compliance of Section 4(1)(b))**

In accordance with the act it was the obligations of all the public authorities to comply with the provisions of the section 4(1)(b),(c) & (d) and to publish the same within 120 days from 15-06-2005 the day of enactment of the RTI Act 2005, for smooth implementation of the statue from the date made effective that is by 12-10-2005. Accordingly, REIL had to proactively & suo-motu disclosed & shared with citizen of India all the information as mentioned in 19 paras i.e.(a) i to xvii,b & c of section 4. REIL has also disclosed most of the data/details/ information with respect to 17 points, out of total 19 points on the website under RTI portal. Detailed point / para wise status/ compliance against each point/ para is given in the attached **Annexure II.**

#### **5.0 Details for obtaining of information by citizen of India**

Detailed procedure including fee for obtaining information by the citizen of India/ applicant from REIL under the RTI Act 2005 has been provided under RTI portal on the web site of REIL, including the particulars of Appellate Authorities (AA) Central Public Information Officer (CPIO), Assistant Public Information Officer (APIOs) & Additional Assistant Public Information Officer (AAPIOs) Copy enclosed as **Annexure I.**

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In case not satisfied from the information provided by CPIO , for making appeal by the applicant to FAA he or she can file first appeal as per section 19 of the act, REIL has also provided the complete procedure for filing first appeal to First Appellate Authority or any other correspondence related to RTI with the First Appellate Authority, procedure for filing Second Appeal to Second Appellate Authority along with the address and contact details are also being given in the order of Appellate Authority.

### **6.0 Acceptance of cash by REIL for RTI Fee**

CPIO has confirmed that REIL is accepting cash against application fee as well as for additional fee for providing information.

### **7.0 Compliance of Section 4(1)(a) (b)(c) & DoPT Circular 15-04-2013**

Detailed discussions were held one to one with all HOD, with respect to record management being followed. It was told that all the aforesaid departments are ISO Certified, and the ISO procedures are being followed in decision making process as well as with respect to the record retention schedule of the documents. The weeding out of the same are as per the life of documents prescribed in the respective procedures.

All the guidelines time to time issued by the DoPT, Circulars including the compliance of 15-04-2013 is being done by REIL.

Computerisation of the documents & records indexing & cataloguing are under process.

### **8.0 Suo-motu disclosures under section 4(3)**

REIL has provided the Products details and functioning of various departments, achievements etc. under the portal of RTI but on the website of the REIL, all the information such as Newsletters for latest update, press releases, tender notices, vendor registration process, vacancies etc. have been provided.

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In addition to above, details of all the equipments being manufactured by REIL and their uses to the people covering the following equipments have been adequately given;

- a) Agro Design Sector
- b) Photovoltaic Sector
- c) Industrial Electronic Sector
- d) Information Technology Sector

**9.0 Status of RTI applications for the year 2018-2019**

No. Of applications received during the year = 48  
No. Of applications disposed of during the year = 48  
No. Of applications disposed of within 30 days = 48  
No. Of applications disposed of after 30 days = NIL

**10.0 Status of RTI appeals to first appellate authority for the year 2018-2019**

No. of appeals received during the year = 3  
No. of applications received during the year = 3  
No. of appeals disposed of within 30 days = 3  
No. of appeals disposed of within 45 days = NIL

**11.0 (a) Status of RTI appeals to Second appellate authority for the year 2018-2019**

No. of appeals received during the year = NIL  
No. of applications disposed of during the year = NIL  
No. of appeals disposed of upholding CPIO decision = NIL

**12.0 Quarterly Report and annual report (section 25)**

As per the records physically available in REIL and seen by us related to the RTI Quarterly Reports, It has been found that REIL is regularly submitting quarterly reports to CIC, in the prescribed Performa of D o PT.



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Quarterly Reports of REIL related to status of RTI applications for all the four quarters for the year 2018-19 are available in the records along with the annual report. The copy of annual report is enclosed at **Annexure III**.

**13.0 Update of information (Section 4 (xvii))**

REIL has confirmed that, it is updating the information every year & as on required. Presently, updated information is available on the website as on September, 2018.

**14.0 Training on RTI (Section 26) & DoPT OM 24-06-2008.**

REIL is regularly deputing CPIO/APIO/Nodal officers and other officials for RTI training also sent at SCOPE & other training institutes etc. during the year 2016- 2017 as per the section 26 of the RTI Act 2005 and DoPT OM 24-06-2008.

REIL has arranged formal training on RTI through consulting agency during the year 2018 2019. Last training on RTI was held on 17-01-2018.

**15.0 Update of replies on Web site**

RTI replies on Web site –the DoPT circular No. 1/1/2013-IR, Dated: 21-10-2014. REIL has been uploading of the RTI replies which need to be in larger public interest, in order to comply the circular.

**16.0 Availability of latest circulars, guidelines and notifications on RTI**

Most of the circulars of DoPT/CIC are available in the RTI Cell of REIL. REIL has been advised to keep all the relevant circulars, guidelines and notifications of DoPT & CIC, which are now available on the site of DoPT.

**17.0 Citizen Charter**

REIL has not published the information regarding citizen charter on the website. They have been advised to incorporate as per DoPT Circular dated 15-04-2013. It has been told that draft Citizen Charter is under approval, as soon as approved shall be uploaded on the website.

