



Biju Patnaik National Steel Institute (BPNSI)

(Ministry of Steel, Govt. of India)

Jajpur Cluster Development Ltd Campus, Common Facility Centre,
Pankapal, Kalinganagar, Jajpur-755026

Tel : 08018096578, Email : durgeshpanda@gmail.com, Website : www.bpnsi.org

No: BPNSI/IRTI/202-507-30/1

Dated the 30th July 2025

To,
The Chief Information Commissioner,
Govt. of India,
New Delhi.

Subject: Third party audit of proactive disclosure of MSTC - regarding

Sir,

Third Party Audit Report of proactive disclosure package under section 4 of RTI Act is furnished as Annexure - 1 for your kind perusal.

Thanking you,
Yours faithfully

(D.P. Panda)
Manager -FHR
BPNSI, Kalinga Nagar



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Annexure 1

SUMMARY REPORT

SUBJECT: - Third party audit of proactive package under section 4 of RTI ACT 2005

NAME OF AUDITEE PUBLIC AUTHORITY: - MSTC.

NAME OF TRAINING INSTITUTE CONDUCTING AUDIT: - Biju Patnaik National Steel Institute, Kalinganagar (Odisha)

AUDIT PROCESS:

1. To begin with, the Team critically examined the existing and available literature on the subject including following documents:
 - (a) Section 4(1) of the RTI Act
 - (b) DOPT OM No.1/6/2011-IR dated 15 April 2013
 - (c) Last year report of audit of proactive disclosures of MSTC.
2. An extensive search on various websites was another important tool decided to be used by the study team to have a wider information base in respect of Pro- Active Disclosure. The central RTI portal ([http:// www.rti.gov.in](http://www.rti.gov.in)) for the Public Authorities was also used to get information.
3. Discussions were held among the team members on various issues, which helped in finalizing the findings of the audit in respect of the parameters both in quantitative and qualitative terms.
4. After examining the available documents and information, the audit team reviewed the self-appraisal report of (MSTC) Limited for meeting the parameters on the requirement of proactive/ suomotu disclosure by the Public Authority ((MSTC).
5. Based on the above, the data collected was analyzed and the areas for improvement were identified. The subsequent paragraphs provide the analysis of data and conclusions/recommendations of the audit team of BPNSI.



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OBSERVATION:

The extent of implementation of the provision of Section 4 (1) of the RTI Act, 2005 for proactive disclosure of Information by MSTC qualitatively and quantitatively, is, by and large, adequate and good, subject to certain inadequacies as can be seen from the observations which are as under:

- 1. Organization and function:** - This constitutes of 13 (Thirteen) subheads which are as under:

- 1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)] :** -

Agreed with the Public Authority (MSTC) that it fully meets the requirement under this subhead.

- 1.2 Power and duties of its officers and employees [Section 4(1)(b)(ii)] :** - Agree

with the Public Authority (MSTC) that it meets the requirement under this subhead.

- 1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)] :** -

Agreed with the Public Authority (MSTC) that it fully meets the requirement under this subhead.

- 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] :** - Agree with the

Public Authority (MSTC) that it fully meets the requirement under this subhead.

- 1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] :** - Agree with the Public Authority (MSTC)

under this subhead.

- 1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] :** - Agree with the Public Authority (MSTC) under this subhead.



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- 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vii)]:** - Agree with the Public Authority (MSTC) under this subhead.
- 1.8 Directory of officers and employees [Section 4(1)(b)(ix)]:** - Agree with the Public Authority (MSTC) under this subhead.
- 1.9 Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(ix)]:** - Agreed with the Public Authority (MSTC) under this subhead.
- 1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] :** - Agreed with the Public Authority (MSTC) under this subhead.
- 1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)):** - Agree with the Public Authority (MSTC) under this subhead. Information not furnished
- 1.12 Programmes to advance understanding of RTI (Section 26):** - Agreed with the Public Authority (MSTC) under this subhead.
- 1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]:** - Agreed with the Public Authority (MSTC) under this subhead.
- 2. Budget and Programme:** - This constitutes of 6 (Six) subheads which are as under:
- 2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] :** - Agree with the Public Authority (MSTC) under this subhead.
- 2.2. Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012) :** - Agree with the Public Authority (MSTC) under this subhead.
- 2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)] :** - Agreed with the Public Authority (MSTC) under this subhead.
- 2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]:** - Agreed with the Public Authority (MSTC) under this subhead.



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2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]: - Agreed with the Public Authority (MSTC) under this subhead.

3. . CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] : - Agree with the Public Authority (MSTC) under this subhead. Reference in CAG portal.

4. Publicity Band Public interface: - This constitutes of 5 (Five) subheads which are as under.

4.1 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] : - Agreed with the Public Authority (MSTC) under this subhead

4.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]: - Agreed with the Public Authority (MSTC) under this subhead.

4.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]: - Agreed with the Public Authority (MSTC) under this subhead.

4.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)] : - Agreed with the Public Authority (MSTC) under this subhead.

4.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] : - Agreed with the Public Authority (MSTC) under this subhead.

5. E-Governance: - This constitutes of 7 (Seven) subheads which are as under:

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]: - Agreed with the Public Authority (MSTC) under this subhead.

4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] : - Agreed with the Public Authority (MSTC) under this subhead

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]: - Agreed with the Public Authority (MSTC) under this subhead.

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]: - Agree with the Public Authority (MSTC).



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4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii) : - Partially agree with the Public Authority (MSTC) under this subhead. Information for 4.5.5 are not furnished.

4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]: - Agreed with the Public Authority (MSTC) under this subhead.

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]: - Do not agree with the Public Authority (MSTC) under this subhead. Information not furnished in website.

6. Information as may be prescribed: - This constitutes of 1(One) subhead which are as under:

6.1 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]: - Partially agree with the Public Authority (MSTC)) under this subhead since many points from 5.1.3 to 5.1.5 are not met.

7. Information Disclosed on own Initiative: - This constitutes of 2(Two) subheads which are as under:

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: - Partially agree with the Public Authority ((MSTC) because a lot more needs to be done in this regard.

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, Publ.: - Agree with the Public Authority ((MSTC) under this subhead.

RECOMMENDATIONS

For better implementation of the suo motu disclosure of information following steps are required to be taken:

- 1) The present format of disclosure of information under Section 4 (b) by MSTC on its website may be reviewed and restructured keeping in view the shortcomings identified in the above-mentioned paras.



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- 2) More detailed information on Performance against the benchmarks set in the Citizen's Charter of the Organization needs to be put up in the public domain through website and other media.
- 3) While the quality of disclosure of information is very good, greater level of transparency in the Organization can be achieved by bringing detailed information in the public domain about norms/standards followed in their working.
- 4) All the officers involved in implementing Section-4 of RTI Act regarding suo motu disclosure of information, including CPIOs, APIOs and Appellate Authorities need to be trained regularly and systematically. Programmes to advance understanding of RTI (Section 26) must be regularly organized.
- 5) The Organization should continually follow the guidelines for Indian Government Websites (GIGW) (released in February, 2009 by having its website certified by STQC for website quality, which is available now.