

## A FRAMEWORK FOR TRANSPARENCY AUDIT

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. Organisation and Function

S.No.	Item	Details of disclosure	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	National Seeds Corporation Limited, Beej Bhawan, Pusa Complex, New Delhi-110012
		(ii) Head of the organization	Shri V.K. Gaur, CMD
		(iii) Vision, Mission and Key objectives	<b>Fully Met.</b> Uploaded on the website i.e. <a href="http://www.indiaseeds.com">www.indiaseeds.com</a>
		(iv) Function and duties	<b>Fully met.</b>
		(v) Organization Chart	<b>Fully met.</b>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the	<b>Fully met.</b>

		committees/ Commissions constituted from time to time have been dealt	
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)	<b>Fully met.</b>
		(ii) Power and duties of other employees	<b>Fully met.</b>
		(iii) Rules/ orders under which powers and duty are derived and	<b>Fully met.</b>
		(iv) Exercised	<b>Fully met.</b>
		(v) Work allocation	<b>Fully met.</b>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Fully met.</b>
		(ii) Final decision making authority	<b>Fully met.</b>
		(iii) Related provisions, acts, rules etc.	<b>Fully met.</b>
		(iv) Time limit for taking a decisions, if any	<b>Fully met.</b>
		(v) Channel of supervision and accountability	<b>Fully met.</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>Fully met.</b>
		(ii) Norms/ standards for functions/ service delivery	<b>Fully met.</b>
		(iii) Process by which these services can be accessed	<b>Fully met.</b>
		(iv) Time-limit for achieving the targets	<b>Fully met.</b>
		(v) Process of redress of grievances	<b>Fully met.</b> The process is already available on website and through CPGRAM. Moreover, there is a Complaint Box in all the Units and Head Office.
1.5	Rules, regulations,	(i) Title and nature of the record/ manual /instruction.	<b>Fully met.</b>

	instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	<b>Fully met.</b>
(iii) Acts/ Rules manuals etc.		<b>Not applicable.</b>	
(iv) Transfer policy and transfer orders		<b>Fully met.</b> Available on the website of the Corporation.	
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	<b>Fully met.</b> All the published documents, public documents in relation to NSC and the documents referred to above in the points foregone are available on the website of the Corporation. Land documents are available on the GLIS portal of GOI. Certain documents which are confidential in nature or precious are kept by the Corporation under safe custody subject to the supervision of the Officers concerned changeable from time to time.
		(ii) Custodian of documents/categories	<b>Fully met.</b> The documents are kept under custody of the Unit Heads/HODs and Officials changeable from time to time as stated above in (i).
1.7	Boards, Councils, Committees and	(i) Name of Boards, Council, Committee etc.	<b>Fully met.</b> 1. Board of Directors of

<p>other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</p>		<p>the Corporation.</p> <p>2. Audit Committee of Board of Directors.</p> <p>3. Nomination and Remuneration Committee of Board of Directors.</p> <p>4. 1<sup>st</sup> Tier CSR &amp; Sustainability Committee of Board of Directors.</p>
	(ii) Composition	<p><b>Fully met.</b> The above Committees comprises the Directors of the Corporation.</p>
	(iii) Dates from which constituted	<p><b>Fully met.</b> These are the continuing bodies and were constituted since incorporation in the case of Board of Directors on 19.03.1963 and in case of Committees, these have been constituted on need basis from time to time.</p>
	(iv) Term/ Tenure	<p><b>Fully met.</b> Generally the tenure of Functional Directors is 5 years and others is three years.</p>
	(v) Powers and functions	<p><b>Fully met.</b> In respect of Board of Directors, the various powers have been delegated by the</p>