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### **18.0 PPP CONTRACTS/ AGREEMENTS**

REIL has to publish the information regarding PPP contracts/Agreements on the website as per DoPT Circular dated 15-04-2013. Presently REIL is not having any such agreement/ assignments.

### **19.0 PROCUREMENTS /BID AWARDS**

REIL has to publish the information regarding contracts/bid awards on the website as per DoPT Circular dated 15-04-2013. REIL is putting the information related to E-procurement giving complete details of the tenders, awards / work orders, such as name of the contractor and value.

### **20.0 CAG & PAC PARA**

REIL has included the CAG & PAC para in their annual report at page no.32, copy as **annexure IV**, which is available on the web site of the company as well as in the hard copy of the annual report 2018-2019.

### **21.0 RTI Para in Annual Report**

REIL in their annual report 2018-2019 have included a para on implementation of RTI Act 2005 in their annual report at page no. 18, copy **annexure V**.

### **22.0 Transfer Policy & Transfer Orders**

The transfer policy of employees in hard copies is available with concerned departments; however, the transfer orders are being put on the intranet of REIL, which is available only to the employees. In case any applicant asking for the specific transfer order of the employee is being provided as per the provision under the act after applying the section 8 of the RTI Act 2005 if applicable. New revised transfer policy is in advance stage of process, which shall be put on web site after the approval of the competent authority.

### **23.0 Discretionary and Non- Discretionary Grants**

No Discretionary and Non- Discretionary Grants being granted by Government of India to REIL.

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#### **24.0 Foreign Tours of Foreign Tours of PM/Ministers**

There is no rank of Joint Secretary in REIL, however, in case information related to foreign / domestic official tour is sought is being provided as per the provisions under the RTI Act 2005.

#### **25.0 Audit of CPIO Office/AA Office/ TO office/ AAPIO Office**

All the concerned documents, associated registers, files, compliance of section 4 i.e. Suo-Motu disclosures, compliance of circulars & guidelines, information on website of REIL including RTI Portal were examined/audited. Detailed discussions were held in the office of Shri Neeraj Saxena, CPIO on 16-01-2020 & 17-01-2020 along with Shri Amit Jain, AAPIO and Shri Balveer Singh of RTI Cell, REIL with respect to implementation of RTI Act in their organisation. The process of RTI application disposal in REIL including obtaining of information from other departments/custodians of information were also checked and examined, which has been found satisfactory. All the RTI have been replied within 30 days, CPIO is also mentioning reason for denial. Records of documents, availability of relevant circulars /guidelines, training of officers on RTI etc were also examined, observation during the audit have been highlighted under the detailed observation.

Detailed discussions were also held in the office of Shri Piyush Paliwal, Executive Director & First Appellate Authority on 17-01-2020, with respect to implementation of RTI Act & Appeal disposal process of REIL. The orders of First Appellate Authority were examined and it is found that all the appeals have been replied within 30 days, the FAA is issuing clear speaking orders with reasoning. Detailed observations are given below;

#### **26.0 Observations;**

- 1.0** There is separate receipt & dispatch register for RTI applications and first appeal with CPIO & AA.
- 2.0** Subject of the application/ nature of information requested have been incorporated in the register.
- 3.0** Separate IInd d Appeal register has been made.

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- 4.0 Budgets Estimates and Expenditures as per 4(1)(b)(xi) is made available for the years up to 2015-16 , therefore needs to be update up to 2018-19.
- 5.0 Record Management system as per section 4(1)(a) of the act needs to be complied.
- 6.0 Since, now the quarterly reports are on line and available on the website to the citizen of India, additional monthly and Annual MIS Reports are not mandatory.
- 7.0 There is a committee in REIL as per section 19(1) of the RTI act, but there is no such stipulation under the section hence the committee is redundant, as no value addition in the past.

**27.0 Final Conclusions / Recommendation to REIL**

REIL is implementing the RTI ACT 2005 in the right and true spirit, can be seen from the status of applications and appeals that all the applications and appeals have been disposed of within time limit of 30 days.

No second appeal has been received from CIC during this year 2018-2019. Clearly shows the satisfaction of the applicant by providing the requisite information by CPIO & clear speaking order by the FAA against the first appeals.

REIL has complied the obligations of public authority by suo-motu & pro active disclosures of the most of the information as per section 4(b) of the RTI Act as per status in **the attached annexure I.**

As well as, REIL is sharing the information regularly through web site, newsletters, press release on products being manufactured by them and other related information.

REIL is to take action on the following as discussed with MD, AA & CPIO;

- 1.0 Budgets Estimates and Expenditures as per 4(1)(b)(xi) to be made available up to 2018-19.
- 2.0 Record Management system as per section 4(1)(a) of the act needs to be complied.

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**26.0 Certification**

In view of the above, it is concluded that REIL is meeting the most of the requirements of the provisions of RTI act for the period 2018-2019 i.e. compliance for section 4 (1)(b) Therefore, REIL has complied the RTI audit requirements of the section 4 & requirements of the DoPT Circular dated 15-04-2013.

Certified By

O.P.Khorwal, CEO