



## Summary Report

### **Subject: Third Party RTI Audit Summary Report for** **Ministry of Parliamentary Affairs**

The Right to Information Act, which allowed the citizen unprecedented access into information under the control of public authorities, has multiple dimensions. The most commonly known and, equally widely utilized, is the straightforward 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 websites.

Section 4 of the RTI Act provides the broad outline of the contents of the websites.

Disclosures under this section are expected to: i) enable the citizen to access the information held by PAs without their having to take recourse to the provisions of RTI Act; and, b) promote transparency and accountability in the functioning of the government to promote participatory governance.

We appreciate the sincere efforts of Ministry of Parliamentary Affairs as Public Authority for sharing required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like;

1. F & Qs could be uploaded on website.
2. Minutes of the meetings which are open to public could be uploaded on website.

NPC 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: 24<sup>th</sup> March, 2021**



A handwritten signature in blue ink, appearing to read "Shailesh".

Shailesh Shrivastava (CPIO)  
National Productivity Council,  
New Delhi, HQ

**Auditor Agency: National Productivity Council**

**Ministry Name: Ministry of Parliamentary Affairs**

**Department Name:**

**Public Authority Name: Ministry of Parliamentary Affairs**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a> , <a href="https://mpa.gov.in/contactus">https://mpa.gov.in/contactus</a>	Fully Met	1.28	<a href="https://mpa.gov.in/">https://mpa.gov.in</a>
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>	Fully Met	1.28	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://mpa.gov.in/about-us/vision-mission">https://mpa.gov.in/about-us/vision-mission</a> , <a href="https://mpa.gov.in/">https://mpa.gov.in/</a>	Fully Met	1.28	<a href="https://mpa.gov.in/about-us/vision-mission">https://mpa.gov.in/about-us/vision-mission</a>
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://mpa.gov.in/about-us/functions">https://mpa.gov.in/about-us/functions</a>	Fully Met	1.28	<a href="https://mpa.gov.in/about-us/functions">https://mpa.gov.in/about-us/functions</a>
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://mpa.gov.in/about-us/organization-structure">https://mpa.gov.in/about-us/organization-structure</a>	Fully Met	1.28	<a href="https://mpa.gov.in/about-us/organization-structure">https://mpa.gov.in/about-us/organization-structure</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.6	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	1.28	1.28	<a href="https://mpa.gov.in/about-us/about-mpa">https://mpa.gov.in/about-us/about-mpa</a>	Fully Met	1.28	<a href="https://mpa.gov.in/about-us/about-mpa">https://mpa.gov.in/about-us/about-mpa</a>
<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/act-and-rules/acts">https://mpa.gov.in/act-and-rules/acts</a> , <a href="https://mpa.gov.in/act-and-rules/recruitment-rules">https://mpa.gov.in/act-and-rules/recruitment-rules</a>	Fully Met	1.54	<a href="https://mpa.gov.in/act-and-rules/acts">https://mpa.gov.in/act-and-rules/acts</a>
1.2.4	Exercised	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimannual_0.pdf">https://mpa.gov.in/sites/default/files/rtimannual_0.pdf</a>
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/about-us/">https://mpa.gov.in/about-us/</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/">https://mpa.gov.in/sites/default/</a>

