

No.NPTI/CO/RTI(Gen.)/2016/ 1104

Dated: 08.06.2016

Sh.Deepak Saigal,  
Chief Engineer (Civil) & CPIO,  
NHPC Ltd,  
Sector-33, Faridabad-121003.

Sub:- :- "Third party audit of implementation of RTI Act 2005" in NHPC Ltd.  
for the Financial Year 2014-15.

Sir,

This has reference to letter no. NH/RTI/Audit/2016/465 dated 30/05/2016 vide which it was requested to conduct a "Third party audit" of implementation of RTI Act 2005 including "suomotu disclosure" under section 4 of the RTI Act 2005 as per the guidelines issued by DoPT O.M.No.1/6/2011-IR dated 15 April, 2013.

In this regard, I have examined in detail the contents displayed on NHPC website- [www.nhpcindia.com](http://www.nhpcindia.com) and also checked files /records of RTI maintained in physical as well as electronic form on NHPC Intranet The detailed audit report is enclosed as Annexure-I.

Based on the above examination, I find that the NHPC Ltd is implementing the provisions of RTI in line with the RTI Act 2005.

Yours faithfully,

Encl:- Audit report ( 03 pages.)



( S. K Choudhary)

Principal Director (MS)

National Power Training Institute,

Sector-33, Faridabad.

**S. K. CHOUDHARY/एस० के० चौधरी**

Principal Director (MS)/प्रधान निदेशक (एम० एस०)

National Power Training Institute/राष्ट्रीय विद्युत प्रशिक्षण संस्थान

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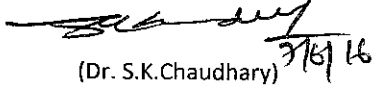
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## AUDIT REPORT OF RTI IMPLEMENTATION IN NHPC LTD. FOR THE FY. 2014-15

SL. NO.	PARAMETER	REQUIREMENT	STATUS AND REMARKS
1	LANGUAGE	ENGLISH/LOCAL LANGUAGE	English & Hindi
2	LAST UPDATE	More than once in a year as per requirement	05/02/2015 (4 times updated in FY.2014-15)
3	Status of RTI implementation and Suo-Motu discloser		
<b>A Applications/Appeals (Receipt/ disposal, returns to CIC)</b>			
(i)	Applications	Nos. of Applications Received during the yr.- 509	Applications/ Appeals are received physically by post or by hand at all locations of NHPC and got disposed of within 30days. Recieving of Applications and Appeals have been registered and disposed of in electronically maintained system of DoPT i.e. RTI-MIS system. All the quarterly returns are filed within time to CIC, Proper dak & dispach register has been maintained. The information is sent to applicant through speed-post/registered post in case pin code is mentioned in the application. * Pending cases were also disposed of within stipulated time.
		Nos. of Applications Disposed during the yr.- 505	
		Nos. of Applications Pending during the yr.- 4	
(ii)	First Stage Appeals	Nos. of Appeals Received during the yr.- 63	
		Nos. of Appeals Disposed during the yr.- 61	
		Nos. of Appeals Pending during the yr.-2	
(iii)	Second Stage Appeals	Nos. of Second Stage Appeal- Nil	No applicant has preferred Second Stage Appeal
<b>B Status of Suo-Motu Discloser U/S 4(1)</b>			
(i)	Section 4(1)(b)(i)- Particulars of information	Particulars of organisation, duties, functions etc.	Yes, -Complete detail, under this head has been displayed i.e. Functions & Duties, Vision, Mission of company, Profile & Objectives, Board of Directors, Committee of Directors & Organization chart etc
(ii)	Section 4(1)(b)(ii)- Powers & Duties	Powers and duties of employees/ officers	Yes
(iii)	Section 4(1)(b)(iii)- Decision making procedure	Decision Making Mechanisim	-Complete detail under this head has been displayed i.e delegated powers to CMD, Delegated Powers to other executives for Works & Procurement, Personal & Administrative Powers, guidelines for excersing the delegated powers, Department/Division wise Roles & Responsibilities etc.
(iv)	Section 4(1)(b)(iv)- Norms for discharge of functions	Procedures & guidelines being followed	Yes, Important Rules, Regulations, Policies & working manuals of all the departments are listed but the same are uploaded on nhpc internal website (intranet) which can be access through NHPC website, As the information contained in these manuals is of commercial confidence, trade secrets and intellectual property and the same is not available on public domain. However CVC vigilance manual is uploaded on the website.
(v)	Section 4(1)(b)(v)-Rules Regulations & guidelines	Details of Manuals, Instructions, records, rules etc.	Yes, Complete details of documents department- wise with remarks whether to be disclosed/ not to be disclosed to the public are clearly depicted on website.
(vi)	Section 4 (1)(b)(vi)-Category of Doc. Held by Pub.Autl	Details of availibility of documents, records	Yes, Complete details of documents department- wise with remarks whether to be disclosed/ not to be disclosed to the public are clearly depicted on website.

