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INFORMATION

RTI AUDIT
ON
RTI ACT IMPLEMENTATION IN IREL
(COMPLIANCE OF SECTION-4)
FOR
(2016-2017)

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	INDEX	PAGE NO.
1.0	INTRODUCTION	3
2.0	IMPLEMENTATION OF RTI ACT, 2005	4
3.0	OFFICERS CONTACTED	6
4.0	COMPLIANCE OF RTI ACT	6
5.0	OBTAINING INFORMATION	6
6.0	ACCEPTANCE OF CASH	6
7.0	COMPLIANCE OF SEC. (4) BY IREL	6
8.0	SUO-MOTU/ PROACTIVE DISCLOSURES	7
9.0	STATUS OF APPLICATIONS	7
10.0	STATUS OF FIRST APPEALS	7
11.0	STATUS OF SECOND APPEALS	7
12.0	ANNUAL/QUARTERLY REPORTS	7
13.0	UPDATE OF INFORMATION ON WEB	8
14.0	TRAINING OM 24-06-2008	8
15.0	AVAILABILITY OF CIRCULARS DOPT/CIC	8
16.0	UPDATE OF RTI REPLIES ON WEB	8
17.0	CITIZEN CHARTER	8
18.0	PPP RELATED INFORMATION	8
19.0	PROCUREMENT, BIDS & AWARDS	8
20.0	CAG & PAC PARA AND ATR	9
21.0	RTI PARA IN ANNUAL REPORT	9
22.0	TRANSFER POLICY & ORDERS ON WEB	9
23.0	AUDIT OF AA & CPIO	9
24.0	OBSERVATIONS	10-11
25.0	RECOMMENDATIONS	11-12
26.0	CERTIFICATION	12

1.0 INTRODUCTION

IREL, incorporated on 18.08.1950 under the Company's Act 1913, is a Mini Ratna Category-I Public Sector Undertaking (PSU) wholly owned by the Government of India (GoI) under the administrative control of the DAE.

IREL is a mining and mineral separation company operating in the beach sand mineral sector. The total installed capacity of IREL is 5,10,000 tons per annum (tpa) of ilmenite and associated minerals.

IREL has also set up a Monazite Processing Plant (MoPP) in its unit at OSCOM to produce tri-sodium phosphate, mixed rare earth chloride and other material of strategic importance.

Location of IREL's mineral production units i.e. Manavalakurichi (MK) in Tamilnadu, Chavara in Kerala and Orissa Sands Complex (OSCOM), in Odisha, Rare Earths Division (RED) at Aluva, Kerala where monazite used to be processed during the period from 1952 to 2004 along with its Corporate Research Centre in Kollam in Kerala and registered Corporate Office in Mumbai are shown in the India map presented in Figure-1. Vital financial parameters of the company such as equity holding, net worth as on 31.03.2017 is presented alongside. All production units of the company are certified by ISO: 9001, ISO:14001 and OHSAS:18001.

The facilities at RED, Aluva has been retrofitted to process the mixed rare earth chloride generated from MoPP to produce separated high pure rare earths. Marketable Rare Earths Components are in the process of production by IREL.

In the aforesaid plants, the various departments that exists are Mining, Production, Stores & Procurement, Utilities, Marketing, Finance, HRM Safety, Training & Environment, R&D etc.

Fig: 1-Overview of IREL as on 31.03.2017.



VISION / MISSION:

VISION

- To be a significant contributor of strategic materials to Department of Atomic Energy
- To carry out operations in an environmentally sustainable manner and become a leading supplier of heavy minerals.

MISSION

- Sustainable contribution to nuclear power and energy security of the country through rare earth products and other strategic materials
- Develop value added products of heavy minerals in an environmentally and socially responsible manner
- Lay an emphasis on continuous improvement and foster professional growth and development of our employees.

OBJECTIVES:

- To become nationally and globally competitive player in beach sand minerals.
- To improve productivity, capacity utilization and cost effectiveness.
- To maximize shareholders' value.
- To align towards strategic activities of interest to DAE and become a substantial supplier of uranium from secondary sources.
- To strive for optimum value addition by developing technology.
- To evolve and implement eco-friendly policies, programs and projects within the AERB regulations.
- To strengthen R&D for achieving the above mentioned objectives.

