

To the Members of

**Indian Renewable Energy Development Agency Limited**

**Report on *suo motu* disclosure under section 4 of RTI Act,2005**

In terms of engagement letter dated 20<sup>th</sup> March 2020, we Ravi Rajan & Co LLP, Chartered Accountants were appointed by **Indian Renewable Energy Development Agency Limited** (“the Company”) under RTI Act ,2005/DOPT guidelines to conduct the audit information given in public domain which is required to be disclosed on proactive basis for the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

“The Facts and figures reported are, as they existed at the time of our review. We therefore, would not be able to update our report for the state of affairs as they stand after the date of review.” Our end conclusions are based on and limited to scrutiny of Record, Documents, Reports and Representations available on public domain and provided to us by the management of Indian Renewable Energy Development Agency Limited.

Our report on transparency Audit along with observations have been enclosed as **Annexe-I**

**For Ravi Rajan & Co. LLP**

**(Chartered Accountants)**

**FRN: 009073N/N500320**



**B.S. Rawat**

**(Partner)**

**M. No.: 034159**

**Place: New Delhi**

**Date: 22-06-2020**

**UDIN: 20034159AAAADO5100**

Our scope of Audit and report on the same in the prescribed Audit format are as under:

### **Scope of Audit**

The scope of the audit has been specified in the appointment letter issued by IREDA and the same has been strictly adhered to while conducting the audit. The following areas covered-

1. To Audit RTI related matters for the Financial Year 2018-19
  - \*RTI applications received and disposed of as per provisions of RTI Act
  - \* First Appeal
  - \* Second Appeal
2. To study DoPT vide OM No. 1/6/2011-IR dated 15/04/2019, all linked circulars on the subject and put-up recommendations for mandatory disclosures and dissemination of information on IREDA website under the RTI. Compliance with provisions of *suo motu* (proactive) disclosure under the RTI Act.
3. Transparency Audit with respect of compliance under Section 4 of RTI Act,2005.



## 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	Fully met
		(ii) Head of the organization	Fully met
		(iii) Vision, Mission and Key objectives	Fully met
		(iv) Function and duties	Fully met
		(v) Organization Chart	Fully met
		(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



1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees</p> <p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	Partially met Partially met Not met Not met Partially met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making points</p> <p>(ii) Final decision making authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decisions, if any</p> <p>(v) Channel of supervision and accountability</p>	Fully met     Partially met (As given in Citizen's Charter)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/ services offered</p> <p>(ii) Norms/ standards for functions/ service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p> <p>(v) Process of redress of grievances</p>	Fully met Fully met Fully met Fully met Fully met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<p>(i) Title and nature of the record/ manual /instruction.</p> <p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(iii) Acts/ Rules manuals etc.</p> <p>(iv) Transfer policy and transfer orders</p>	Fully met Fully met Partially met Partially met



1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents  (ii) Custodian of documents/categories	Fully met  Fully met
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.  (ii) Composition  (iii) Dates from which constituted  (iv) Term/ Tenure  (v) Powers and functions  (vi) Whether their meetings are open to the public?  (vii) Whether the minutes of the meetings are open to the public?  (viii) Place where the minutes if open to the public are available?	Fully met  Fully met  Fully met  Fully met  Not Applicable  Not Applicable  Not Applicable
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation  (ii) Telephone, fax and email ID	Fully met  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  (ii) System of compensation as provided in its regulations	Fully met  Fully met



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  (ii) Address, telephone numbers and email ID of each designated official.	Fully met
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  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes  (ii) Efforts to encourage public authority to participate in these programmes  (iii) Training of CPIO/APIO  (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Partially met



## 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)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> <li>(i) Total Budget for the public authority</li> <li>(ii) Budget for each agency and plan &amp; programmes</li> <li>(iii) Proposed expenditures</li> <li>(iv) Revised budget for each agency, if any</li> <li>(v) Report on disbursements made and place where the related reports are available</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> <li>Not Applicable</li> <li>Not Applicable</li> <li>Not Applicable</li> <li>Not Applicable</li> </ul>
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	<ul style="list-style-type: none"> <li>(i) Budget</li> <li>(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. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul> </li> <li>(iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above-and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> <li>Fully met</li> <li>Fully met</li> </ul>



2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	Not Applicable
		(ii)	Objective of the programme	
		(iii)	Procedure to avail benefits	
		(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)	
		(ix)	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
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	Not Applicable
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
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	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	
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.	Fully met





### 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	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	<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>	Not Applicable
	[Section 4(1)(b)(vii)]	Public- private partnerships (PPP)	Partially met
	[F No 1/6/2011-IR dt. 15.04.2013]	(i) Details of Special Purpose Vehicle (SPV), if any	Not met
		(ii) Detailed project reports (DPRs)	Not met
		(iii) Concession agreements.	Not met
		(iv) Operation and maintenance manuals	Not met
		(v) Other documents generated as part of the implementation of the PPP	Not met
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not met
		(vii) Information relating to outputs and outcomes	Not met
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not met
		(ix) All payment made under the PPP project	Not met



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; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Fully met Fully met Fully met
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
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Fully met Fully 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 (ii) At a reasonable cost of the medium	Fully met Fully met



#### 4. 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  (ii) Vernacular/ Local Language	Fully met  Fully met (Hindi)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual update	Fully met (Last updated on 17.05.2020)
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form  (ii) Name/ title of the document/record/ other information  (iii) Location where available	Fully met  Fully met  Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Fully met  Fully met  Fully met  Fully met



4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<p>(i) Grievance redressal mechanism</p> <p>(ii) Details of applications received under RTI and information provided</p> <p>(iii) List of completed schemes/ projects/ Programmes</p> <p>(iv) List of schemes/ projects/ programme underway</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>(vi) Annual Report</p> <p>(vii) Frequently Asked Question (FAQs)</p> <p>(viii) Any other information such as  a) Citizen's Charter  b) Result Framework Document (RFD)  c) Six monthly reports on the  d) Performance against the benchmarks set in the Citizen's Charter</p>	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<p>(i) Details of applications received and disposed</p> <p>(ii) Details of appeals received and orders issued</p>	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not Applicable



**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]	<p>(i) Name &amp; details of (a) Current CPIOs &amp; FAAs (b) Earlier CPIO &amp; FAAs from 1.1.2015</p> <p>(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name &amp; Designation of the officers</p> <p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name &amp; Designation of the officers</p> <p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name &amp; Designation of the Officers</p>	<p>Fully met Not met</p> <p>Fully met</p> <p>Not met Fully met</p> <p>Not met</p> <p>Fully met Fully met</p>



## 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		Fully met
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)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>Not Met</p> <p>Not Met</p>

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