



Third Party RTI Audit Summary Report of Tea Research Association

In accordance with the directives of the **Central Information Commissioner (CIC)** and the **Department of Personnel & Training (DoPT)** outlined in **OM No. 1/6/2011-IR dated 15.04.2013** and **OM No. 1/34/2013-IR dated 30.06.2016**, every Public Authority is required to **conduct an annual third-party audit** of its proactive disclosure package. This audit must be carried out by the designated training institutes associated with each Public Authority and subsequently submitted to the **Central Information Commission**.

The Indian Rubber Materials Research Institute conducted a **Third-Party Audit** of the **Proactive Disclosure of Tea Research Association** under the RTI Act, 2005 from **25 to 27 June, 2025**. This assessment followed the **Guidelines on suo motu disclosure under Section 4 of the RTI Act** issued by the **Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (DoPT)**. The audit adhered to the **Standard Operating Procedure** outlined for third-party audits on suo motu disclosures (**Para 4.4 & 4.5 of DoPT's OM No. 1/6/2011-IR dated 15.04.2013 & Para 6 of DoPT's OM No. 1/34/2013-IR dated 30.06.2016**).

Objectives of the Audit:

The audit aimed to **evaluate compliance** with the Guidelines on suo motu disclosure under **Section 4** of the RTI Act and assess the **effectiveness of its implementation and control mechanisms**. Specifically, the evaluation examined the **Self-Appraisal Report of Tea Research Association for 2024-25** and its official website (**WWW.TOCKLAI.ORG**) to ensure adherence to prescribed guidelines for **Central Government Ministries & Departments**, including:

- **Expanding suo motu disclosure** under Section 4.
- **Guidelines for digital publication** of proactive disclosures.
- **Detailed disclosure compliance** with Sections **4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), and 4(1)(b)(xiv)**.
- **Establishment of a structured compliance mechanism** for proactive disclosure under the RTI Act, 2005.

Key Parameters Assessed During the Audit:

1. **Organization and Functions**
2. **Budget and Programme**
3. **Publicity and Public Interface**
4. **E-Governance**
5. **Prescribed Information Disclosure**
6. **Proactive Information Disclosure (Self-Initiated)**

This audit plays a crucial role in enhancing **transparency, accountability, and public accessibility** of information, ensuring that proactive disclosures align with government-mandated guidelines.

Key Findings and Priority Recommendations

We commend the **Tea Research Association** for its commitment to transparency by making essential information accessible on its website. However, the audit has highlighted areas that require **greater clarity and comprehensive disclosure**, including:

1. Enhancing the prominence of information under **Section 4(b) of the RTI Act**.
2. Providing detailed historical insights into the department's **formation, leadership changes, and committees/commissions constituted over time**. Additionally, information regarding the **channels of supervision and accountability** should be included.

3. Publishing clear work allocation and job descriptions for each functionary.
4. Outlining the norms governing the discharge of duties for various functionaries, wherever feasible.
5. **Conducting regular programs to promote awareness and understanding of the RTI Act.**
6. Expanding details under the **Citizen's Charter, Result Framework Document (RFD), and six-monthly performance reports.**
7. Establishing a **Committee of PIOs/FAAs** with RTI expertise to proactively identify frequently requested information.
8. Forming a **consultation committee** of key stakeholders to provide input on **suo-motu disclosures**.
9. Publishing **Parliamentary questions and responses** related to the Public Authority.
10. Consolidating and regularly updating information on **RTI applications, appeals, and responses** in a publicly accessible format.
11. Disclosing **details of domestic and foreign official visits**, categorized under the Public Authority's centers.
12. Creating a **Frequently Asked Questions (FAQs)** section addressing common citizen queries related to Public Authority operations.
13. Clearly **displaying the last update date** for each webpage in **DD/MM/YY format**.
14. Ensuring **suo-motu disclosures** are easily accessible through a dedicated **RTI heading or linked section**.
15. Regularly updating the website and implementing an **efficient search engine** to enhance information retrieval for citizens.
16. The ultimate objective is to improve **website usability and accessibility**, ensuring citizens can easily find **accurate, relevant, and timely** information.

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



Date: 27 June, 2025

Dr. Kasilingam Rajkumar
(Director)