2.0 Implementation of the RTI Act.2005 & Procedures Followed

As per the records related to RTI implementation available in the RTI Cell of IREL, it had started the implementation of the RTI Act, 2005 immediately after the enactment of the said Act in October, 2005. As per the records, the company had nominated the Appellate Authority (AA), Central Public Information Officer (CPIO) & Assistant Public Information Officer (APIO) during the year 2005 and thereafter and also notified the same on their website from time to time. IREL has also nominated Transparency Officer (TO) in the year 2011 in accordance with CIC Circular & now Nodal Officer.

In IREL, there is centralised CPIO, Appellate Authority. It is having six APIOs at all its Business Units including Head Office. Applications are being received by CPIO or APIOs as per RTI provisions & guidelines. However, correspondence or information to the applicant is being provided by CPIO only. All the departments at Head Office and Business Units are having Nodal Officers for faster processing of RTI application, which are arranging information from their respective departments and providing the same to CPIO/APIO.



Appellate Authority (AA) is receiving the appeals independently and disposing of the same in line with the provisions of the RTI Act, 2005. List of the Appellate Authorities, PIOs & APIOs is attached at **Annexure-I**.

At present, following officials are directly responsible for smooth implementation of the RTI Act, 2005 in IREL.

Mr. D.Singh	Chairman & Managing Director
All Head of Units	At all IREL Plants
S Surya Kumar	CGM & Head, Chavara
A J Janarthanan	CGM & Head, OSCOM
P K Jena	Head, MK
S P Behera	Head, RED
CR Sahu	Head(CR&S), IRERC
Mr. T. Bhattacharya	General Manager (Technical), Head Office & AA
- Shri B.R. Tarafdar, Company Secretary and Nodal Officer retired on 31.01.2018.	Company Secretary & Nodal Officer
Mr. A.K.Pal	General Manager(HR&OD), Head Office & CPIO
Mr.G. Balasubramanian	Dy. General Manager(HRM) & APIO, RED, Aluva
Mr. N.Selvarajan	Dy.General Manager(HRM) & APIO, MK Unit
Mr. A.Jeyapalan	Dy.General Manager(HRM) & APIO, Chavara Unit
Mr.S. Mohanty	Dy.General Manager(HRM) & APIO, OSCOM
Mr. Sabu Joseph	Dy. Manager(Minerals) & APIO, IRERC
Mr.K.Anil Kumar	Dy. Manager(HRM) & APIO, Corporate Office
All Employees	As Custodians of Information

3.0 Officers contacted for the Audit

In order to examine the documents for conducting the RTI audit of IREL, following officials have been contacted for discussions and providing relevant inputs for smooth audit.

Mr. A.K.Pal	General Manager (HR&OD) & CPIO
Mr. C.R.Sahu	Head(CR&S), IRERC, Kollam
Mr.G. Balasubramanian	Dy. General Manager(HRM) & APIO, RED, Aluva
Mr. N.Selvarajan	Dy.General Manager(HRM) & APIO, MK Unit
Mr. A.Jeyapalan	Dy.General Manager(HRM) & APIO, Chavara Unit
Mr. Sabu Joseph	Dy. Manager(Minerals) & APIO, IRERC
Mr.K.Anil Kumar	Dy. Manager(HRM) & APIO, Corporate Office

4.0 Implementation of RTI act in IREL[Compliance of Section 4(1)(b)]

In accordance with the RTI Act, it is the obligation of all the public authorities to comply with the provisions of the section 4(1)(b),(c) & (d) and to pro-actively disclose the required information within 120 days from the date of enactment i.e. 15-06-2005. IREL had to disclose & share all the information as mentioned in 19 para of section 4, i.e.(b) i to xvii,(c) &(d).IREL has disclosed most of the data/details/ information with respect to these 14 points on the website under RTI portal. Detailed point / para wise status/ compliance against each point/ Para given in the attached **Annexure-II**.

