

Chapter 2

Audit of Proactive Disclosure under the RTI Act, 2005 by North Eastern Electric Power Corporation Ltd.

Name of Public Authority being Audited:

North Eastern Electric Power Corporation Ltd

Website:

<https://neepco.co.in/>

Date of Last Audit

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The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Remark	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully Met	https://neepco.co.in/contact-us https://neepco.co.in/
		(ii) Head of the organization	Fully Met	https://neepco.co.in/
		(iii) Vision, Mission and Key objectives	Fully Met	https://neepco.co.in/about-us/vision-and-mission

		(iv) Function and duties	Fully Met	https://neepco.co.in/about-us/company-profile
		(v) Organization Chart	Fully Met	https://neepco.co.in/organization-structure https://neepco.co.in/sites/default/files/Org_Chart_310517.pdf
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	Company profile https://neepco.co.in/about-us/company-profile Board of Directors https://neepco.co.in/about-us/board-of-directors Corporate Governance https://neepco.co.in/about-us/board-of-directors Memorandum of Association & article of association https://neepco.co.in/sites/default/files/MOA_032019.pdf
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully Met	Powers to CMD https://neepco.co.in/sites/default/files/5_Power_to_CMD.pdf Works and Procurement Powers https://neepco.co.in/sites/default/files/6_SECTION_I.pdf Personnel Powers https://neepco.co.in/sites/default/files/7_SECTION_II.pdf Administrative Powers https://neepco.co.in/sites/default/files/8_Section_III.pdf Financial Power to F&A Wing https://neepco.co.in/sites/default/files/9_Section-IV.pdf
		(ii) Power and duties of other employees	Not met	Need to provide powers and duties of other officers and Employees
		(iii) Rules/ orders under which powers and duty are derived and	Fully Met	Memorandum of Association & article of association https://neepco.co.in/sites/default/files/MOA_032019.pdf GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS https://neepco.co.in/sites/default/files/3_GUIDELINES_N

				EEPCO.pdf Policy Guidelines of Financial Concurrence https://neepco.co.in/sites/default/files/4_Policy_Guidelines_Financial_Concurrence.pdf However, the rules and power and duties provided are in very technical terms. Needs to be presented in simpler manner for easy understanding of the citizen.
		(iv) Exercised	Fully Met	As per guidelines for exercising the delegation of powers provided at https://neepco.co.in/sites/default/files/3_GUIDELINES_NEEPCO.pdf
		(v) Work allocation	Not Met	Work allocation designation wise should be made available
	1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully Met	https://neepco.co.in/sites/default/files/Organisationchartason01072020.pdf
		(ii) Final decision making authority	Not met	Final decision making authority need to be specified in easy manner
		(iii) Related provisions, acts, rules etc.	Not met	Related provisions, Acts, rules etc. and time limit for taking a decision, wherever applicable needs to be indicated.
		(iv) Time limit for taking a decisions, if any	Not met	Time limits for making decisions and details regarding supervision and accountability need to be disclosed.
		(v) Channel of supervision and accountability	Not met	The basic steps of decision making procedure to be presented in a simplified form and language for benefit of general public.

					The decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision- making process and the specific stages in the decision-making hierarchy.
1.4	Norms discharge functions for of [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met		https://neepco.co.in/projects
		(ii) Norms/ standards for functions/ service delivery	Partially		Listed under Citizen Charter https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf Details of the same are required to be given in simple terms.
		(iii) Process by which these services can be accessed	Not met		
		(iv) Time-limit for achieving the targets	Not met		
		(v) Process of redress of grievances	Fully Met		https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf Presently only highlighted under the citizen charter. It should be given in easy manner under RTI manual as well.
1.5	Rules, regulations, instructions manual records discharging functions and for [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Fully Met		Many of the rules regulations dealing with service matters Available at link RTI - Document Listing https://neepco.co.in/rti However, the rules regulations dealing with discharge of services listed in Citizen Charter https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf
		(ii) List of Rules, regulations,	Fully Met		Recruitment Rules

