



**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
PUDUCHERRY REGIONAL BRANCH, PUDUCHERRY**

**Third Party Transparency Audit under the RTI Act, 2005  
Planning and Research Department  
Government of Puducherry – 2023-2024**

**Summary Report**

All the public authorities should proactively disclose the information under the Right to Information Act. Section 4, which will help bring transparency in the administration.

We appreciate the sincere efforts of the Planning and Research Department, Government of Puducherry as a Public Authority for sharing requested information on the website to maintain transparency.

During Auditing it is observed that the information related to few areas have to be shared on the website:

- ❖ The information required under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory. Website is being used as an effective medium for Dissemination of information.
- ❖ The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.
- ❖ Update all the Acts, Rules, regulations, orders, which specify the norms for discharge of functions have been disclosed, but they are to be categorized properly. Further these should be presented in simple and easy manner and linked to decision-making process. [Section 4(1)(b)(v)].
- ❖ Transfer Policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. Update Frequently Asked Question (FAQs).
- ❖ Information pertaining to Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter should be upload in the website.
- ❖ The department should obtain STQC certification and upload the certificate on the Website.

- ❖ To maintain the reliability of information, timely updating of the information is must. Therefore, it is required that a system is created for automatic updation of information, based on key word outputs. The date of last and next updation should be displayed on the front and last page of the RTI Manual in the website.

It is suggested that the Public Authority of Planning and Research Department, Government of Puducherry, may take necessary action to disclose the above discussed information on the website as per the Section 4 of the RTI Act.

26<sup>th</sup> September 2024



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A handwritten signature in black ink, appearing to be "D. Jayavijayan".

**(D. Jayavijayan)**  
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