5.0 Details for obtaining of information by citizen of India

Detailed procedure for obtaining information by the citizen of India/ applicant from IREL has been adequately provided under the RTI portal, including particulars of Appellate Authorities (AA) Central Public Information Officer (CPIO), and Assistant Public Information Officers (APIOs). For making appeal as per section 19 of the Act, IREL has also provided the complete details and procedure for filing first appeal to First Appellate Authority or any other correspondence related to RTI with the 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. IREL has provided information under clause xvii instead of xv, they are have been advised to incorporate correction.

6.0 Acceptance of cash for Fee by IREL for RTI

CPIO has confirmed that IREL is accepting cash against application fee as well as for additional fee for providing information in line with fee rules of RTI Act, 2005.



7.0 Compliance of Section 4(1)(a)

Detailed discussions were held with CPIO, APIOs and head of departments for implementation of the RTI Act 2005. Also, it was examined the procedures for obtaining information from APIOs & Nodal officers as well as providing of information to the applicant by CPIO. Also, it was examined, the record management being followed by them & retrievals of the documents. The record management policy as recommended in last audit has been prepared and approved by the board, it shall be implemented soon.

CPIO is regularly updating the APIOs with latest developments in the area of RTI implementation through circulars and IOMs.

8.0 Suo-motu disclosures under section 4(2), 4(3) & 4(4)

As per requirement of Suo-motu disclosures under 4(2), 4(3) & 4(4), IREL has provided the adequate information related to its functions, duties, product details, citizen charters, CSR policies, enjoiment & safety related information and much more on the web site. As well as the annual report in English and Hindi. However, it needs to be aligned and updated in line with clause no. 4(b)(xvii).

9.0 Status of RTI applications for the year 2016-2017

No. of applications received during the year	= 191+7*=198
No. of applications disposed of during the year	= 172
No. of applications disposed of within 30 days	=171
No. of applications disposed of after 30 days	=01
No. of applications carry forwards, if any,	=26

* Carried forward as opening balance from last year

10.0 Status of RTI appeals to FAA for the year 2016-2017

No. of appeals received during the year	= 13
No. of appeals disposed of within 30 days	= 13
No. of appeals disposed of after 30 days	= 00
No. of appeals pending, if any,	= 00

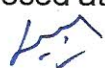
11.0 Status of RTI second appeals to CIC for the year 2016-2017

No. of appeals received during the year	= 08
No. of appeals disposed of during the year	= 08

Note: All the decisions are in favour of IREL except one.

12.0 Quarterly Reports (section 25)

As per the records examined, all the 4 quarterly reports are physically available in the office of CPIO, IREL and seen by me. From the records, it has been found that IREL is regularly submitting quarterly reports to CIC, in the prescribed time and Performa of DoPT. The copies of quarterly report are enclosed at **Annexure-III**.



13.0 Update of information [Section 4 (xvii)]

IREL is updating the information every year. Presently most of the information available on the website is updated; it was last updated on 31st January, 2018.

14.0 Training on RTI (Section 26)

IREL is regularly deputing CPIOs/APIO and other officials for RTI training. During the year 2016- 2017, IREL has conducted a RTI training program at their MK Project. Considering the number of APIOs & the quantum of applications being received and the multifunctional departments as well as locations, more awareness program for employees of IREL on RTI needs to be organised for faster disposal of applications and saving of the administrative time & cost. Also, it is required as per the provisions under section 26 of the RTI Act 2005 and DoPT circular OM 24-06-2008.

15.0 Availability of latest circulars, guidelines and notifications on RTI

All the circulars, guidelines and notifications on RTI of DoPT & CIC are to be available in the RTI Cell at Corporate Centre. IREL is keeping all the relevant circulars/notifications including the compendium of circulars released by DoPT in November, 2017.

16.0 Update of Replies on Website

Regarding update of RTI replies on website, IREL is not uploading the RTI replies on the website. It is required to be uploaded in order to comply with the DoPT Circular No. 1/1/2013-IR dated 21-10-2014.