		instructions manuals and records.		https://neepco.co.in/sites/default/files/A1_NEEPCO%20Recruitment%20Rules.pdf Promotion Policy and rules https://neepco.co.in/sites/default/files/A5a_PromotionPolicyandRules.pdf https://neepco.co.in/sites/default/files/A5b_Promotion%20Policy%20Supervisor_Workmen%202017.pdf Transfer Policy https://neepco.co.in/sites/default/files/A8_Transfer%20Policy%20Of%20NEEPCO.pdf Leave Rules http://neepco.co.in/sites/default/files/D1_NEEPCO%20Leave%20Rules.pdf Medical Attendance Rules https://neepco.co.in/sites/default/files/D3_Medical%20Attendance%20Rules.pdf Gratuity Fund Rules https://neepco.co.in/sites/default/files/G7_Gratuity%20Fund%20Rules.pdf Group Personal Accident Insurance Scheme https://neepco.co.in/sites/default/files/G2_GPAIS.pdf NEEPCO Fraud and Whistle Blower Policy https://neepco.co.in/sites/default/files/J2_NEEPCO%20Fraud%20and%20Whistle%20Blower%20Policy.pdf Risk Management Policy https://neepco.co.in/sites/default/files/J3_Risk_Management_Policy_V16.pdf Contract and Procurement Manual Citizen Charter https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf
		(iii) Acts/ Rules manuals etc.	Partially Met	Only Rules have been uploaded. The legislations, Acts

				memorandum, Orders , etc which effect the administrative functioning need to be disclosed
		(iv) Transfer policy and transfer orders	Partially Met	Only policy uploaded. Transfer Orders have to be disclosed as well.
1.6	Categories of documents held by the authority under its control	(i) Categories of documents	Not met	Provide complete list of documents (Category wise, Unit wise)
	[Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Not met	There is need to specify the official Custodian of the document and Procedure for obtaining document
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Not met	
		(ii) Composition	Not met	
		(iii) Dates from which constituted	Not met	
		(iv) Term/ Tenure	Not met	
		(v) Powers and functions	Not met	
		(vi) Whether their meetings are open to the public?	Not met	
		(vii) Whether the minutes of the meetings are open to the public?	Not met	
		(viii) Place where the minutes if open to the public are available?	Not met	
1.8	Directory of	(i) Name and designation	Fully met	The telephone directory with details of the officials and

	officers and employees [Section 4(1) (b) (ix)]			contact details, email provided as part of citizen charter. https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf however, there is need to disclose this information on the website under about us or contact us for easy accessibility
		(ii) Telephone , fax and email ID	Fully met	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully Met	https://neepco.co.in/sites/default/files/Manpowerlist01.12.2019.pdf - employee Information Wages And Emoluments- https://neepco.co.in/rti
		(ii) System of compensation as provided in its regulations	Not met	Upload system of compensation as provided in the rule and regulations
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully Met	https://neepco.co.in/sites/default/files/cpioList_240519.pdf <ul style="list-style-type: none"> Name and Designation of APIOs, PIOs and Appellate Authority. Their Contact details –phone number, email and postal address have been disclosed.
		(ii) Address, telephone numbers and email ID of each designated official.	Fully Met	https://neepco.co.in/sites/default/files/cpioList_240519.pdf Remark - Also provide the details of nodal officer as mandated by Suo-motu disclosure guidelines

1.1 1	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Not met	The number of employees against whom disciplinary action has been taken and the kind of penalty which has been imposed must be specified.
		(i) Pending for Minor penalty or major penalty proceedings		
		(ii) Finalised for Minor penalty or major penalty proceedings	Not met	
1.1 2	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not met	The information regarding the Educational programmes/ training in RTI attended by the employees, specifically such programmes organised for CPIOs & APIOs need to be specified.
		(ii) Efforts to encourage public authority to participate in these programmes	Not met	Further the efforts made by the Public Authority to encourage participation in such programmes must be specified.
		(iii) Training of CPIO/APIO	Not met	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not met	Publications on the RTI Act and guidelines by the authority are required.
1.1 3	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Partially Met	https://neepco.co.in/sites/default/files/A8_Transfer%20Policy%20Of%20NEEPCO.pdf - Transfer Policy uploaded

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Not met	<p>The public Authority need to disclose the following in detail:</p> <p>Year wise demands for Grants/ Budget estimates to be uploaded Outcome budget year wise is uploaded</p> <p>Further details of all plans, expenditures, and disbursement of grants to various stakeholders should be disclosed in non-technical manner.</p> <p>A simplified version of the same should be uploaded which can be easily understood by general public.</p> <p>Budget and periodic monitoring reports should be presented in more user-friendly manner through graphs & tables.</p> <p>Funds released to various organizations/ bodies, etc. should be put on the website on quarterly basis and budgets of such authorities may be made accessible through links from website of department.</p>
		(ii) Budget for each agency and plan & programmes	Not met	
		(iii) Proposed expenditures	Not met	
		(iv) Revised budget for each agency, if any	Not met	
		(v) Report on disbursements made and place where the related reports are available	Not met	