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(vii)	Section 4 (1)(b)(vii)- Particulars of arrangement,consultation or representation -	Rules if any	Considering the nature of business, this clause is not applicable for NHPC. However power regulation notices to SEBs is displayed on website under Commercial head. Announcements for stakeholders are also displayed under Investor's corner on NHPC website.
(viii)	Section 4(1)(b)(viii)- Boards, Councils, Committee	Defined with powers or not	Yes, -Complete detail of board of Directors alongwith list of committees constituted for various purpose consisting of independent directors have been depicted under the heading functions and duties i.e. Board of Directors & committee on Audit,Nomination and remuneration ,Stakeholder and relationship, CSR and sustanability etc. -However, the minutes / recommendations of these Committees shall be made available to the public, where required, subject to their not violating the norms of secrecy and other provisions of the Act has been also mentioned on the website..
(ix)	Section 4(1)(b)(ix)- Directory of Officers	Disclosed on organisation website or not	Yes, Lists of employees a)Locationwise, b)Disipline wise and c) alphabetical name wise has been displayed
(x)	Section 4(1)(b)(x)-Monthly Remuneration	Disclosed or not	Yes, Complete detail of pay-scale of cadre,post and grade-wise has been displayed along with their respective allowances etc.
(xi)	Section4(1)(b)(xi)-Budget Allocations	Budet details	Yes, -Project wise monthly budget details with utilisation statement apart from the Annual Budget and Utilisation report are displayed on website.
(xii)	Section 4(1)(b)(xii)-Manner of execution of Subsidies Prog.	Monitoring of susidies with details of beneficieries & progress of programs	Yes, Complete detail on CSR policy, ITI adoption report, CSR-Annual Report & progress report, Swachh Vidyalay Abhiyan has been placed on nhpc website
(xiii)	Section 4(1)(b)(xiii)-Particulares of receipt of Concessions	Eligibility , Procedure adopted & use	Yes, All information regarding Projects, Personnel, Finance and Accounts, Contracts, Commercial, Planning, MPS and other functional areas is available in electronic form.
(xiv)	Section 4(1)(b)(xiv)- Availability of Information in Electronic form	Type of documents and their location	Yes, All information regarding Projects, Personnel, Finance and Accounts, Contracts, Commercial, Planning, MPS and other functional areas is available in electronic form.
(xv)	Section 4(1)(b)(xv)- Details of Facility for Obtaining Inf.	Details for getting the information & appeal	Yes, Complete detail of obtaining information under "How to apply " in RTI corner has been displayed with details like prescribed fee, Appellate Authority, CPIO etc.
(xvi)	Section 4(1)(b)(xvi)- Particulars of PIO/AA	Clearly notified or not	Yes, Complete detail of CPIO/APIOs with contact details, mail id & address is available on webiste.
(xvii)	Other Information 4(1)(b)(xvii)		
	(a) Procurement/ bid/ award/works/ contract at each stage.		Yes, All the details are displayed under head "Tender and bids" on NHPC Website
	(b) PPP contracts/ concession agreement, DPR, O&M manual and other document thereto		Yes, All the details are displayed under "Project" head on NHPC Website

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	(c) Transfer policy and transfer orders for different grades/ cadres of employees,		Yes, Transfer policy has been displayed in RTI corner on NHPC Website. Transfer orders of all grades are displayed on NHPC intranet.
	(d) CAG & PAC paras and ATR thereon		Yes, All the details are shown in annual reports etc and displayed under head "Investor" corner on NHPC Website
	(e) Citizen Charter as per RFD & performance report		Yes, All the details are displayed on home page of NHPC Website
	(f) Discretionary and Non-discretionary grants allocations to state governments/ other institutions etc.		Yes, The details are available in Annual reports and CSR report of NHPC Website
	(g) Details of Appellate Authority/Transparency Authority		Yes, All the details are displayed under head "RTI corner" on NHPC Website
	(h) Details of foreign and domestic tour of Ministers n higher officers etc.		Yes, Details of visits of Senior officials are shown under head "Investor" corner on NHPC Website
	(i) Quarterly/Annual report		Yes, All the details are displayed under head "RTI corner" on NHPC Website

  
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