17.0 Citizen Charter

IREL has published the detailed guidelines information/ from various officers regarding citizen charter on the website as per DoPT Circular dated 15-04-2013.

18.0 PPP Contracts/ Agreements

IREL has to publish the information regarding PPP contracts/Agreements entered with private sector on the website as per DoPT Circular dated 15-04-2013. Presently, IREL is not having any such agreement.

19.0 Procurement/ Awards

IREL has to publish information regarding contracts/bid awards on the website as per DoPT Circular dated 15-04-2013. IREL is putting only the information related to tenders but not giving complete details of the awards such as name of the contractor and value. IREL is uploading procurement details on their website.



20.0 CAG & PAC Para

IREL has included the CAG & PAC para in their annual report at page no. 36, which is available on the web site of the company as well as in the hard copy of the annual report 2016-2017. **Annexure-IV.**

21.0 Paragraph on RTI in the Annual Report

IREL in their annual report have included a para on implementation of RTI Act 2005, along with status of applications disposed of during the financial year 2016-17 at page no. 5-6. **Annexure-V.**

22.0 Transfer Policy & Transfer Orders

The transfer policy for employees is available in IREL. The transfer orders are being put on the intranet of IREL. Since the transfer orders are applicable to employees having no interest of the general public, IREL is not publishing the detailed guidelines / policy on Transfer of employees as well as the transfer orders on the web site as per DoPT Circular dated 15-04-2013.

23.0 Examination/ Audit of CPIO Office/ APIOs Office/AA Office

Detailed discussions were held with Mr.A.K.Pal, CPIO, IREL in the office of Mr.C.R.Sahu, Head(CR&S), IRERC on 23-02-2018 & 24-02-2018 with respect to implementation of RTI Act at corporate office and with 4(four) APIOs, of the Projects/Units of Chavara, MK, RED & IRERC. The process of RTI application disposal in IREL including obtaining of information from other departments/custodians of information were also audited and examined, which has been found satisfactory.

RTI receipts register is being maintained properly by CPIO & all the APIOs which were examined. The RTI management and status of the RTI applications of the aforesaid APIOs is placed **at Annexure-VI.** The dispatch register is also being properly maintained by IREL.

The CPIO is furnishing the information in accordance with the provisions under the Act within 30 days.

The orders of First Appellate Authority were examined and found in order. The First Appellate Authority is issuing clear speaking orders with reasoning.

The records of the appeals to Second Appellate Authority & notices of the hearings from CIC, advance submissions and orders of CIC were also available and found satisfactory.



24.0 Observations:

All the concerned documents, registers, files, website of IREL including RTI Portal were examined /audited and detailed observations as observed during the audit are as given below:

1.0 On examinations of records of applications, replies & information provided to the applicants, it has been found that IREL is consistently providing the information within 30 days. The proper records have been maintained by the CPIO. Even the records of APIOs were also examined physically during the audit and found in order. Detailed status is at **Annexure-VII**.

2.0 On examinations of appeals management process, it has been found that 100% appeals were disposed of within 30 days by the first appellate authority.

3.0 All the circulars, guidelines and notifications on RTI of DoPT & CIC are available with the CPIO and in the office of FAA.

4.0 There is no standard record management policy available in IREL. The record management policy as recommended in last audit has been prepared and approved by the Board, it shall be implemented soon.

5.0 Detailed procedure for obtaining information by citizen is available under RTI portal at para (xvii) and not at para (xv). It needs to be corrected accordingly.

6.0 Regarding update of RTI replies on website, IREL is not uploading the RTI replies & FAA Orders which are to be put on the website of respective public authority in the interest of the public, in order to reduce the RTIs applications related to that subject and to comply with the DoPT circular No. 1/1/2013-IR dated 21-10-2014. It needs to be uploaded by IREL.

7.0 In the intranet meant for existing employees of IREL, transfer orders may be hoisted. It is seen that the transfer orders are circulated in the organization to all concerned.