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					organization-structure , <a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>			<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">ult/files/rtimanual_0.pdf</a>
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/about-us/organization-structure">https://mpa.gov.in/about-us/organization-structure</a>	Fully Met	1.54	<a href="https://mpa.gov.in/about-us/organization-structure">https://mpa.gov.in/about-us/organization-structure</a>
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/act-and-rules/acts">https://mpa.gov.in/act-and-rules/acts</a> , <a href="https://mpa.gov.in/act-and-rules/recruitment-rules">https://mpa.gov.in/act-and-rules/recruitment-rules</a>	Fully Met	1.54	<a href="https://mpa.gov.in/act-and-rules/acts">https://mpa.gov.in/act-and-rules/acts</a>
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/document/citizens-charter">https://mpa.gov.in/document/citizens-charter</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a> , <a href="https://mpa.gov.in/about-us/organization-structure">https://mpa.gov.in/about-us/organization-structure</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/about-">https://mpa.gov.in/about-</a>	Fully Met	1.54	<a href="https://mpa.gov.in/about-">https://mpa.gov.in/about-</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					us/functions			us/functions
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/document/s/citizens-charter">https://mpa.gov.in/document/s/citizens-charter</a>	Fully Met	1.54	<a href="https://mpa.gov.in/about-us/functions">https://mpa.gov.in/about-us/functions</a>
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/document/s/citizens-charter">https://mpa.gov.in/document/s/citizens-charter</a>	Fully Met	1.54	<a href="https://mpa.gov.in/document/s/citizens-charter">https://mpa.gov.in/document/s/citizens-charter</a>
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/document/s/citizens-charter">https://mpa.gov.in/document/s/citizens-charter</a>	Fully Met	1.54	<a href="https://mpa.gov.in/document/s/citizens-charter">https://mpa.gov.in/document/s/citizens-charter</a>
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>	Fully Met	1.54	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	Available on home page ( <a href="https://mpa.gov.in/">https://mpa.gov.in/</a> ) of website of the Ministry. Documents are:- Annual Reports, Hindi Patrika, Handbook, Statistical Handbook, Manual, RTI	Fully Met	1.92	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a>



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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s/recruitment-rules			
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	<a href="https://mpa.gov.in/documents/transfer-and-posting">https://mpa.gov.in/documents/transfer-and-posting</a>	Fully Met	1.92	<a href="https://mpa.gov.in/documents/transfer-and-posting">https://mpa.gov.in/documents/transfer-and-posting</a>
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Available on home page ( <a href="https://mpa.gov.in/">https://mpa.gov.in/</a> ) of website of the Ministry. Documents are:- Annual Reports, Hindi Patrika, Handbook, Statistical Handbook, Manual, RTI Manual, Citizen Charter.	Fully Met	3.85	<a href="https://mpa.gov.in">https://mpa.gov.in</a>
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Ministry of Parliamentary Affairs	Partially Met	1.93	<a href="https://mpa.gov.in">https://mpa.gov.in</a>
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/comp">https://mpa.gov.in/activities/consultative-committee/comp</a>	Fully Met	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/comp">https://mpa.gov.in/activities/consultative-committee/comp</a>



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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ositions-of-committees			ositions-of-committees
1.7.2	Composition	Fully Met	0.96	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>	Fully Met	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>	Fully Met	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/guidelines-constitution">https://mpa.gov.in/activities/consultative-committee/guidelines-constitution</a>	Fully Met	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/guidelines-constitution">https://mpa.gov.in/activities/consultative-committee/guidelines-constitution</a>
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>	Fully Met	0.96	<a href="https://mpa.gov.in/activities/consultative-committee/compositions-of-committees">https://mpa.gov.in/activities/consultative-committee/compositions-of-committees</a>
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	-
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	-
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	-
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							

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1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="https://mpa.gov.in/about-us/ministry-telephone-list">https://mpa.gov.in/about-us/ministry-telephone-list</a>	Fully Met	3.85	<a href="https://mpa.gov.in/about-us/ministry-telephone-list">https://mpa.gov.in/about-us/ministry-telephone-list</a>
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://mpa.gov.in/about-us/ministry-telephone-list">https://mpa.gov.in/about-us/ministry-telephone-list</a>	Fully Met	3.85	<a href="https://mpa.gov.in/about-us/ministry-telephone-list">https://mpa.gov.in/about-us/ministry-telephone-list</a>
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>	Fully Met	3.85	<a href="https://mpa.gov.in/sites/default/files/MONTHLY%20REMUNERATION%20RECEIVED%20BY%20EACH%20OF%20ITS%20OFFICERS%20AND%20EMPLOYEES%20AND%20SYSTEM%20OF%20COMPENSATION.pdf">https://mpa.gov.in/sites/default/files/MONTHLY%20REMUNERATION%20RECEIVED%20BY%20EACH%20OF%20ITS%20OFFICERS%20AND%20EMPLOYEES%20AND%20SYSTEM%20OF%20COMPENSATION.pdf</a>
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Public Financial Management System (PFMS)	Fully Met	3.85	<a href="https://mpa.gov.in/sites/default/files/MONTHLY%20REMUNERATION%20RECEIVED%20BY%20">https://mpa.gov.in/sites/default/files/MONTHLY%20REMUNERATION%20RECEIVED%20BY%20</a>