2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not met	Budget allocated for foreign visit and details of expenditure should be disclosed.
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not met	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	a) Fully Met b) Fully Met c) Fully Met d) Fully Met	List of Tenders and details https://neepco.co.in/tender Details of Contracts awarded - https://neepco.co.in/sites/default/files/monthly%20report.pdf List Of Debarred Company/Firm/Supplier/Contractor/Consultant In NEEPCO- https://neepco.co.in/tender/list-of-debarred-company-firm-supplier-contractor-consultant-in-neepco
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA	Not Applicable
		(ii) Objective of the programme	NA	
		(iii) Procedure to avail benefits	NA	
		(iv) Duration of the programme/scheme	NA	

		(v) Physical and financial targets of the programme	NA	
		(vi) Nature/ scale of subsidy /amount allotted	NA	
		(vii) Eligibility criteria for grant of subsidy	NA	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NA	

2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not met	CAG & PAC paras and action taken reports (ATRs) after those have been laid on the table of both Houses of Parliament must be put on the website.
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3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	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]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA	
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	NA	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Met	https://neepco.co.in/projects/joint-venture-projects

				Indicative of Public private partnership in the form of JV.
				Need to disclose all the relevant information.
		(ii) Detailed project reports (DPRs)		
		(iii) Concession agreements.		
		(iv) Operation and maintenance manuals		
		(v) Other documents generated as part of the implementation of the PPP		
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government		
		(vii) Information relating to outputs and outcomes		
		(viii) The process of the selection of the private sector party (concessionaire etc.)		
		(ix) All payment made under the PPP project		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	NA	
		(i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process	NA	
		(iii) Outline the arrangement for	NA	

		consultation before formulation of policy		
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully Met	https://neepco.co.in/rti
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully Met	https://neepco.co.in/rti
		(ii) Printed format	Not Met	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not met	
		(ii) At a reasonable cost of the medium		

4. E. Governance

S .No .	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully Met	https://neepco.co.in/rti
		(ii) Vernacular/ Local Language	Partially met	Some of the information uploaded is in English only

4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Fully met 29/05/2020	https://neepco.co.in/rti
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Not met	<ul style="list-style-type: none"> ▫ Put a list of documents in electronic form to provide a holistic picture of computerization and information to the user about the information, which can be accessed through the website. ▫ The data about digitized record shall provide <ul style="list-style-type: none"> ▫ name of the record, ▫ categorization or indexing used; ▫ the subject matter, the division/ section/ unit/ office where the record is normally held; the ▫ person, with designation, responsible for maintaining the record; and ▫ the life span of the record, as prescribed in the relevant record retention schedule. ▫ It should also be specified the document which are not in computerized form, how and where the same can be accessed. Specify the contact to access the same. ▫ The information be uploaded as soon as possible before the next audit
		(ii) Name/ title of the document/record/ other information	Not met	
		(iii) Location where available	Not met	
4.4	Particulars of facilities available to citizen for	(i) Name & location of the faculty	Not met	
		(ii) Details of information made available	Not met	

	obtaining information [Section 4(1)(b)(xv)]	(iii) Working hours of the facility	Not met	
		(iv) Contact person & contact details (Phone, fax email)	Not met	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully met	https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf
		(ii) Details of applications received under RTI and information provided	Not met	RTI Applications, replies to these and appeals and their responses on website need to updated. Further as per requirement of the guidelines keyword search criteria is required to be generated on the website, to make the search easier.
		(iii) List of completed schemes/ projects/ Programmes	Fully Met	https://neepco.co.in/projects
		(iv) List of schemes/ projects/ programme underway	Fully Met	https://neepco.co.in/projects
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	https://neepco.co.in/view-list-of-tenders-awarded https://neepco.co.in/contractual-vendors
		(vi) Annual Report	Fully met	Annual Report- https://neepco.co.in/rti
		(vii) Frequently Asked Question (FAQs)	Not met	
		(viii) Any other information such as a) Citizen's Charter	Fully met	https://neepco.co.in/sites/default/files/Citizen_Charter_Dec19.pdf
		b) Result Framework Document (RFD)	Not met	
		c) Six monthly reports on the	Not met	

		d) Performance against the benchmarks set in the Citizen's Charter	Not met	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully Met	https://neepco.co.in/ RTI - Monthly Disposal Report has been uploaded
		(ii) Details of appeals received and orders issued	Not met	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not met	

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	a) Fully Met b) Not met	https://neepco.co.in/sites/default/files/cpioList_240519.pdf
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not Met	Not Disclosed
		(iii) Appointment of Nodal Officers not below the rank of Joint	Not met	Not Disclosed

		Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers		
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not met	Not Disclosed
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not met	Not Disclosed

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to		Partially met	Some of the information still needs to be disclosed.

	obtain information			
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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Fully Met	https://neepco.co.in/sites/default/files/neepco-stqc.pdf Visible on the website and certificate is also available

Observations/Comments: Accessibility of information very difficult.