			Articles of Association as well as Companies Act subject to changes from time to time. In respect of Committees of Directors, powers are assigned by the Board of Directors and the applicable laws, rules and guidelines.
		(vi) Whether their meetings are open to the public?	<b>Not applicable.</b>
		(vii) Whether the minutes of the meetings are open to the public?	<b>Fully met.</b> In regard to the Shareholders meeting, the Minutes of opened to the General Public as per the Companies Act, 2013. In regard to the Board and Committee Meeting, these are available only for specified persons as per the Companies Act, 2013 and Rules thereunder.
		(viii) Place where the minutes if open to the public are available?	<b>Fully met.</b> The above minutes are available at the Registered Office of the Company.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<b>Fully met.</b>
		(ii) Telephone , fax and email ID	<b>Fully met.</b>
1.9	Monthly Remuneration received by officers & employees	(i) List of employees with Gross monthly remuneration	<b>Fully met.</b>
		(ii) System of compensation as provided in its regulations	<b>Fully met.</b>

	including system of compensation [Section 4(1) (b) (x)]		
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	<b>Fully met.</b>
		(ii) Address, telephone numbers and email ID of each designated official.	<b>Fully met.</b>
1.11	No. Of employees against whom Disciplinary action has been proposed/taken  (Section 4(2))	No. of employees against whom disciplinary action has been	<b>Fully met.</b>
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	<b>Fully met.</b>
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	<b>Fully met.</b> Trainings are provided from time to time. Besides, a regular lecture is given on RTI to the Unit Heads, HODs and CPIOs/APIOs in every RMC held twice in a year. Moreover, all the new recruits are also imparted training in RTI matters. They are also distributed written materials for their ready

			reference.
		(ii) Efforts to encourage public authority to participate in these programmes	<b>Fully met.</b>
		(iii) Training of CPIO/APIO	<b>Fully met.</b> Specialized training to selected CPIOs/APIOs is provided from time to time.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	<b>Fully met.</b>
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		<b>Fully met.</b>

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) (Rs. in Lakhs)
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	<b>Fully met.</b> <b><u>For the Year 2017-18</u></b> (i) Total Revenue - 96,073.90 (ii) Total Expenses- 91,754.12 (iii) Total Capex - 8,548.57 (iv) PBT 4,319.78
		(ii) Budget for each agency and plan & programmes	<b>Fully met.</b> The Budget is consolidated one in respect of all the Units and Head Office of the Corporation.
		(iii) Proposed expenditures	<b>Fully met.</b> Rs. 85164.52 Lakhs
		(iv) Revised budget for each agency, if any	<b>Fully met.</b> Consolidated revised budget for FY 2017-18 are as under (Rs. in Lakhs) (i) Total Revenue - 88884.89 (ii) Total Expenses- 85164.52 (iii) Total Capex - 3936.63 (iv) PBT - 3720.37
		(v) Report on disbursements made and place where the related reports are available	<b>Not applicable.</b>
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR	(i) Budget	<b>Fully met.</b> NSC is a commercial organization, therefore, only



	dt. 11.9.2012)		need based business tours are undertaken by the Functional Directors and Heads of Divisions in a year. Hence no budget for Foreign Exchange is made out.
		<p>(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.</p> <p>a) Places visited</p> <p>b) The period of visit</p> <p>c) The number of members in the official delegation</p> <p>d) Expenditure on the visit</p>	<p><b>Fully met.</b></p> <p>During the year 2017-18, the following Foreign Exchange have been incurred by NSC.</p> <p>Foreign Travel Rs. 1.75 Lakhs</p> <p>Membership Fees Rs. 3.43 Lakhs</p> <p><b>TOTAL FOREIGN EXCHANGE IS</b></p> <p><b><u>Rs. 5.18 Lakhs</u></b></p> <p>Note: The details of Foreign exchange of earnings and outgo are inserted in the Annual Report of NSC every year which is uploaded on the website of the Corporation.</p>
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<b>Fully met.</b>
<b>2.3</b>	Manner of execution of subsidy programme	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p>	

	[Section 4(i)(b)(xii)]	(iii) Procedure to avail benefits	<b>Fully met.</b>
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	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	<b>Not applicable.</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	<b>Not applicable.</b>
<b>2.5</b>	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	<b>Fully met.</b> NSC is being granted subsidies for boosting production of Seeds and distribution thereof to the Growers and Farmers, the details of such schemes are available on the website of the Corporation.
		(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	<b>Not applicable.</b>
<b>2.6</b>	CAG & PAC paras [F	CAG and PAC paras and the action taken reports (ATRs) after these	<b>Fully met.</b>