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								EACH%20OF%20ITS%20OFFICERS%20AND%20EMPLOYEES%20AND%20SYSTEM%20OF%20COMPENSATION.pdf
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>	Fully Met	3.85	<a href="https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf">https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf</a>
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>	Fully Met	3.85	<a href="https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf">https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf</a>
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Met	0	-
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Met	0	-
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	-
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Applicable	0	-
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	CPIOs of the Ministry are	Fully Met	1.92	<a href="https://mpa.gov.in/sites/defa">https://mpa.gov.in/sites/defa</a>

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					trained from time to time, <a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>			<a href="http://files.Nomination%20for%20CPIO%20training%20dated%2003.11.2015.pdf">ult/files/Nomination%20for%20CPIO%20training%20dated%2003.11.2015.pdf</a>
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>	Fully Met	1.92	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	<a href="https://mpa.gov.in/documents/transfer-and-posting">https://mpa.gov.in/documents/transfer-and-posting</a>	Fully Met	7.69	<a href="https://mpa.gov.in/documents/transfer-and-posting">https://mpa.gov.in/documents/transfer-and-posting</a>
<b>Total</b>			<b>86</b>	<b>86</b>			<b>84</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>	Fully Met	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>	Fully Met	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>	Fully Met	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>	Fully Met	10.00	<a href="https://mpa.gov.in/documents/detailed-demands-grants">https://mpa.gov.in/documents/detailed-demands-grants</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/document s/detailed-de mands-grants			v.in/document s/detailed-de mands-grants
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://mpa.gov.in/document s/detailed-de mands-grants	Fully Met	10.00	https://mpa.gov.in/document s/detailed-de mands-grants
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Fully Met	16.67	16.67	https://mpa.gov.in/document s/detailed-de mands-grants	Fully Met	16.67	https://mpa.gov.in/document s/detailed-de mands-grants
2.2.2	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.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	https://mpa.gov.in/rti/right-information-act-2005	Fully Met	16.67	https://mpa.gov.in/sites/default/files/DETAILS%20OF%20TOURS%20UNDERTAKEN%20BY%20THE%20MINISTERS%20AND%20OFFICIALS%20OF%20THE%20RANK%20OF%20JOINT%20SECRETARY%20AND%20ABOVE.pdf
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded	Fully Met	16.67	16.67	https://mpa.gov.in/notifications/advertisem	Fully Met	16.67	https://mpa.gov.in/notifications/advertisem

## 44469/2021/Admin Section

Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.				ents ,			ents
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	-
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	-
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	-
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	-
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	-
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Applicable	0	-
<b>Total</b>			<b>100</b>	<b>100</b>			<b>100</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Fully Met	12.50	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a>
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Fully Met	12.50	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	-

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	-
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	-
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	-
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	-
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a>	Fully Met	50.00	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a>
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	All manuals/handbook are available on website of the Ministry. <a href="https://mpa.gov.in/rti/">https://mpa.gov.in/rti/</a>	Fully Met	25.00	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>



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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					i/right-informat ion-act-2005			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Available with the Ministry	Fully Met	25.00	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Documents available on website of the Ministry are available free of cost.	Fully Met	25.00	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	-
<b>Total</b>			<b>150</b>	<b>125</b>			<b>150</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a> , <a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>	Fully Met	14.29	<a href="https://mpa.gov.in">https://mpa.gov.in</a>
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://mpa.gov.in/hi">https://mpa.gov.in/hi</a> , <a href="https://mpa.gov.in/hi/rti/right-information-act-2005">https://mpa.gov.in/hi/rti/right-information-act-2005</a>	Fully Met	14.29	<a href="https://mpa.gov.in">https://mpa.gov.in</a>
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Information Manual / Handbook	Fully Met	28.57	<a href="https://mpa.gov.in/sites/default/files/rtiman">https://mpa.gov.in/sites/default/files/rtiman</a>

