

**Transparency Audit Report of the  
Central Institute of Petrochemicals  
Engineering & Technology (CIPET),  
T.V.K. Industrial Estate, Guindy, Chennai**

**A report submitted to**

**Central Information Commission  
New Delhi**

**By**

**Dr. R. Ravichandran  
Public Information Officer**



**National Institute of Technical Teachers  
Training and Research  
Taramani, Chennai – 600 113**

**August 2023**

# **Third Party Audit Report of Central Institute of Petrochemicals Engineering & Technology (CIPET), T.V.K. Industrial Estate, Guindy, Chennai**

## **Summary**

In order to decrease the public's need to use the RTI Act to obtain information, every public authority is obligated by Section 4(2) of the RTI Act to provide as much proactive information to the public on a regular basis via various communication channels, including the internet. Guidelines issued by the Department of Personnel Training (DOPT) with reference to DOPT's OM No. 1/6/2011-IR dated 07/11/2019 provide that all public bodies should have their proactive disclosure packages audited by a third party each year under the Right to Information Act, Section 4. The administration will benefit from greater transparency as a result. The broader subjects listed below should be expected to be covered by the proactive disclosure material on the website.

1. Particulars of Organization and Function
2. Particulars of Budget and Programme
3. Dissemination of Information widely and in such form and manner which is easily accessible to the Public
4. Information on E-Governance / Digitization
5. Publish Information as prescribed by Public Authority and
6. Information disclosed on own initiative

## **Objectives**

The major objectives of a third party audit are

- To examine the information made available by the public body under the RTI Act
- To evaluate the sufficiency and quality of the information disclosed in accordance with Section 4 of the RTI Act.
- To assist in locating information gaps.
- To make suggestions for effective actions to improve adherence to Section 4 of the RTI Act

## Methodology

The Central Institute of Petrochemicals Engineering & Technology (CIPET), T.V.K. Industrial Estate, Guindy, Chennai, public portal's documents were examined and analyzed in accordance with the guidelines given by CIC regarding the requirement of proactive disclosure as per Sections 4(1), (2), (3), and (4) of the RTI Act. We provided feedback on each element of the CIPET website during the online transparency audit. The website information was then evaluated to identify the areas that needed improvement, and the report was concluded with findings and recommendations.

## Findings and Recommendations

All relevant information is available on the The Central Institute of Petrochemicals Engineering & Technology (CIPET), T.V.K. Industrial Estate, Guindy, Chennai. There is, however, always room for improvement. If the following findings and recommendations are taken into account, the website may be enhanced and made more user-friendly.

- It is found that in the Self-Appraisal Report, for all the parameters, they have given only a common link, but the relevant link needs to be disclosed against each parameter separately.
- It is necessary to increase transparency within the organization by bringing detailed information into the public domain about the norms/standards followed in the work. All information must be provided in the vernacular / local language.
- Information related to delegation of powers and work allocation needs to be disclosed on the website. (1.2.5)
- The website lacks information on the decision-making procedure for each division (1.3.4), and there is insufficient data regarding the deadline for meeting the goals (1.4.4).
- It is found that there is no Directory of Officers and Employees on the Institute Website, it needs to be disclosed (1.8.1 & 1.8.2)
- The List of employees with Gross monthly remuneration details is not available (1.9.1), hence it needs to be available on the website.



- The Public Authority is recommended to conduct education programmes from time to time for the advance understanding of RTI to the public as well as the CPIO and APIO. (1.12.1,1.12.3).
- Contact details for the IFC need to be provided on the website, and there is also no information about the members of the public in policy formulation or implementation. (3.1.2)
- In accordance with section 4 (1)(b)(xiv) of the RTI Act, every public authority is required to proactively disclose the digitized material information that is accessible to the public. The website should have included the information because it is absent. (3.5.1, 4.4.2)
- Information about the grievance redressal mechanism needs to be disclosed on the website. (4.5.1)
- The information related to the following areas are missing
  - i. Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out (5.1.2)
  - ii. Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers (5.1.4)
  - iii. 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 (5.1.5)
- As per CIC guidelines every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display under the mandatory field 'Date last updated (DD/MM/YY). It is missing in the website, needs to be shared.

It is recommended that the public authority of Central Institute of Petrochemicals Engineering & Technology (CIPET), T.V.K. Industrial Estate, Guindy, Chennai, may take necessary action to disclose the above information in the public domain.

28.08.2023

  
(Dr. R. Ravichandrah)

लोक सूचना अधिकारी

Public Information Officer

Page 4 of 4  
 राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान  
 National Institute of Technical Teachers Training and Research  
 तारमणि, चेन्नै-600113  
 Taramani, Chennai-600 113.