8.0 IREL is putting the information, as required, related to tenders in the website. The details of contracts concluded during each month containing the details of Tender No., Item/Nature of Work, Mode of Tender Enquiry, Date of Publication of NIT, Type of Bidding (Single/Two Bid System), Last date of receipt of tender, Nos. of tenders received, Nos. and Names of parties qualified after technical evaluation, Nos. and Names of parties not qualified after technical evaluation, whether contract awarded to lowest tenderer / evaluated L1, Contract No. and Date, Name of the Contractor, Value of Contract (Rs.), Scheduled date of completion of supplies/contracts etc.

9.0 IREL is regularly deputing CPIOs/APIO and other officials for RTI training. During the year 2016- 2017, IREL has conducted one in-house RTI training program. Considering the quantum of applications being received, more awareness program for employees of IREL on RTI needs to be organised for faster disposal of



applications and for saving of the administrative time & cost as per the section 26 of the RTI Act 2005 and DoPT OM 24-06-2008.

25.0 Final Conclusions / Recommendation to IREL

IREL is implementing the RTI Act 2005 across all its offices/ projects and at Corporate Office, in letter and true spirit since enactment of the statute.

IREL has complied with most of the obligations of public authority by making proactive disclosures of the information as per section 4(1)(b) of the RTI Act. The information provided on the web site is being updated every year and whenever a major change. Detailed status is given in the attached **Annexure-II**.

IREL is implementing RTI ACT 2005, may be seen from the status of applications and appeals that all the applications have been disposed of by CPIO within the time limit of 30 days except one that amounts to 100% disposal within 30 days. In addition, all the appeals have also been disposed of by the First Appellate Authority within 30 days as per the physical records.

Based on the observations as above, following, minor deficiencies or omissions needs to be incorporated or complied at the time of revision or before the next year audit;

1.0 Detailed procedure for obtaining information by citizen is available under RTI portal at para (xvii) and not at para (xv) as per the section 4(1)(b). It needs to be attached accordingly.

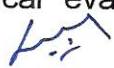
2.0 Detailed information about IREL such as products, policies, initiatives, plans etc. to be mentioned. Presently no information has been provided, it is to be made available under RTI portal at para (xvii). Wrong attachment of para xv has been attached here, which has to be removed and attached at para (xv).

3.0 There is no standard record management policy available in IREL. As informed by CPIO, that the record management policy as recommended in last audit has been prepared and which has also been approved by the board, it shall be implemented soon.

4.0 Regarding update of RTI replies on website, IREL is not uploading the RTI replies & FAA Orders. To comply with the DoPT circular No. 1/1/2013-IR dated 21-10-2014 it needs to be uploaded by IREL.

5.0 In the intranet meant for existing employees of IREL, transfer orders may be hoisted. It is seen that the transfer orders are circulated in the organization to all concerned.

6.0 IREL is putting the information, as required, related to tenders in the website. The details of contracts concluded during each month containing the details of Tender No., Item/Nature of Work, Mode of Tender Enquiry, Date of Publication of NIT, Type of Bidding (Single/Two Bid System), Last date of receipt of tender, Nos. of tenders received, Nos. and Names of parties qualified after technical evaluation, Nos. and Names of parties not qualified after technical evaluation, whether contract



awarded to lowest tenderer / evaluated L1, Contract No. and Date, Name of the Contractor, Value of Contract (Rs.), Scheduled date of completion of supplies/contracts etc.

7.0 IREL is regularly deputing CPIOs/APIO and other officials for RTI training. During the year 2016-17, IREL has conducted one in-house RTI training program at their project attended by participants from all the projects. Considering the quantum of applications being received, more awareness program for employees of IREL on RTI needs to be organised for faster disposal of applications and for saving of the administrative time & cost as well as to comply the section 26 of the RTI Act 2005 and DoPT Circular OM 24-06-2008.

26.0 Certification

In view of the above, IREL is fully meeting the requirements of the provisions of RTI Act under section 4 (1) (b), DoPT circular dated 15-04-2013 for Suo-motu Disclosures and other provisions of the Act and other Govt. Guidelines. It is certify that IREL as Public Authority under RTI is section 4 compliant.

Certified By

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26/2/2018

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