



नेशनल इंस्टीट्यूट ऑफ सेकेंडरी स्टील टेक्नोलॉजी  
(इस्पात मंत्रालय, भारत सरकार द्वारा स्थापित)  
**National Institute of Secondary Steel Technology**  
(Estd. by Ministry of Steel, Govt. of India)  
NABL Accredited & BIS Recognized Laboratories

स. सं० NISST/RTI/TA/2025/10447

दिनांक 29.07.2025

To

The Chief Information Commissioner  
Room no 401, 4<sup>th</sup> Floor,  
Baba Gangnath Marg, Munirka  
New Delhi – 110067.

**Subject: Third party audit of proactive disclosure of Public Authority M/s. Biju Patnaik National Steel Institute(BPNSI) u/s 4 of the RTI Act-2005 (2024-25).**

Sir,

The Right to Information Act, 2005 allowed the citizen to access information under the control of public authorities. It has multiple dimensions. The most commonly known and widely utilized, is the filing of requests by the information seekers and the subsequent process of first and second appeals. This is the demand side of the transparency law.

The other dimension, which is the law's supply-side is a scheme of voluntary disclosure of information by public authorities (PAs) through a variety of means, principal among which is the disclosure through their websites.

Section 4 of RTI Act 2005 imposes obligations on Public Authorities to disclose certain information Suo-moto. For ensuring compliance of disclosure under section 4 of act, DOPT issued guidelines vide OM No. 1/6/2011-IR dated 15.04.2013, which inter-alia provided that each Ministry/Department shall get its proactive disclosure package audited by third party every year.

Accordingly, National Institute of Secondary Steel Technology, (NISST) Mandi Gobindgarh, Punjab, was nominated to conduct third party transparency audit of M/s. Biju Patnaik National Steel Institute (BPNSI).

As per self-appraisal report & Suo-motu disclosure of information by M/s. Biju Patnaik National Steel Institute (BPNSI) at their Website under RTI Act, the Summary Report is enclosed at Annexure – I.

We appreciate the sincere efforts of M/s. Biju Patnaik National Steel Institute (BPNSI) as Public Authority for sharing required information on website to maintain the transparency.

NISST would like to share positive feedback that in future all the required information/url/links may be posted on website to meet the Transparency Audit Matrix.

Yours faithfully,

(P. Tewari)

Sr. Dy. Director (P&A)  
Public Information Officer  
M-8283823312  
admin@nisst.org

Encl: as above

पोस्ट बॉक्स नं. 92, सरहिन्द साइड, जी.टी. रोड, मण्डी गोबिन्दगढ़-147 301, पंजाब  
Post Box No. 92, Sirhind Side, G.T. Road, Mandi Gobindgarh-147 301, Punjab

Ph. :- 01765-510141, 511142

E-mail : info@nisst.org, director.nisst@gmail.com, director@nisst.org,

SUMMARY REPORT

SUBJECT: -Third party audit of proactive package under section 4 of RTI ACT 2005 for the year 2024-25.

NAME OF AUDITEE PUBLIC AUTHORITY: - Biju Patnaik National Steel Institute (BPNSI)

NAME OF TRAINING INSTITUTE CONDUCTING AUDIT: - National Institute of Secondary Steel Technology (NISST), Punjab.

AUDIT PROCESS:

1. Gone through Biju Patnaik National Steel Institute self-appraisal report on the subject.
2. Checked veracity with the website of Biju Patnaik National Steel Institute (BPNSI)

The observations are as follows:

1.0 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 (BPNSI) under this subhead.

1.2 Power and duties of its officers and employees [Section 4(1)(b)(ii)]: - Agreed with the Public Authority (BPNSI) under this subhead.

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]: -Agreed with the Public Authority (BPNSI) under this subhead.

1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] -Agreed with the Public Authority (BPNSI) under this subhead.

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]: - Agreed with the Public Authority (BPNSI) under this subhead.

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

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vii)]: - Agreed with the Public Authority (BPNSI) under this subhead.



1.8 Directory of officers and employees [Section 4(1)(b)(ix)]: - Agreed with the Public Authority (BPNSI) 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 (BPNSI) under this subhead.

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]: - Agreed with the Public Authority (BPNSI) under this subhead.

1.11 No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2)): - Agreed with the Public Authority (BPNSI) under this subhead.

1.12 Programme to advance understanding of RTI (Section 26): -Agreed with the Public Authority (BPNSI) under this subhead that the requirements are not met except 1.12.4.

1.13 Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]:-Agreed with the Public Authority (BPNSI) 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)]: - Agreed with the Public Authority (BPNSI) under this subhead.

2.2 Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)- Agreed with the Public Authority (BPNSI) under this subhead.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]- Agreed with the Public Authority (BPNSI) 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 (BPNSI) under this subhead.

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 (BPNSI) under this subhead.

2.6.CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]: -Agreed with the Public Authority (BPNSI) under this subhead.



3. Publicity Band Public interface: - This constitutes of 5 (Five) subheads which are asunder:

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 thereof [Section 4 (1)(b)(vii)] [FNo 1/6/2011-IRdt. 15.04.2013] - Agreed with the Public Authority (BPNSI) under this subhead.

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

3.3 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 (BPNSI) under this subhead.

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

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

4. 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 (BPNSI) 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 (BPNSI) under this subhead.

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]: - Partially met.

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] - Agreed with the Public Authority (BPNSI) under this subhead.

4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii): -Agreed with the Public Authority (BPNSI) under this subhead except 4.5.2, 4.5.5 & 4.5.7.

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

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]: - Agreed with the Public Authority (BPNSI) under this subhead.



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

5.1 Such other information as may be prescribed [F. No. 1/2/2016-IRdt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]: -Agreed with the Public Authority (BPNSI) under this subhead except 5.1.5.

6. 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: - Agreed with the Public Authority (BPNSI) under this subhead.

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.: - Not met.