	No. 1/6/2011- IR dt. 15.4.2013]	have been laid on the table of both houses of the parliament.	This is farming part of Annual Report of NSC, which is uploaded on the website of the Corporation.
--	---------------------------------	---	--

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p>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</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p><b>Fully met.</b></p> <p>(i) NSC is a Government of India Undertaking incorporated under the Companies Act, 1956. Its Memorandum and Articles of Association are available on the website.</p> <p>(ii) As per the Companies Act, 2013, NSC has been pursuing its CSR Policy which is available on the Website of the Corporation.</p> <p>(iii) The Annual Report of NSC of every year is uploaded on the website of the Corporation.</p> <p>(iv) All the Notices for recruitments, tenders, EOI and other general Notices including AGM etc. are uploaded on the website.</p> <p>(v) Other Notices, common notification, circulars, instructions etc. are uploaded on the website of</p>

			the Corporation for the information of the general public and other concerned.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<p><b>Fully met.</b> As elaborated in para 3.1.</p>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p><b>Fully met.</b> As elaborated in para 3.1.</p>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	<p><b>Fully met.</b> As elaborated in para 3.1.</p>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	<p><b>Fully met.</b> Everything available on website of the Corporation is free of cost unless otherwise provided specifically.</p>

## 5. E.Governance

S.No.	Item	Details of disclosure	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	<b>Fully met.</b>  The material on website is available in English and Hindi which is uploaded from time to time.
		(ii) Vernacular/ Local Language	
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	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<b>Fully met.</b> As mentioned in para 3.1 are available on the website of the Corporation.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>Fully met.</b> The information available on the website of the Corporation is available free of cost to all the citizens of India unless otherwise provided in case where a specific fees is required.
		(ii) Details of information made available	
		(iii) Working hours of the facility	

		(iv) Contact person & contact details (Phone, fax email)	<b>Fully met.</b> All the contact numbers are available on the website of the Corporation.
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>Fully met.</b> Public can submit their grievances on the Centralized Public Grievance Redressal And Monitoring System (CPGRAMS). They can also write letters to the CMD, Company Secretary and ADGM(V) about their Grievance. They can also seek the reasons for non-redressal of their Grievances under RTI Act, 2005.
		(ii) Details of applications received under RTI and information provided	<b>Fully met.</b> Quarterly Returns are regularly submitted to CIC online.
		(iii) List of completed schemes/ projects/ Programmes	<b>Fully met.</b> Already stated in the paras foregone.
		(iv) List of schemes/ projects/ programme underway	<b>Fully met.</b> Already stated in the paras foregone.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>Fully met.</b> Already stated in the paras foregone.
		(vi) Annual Report	<b>Fully met.</b> This is made available on the website of the Corporation after the Shareholders adopt the

			documents at their Annual General Meeting.
		(vii) Frequently Asked Question (FAQs)	Not applicable.
		(viii) Any other information such as a) Citizen's Charter	<b>Fully met.</b> Available on the website of the Corporation.
		b) Result Framework Document (RFD)	<b>Not applicable.</b>
		c) Six monthly reports on the	<b>Not applicable.</b>
		d) Performance against the benchmarks set in the Citizen's Charter	<b>Fully met.</b> As per documents available on the website.
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	<b>Fully met.</b> As per the quarterly report submitted with CIC.
		(ii) Details of appeals received and orders issued	<b>Fully met.</b> As per the quarterly report submitted with CIC.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<b>Not applicable.</b>



## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	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	<b>Fully met.</b> Available on the website of the Corporation.
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	<b>Partially met.</b> (Being the rare instances).  <b>Not applicable.</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	<b>Not applicable.</b>  <b>Not applicable.</b>
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	<b>Fully met.</b> Every Divisional Head and Unit Heads are updating the information relating to them which includes suo-moto disclosure.
		(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	<b>Fully met.</b> Every request for RTI and first appeal are being duly attended by the concerned.



## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	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 obtain information		<b>Fully met.</b> May be visited on the website of the Corporation.
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?	<b>Partially met.</b> Only applicable portions have been stated in the paras foregone.

\*\*\*\*\*