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					was updated on 31st March 2008. Present updation is under process.			ual_0.pdf
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	All the information available on website of the Ministry.	Fully Met	9.52	<a href="https://mpa.gov.in">https://mpa.gov.in</a>
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	As available on the website of the Ministry.	Fully Met	9.52	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="https://mpa.gov.in/">https://mpa.gov.in/</a>	Fully Met	9.52	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	List of CPIOs alongwith subjects handled by them and their address/location are available at <a href="https://mpa.gov.in/rti/right-information-">https://mpa.gov.in/rti/right-information-</a>	Fully Met	7.14	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>

## 44469/2021/Admin Section

Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					act-2005			
4.4.2	Details of information made available	Fully Met	7.14	7.14	All the information / documents available on website of the Ministry are accessible to citizens.	Fully Met	7.14	<a href="https://mpa.gov.in/rti/right-information-act-2005">https://mpa.gov.in/rti/right-information-act-2005</a>
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Official working time of the Ministry i.e. from 9:30 AM to 6:00 PM. The same is available at <a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>	Fully Met	7.14	<a href="https://mpa.gov.in/sites/default/files/rtimanual_0.pdf">https://mpa.gov.in/sites/default/files/rtimanual_0.pdf</a>
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://mpa.gov.in/contactus">https://mpa.gov.in/contactus</a> , <a href="https://mpa.gov.in/about-us/ministry-telephone-list">https://mpa.gov.in/about-us/ministry-telephone-list</a>	Fully Met	7.14	<a href="https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf">https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf</a>
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>	Fully Met	3.57	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>	Fully Met	3.57	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	-
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	<a href="https://mpa.gov.in/national-vidhan-application">https://mpa.gov.in/national-vidhan-application</a> , <a href="https://nyps.mpa.gov.in/">https://nyps.mpa.gov.in/</a>	Fully Met	3.57	<a href="https://mpa.gov.in/national-vidhan-application">https://mpa.gov.in/national-vidhan-application</a>
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	Purchasing/hiring of	Fully Met	3.57	<a href="https://mpa.gov.in/notifications/advertisements">https://mpa.gov.in/notifications/advertisements</a>
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://mpa.gov.in/documents/annual-reports">https://mpa.gov.in/documents/annual-reports</a>	Fully Met	3.57	<a href="https://mpa.gov.in/documents/annual-reports">https://mpa.gov.in/documents/annual-reports</a>
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	-
4.5.8	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	Partially Met	3.57	1.79	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>	Fully Met	3.57	<a href="https://mpa.gov.in/documents/citizens-charter">https://mpa.gov.in/documents/citizens-charter</a>
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>	Fully Met	14.29	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>	Fully Met	14.29	<a href="https://mpa.gov.in/rti/report-under-section-25">https://mpa.gov.in/rti/report-under-section-25</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/rti/report-under-section-25			v.in/rti/report-under-section-25
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	http://164.100.47.194/Loksabha/Questions/qsearch15.aspx , http://164.100.47.5/qsearch/qsearch.aspx	Fully Met	28.57	http://164.100.47.5/qsearch/qsearch.aspx
<b>Total</b>			<b>196</b>	<b>191</b>			<b>193</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://mpa.gov.in/rti/right-information-act-2005	Fully Met	20.00	https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	The audit was carried out and completed by ITSM on 29.06.2020. https://mpa.gov.in/rti/right-information-act-2005	Fully Met	20.00	https://mpa.gov.in/rti/right-information-act-2005
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of	Fully Met	20	20.00	https://mpa.gov.in/rti/right-inf	Fully Met	20.00	https://mpa.gov.in/rti/right-inf

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	appointment , (b) Name & Designation of the officers				ormation-act-2005			ormation-act-2005
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Fully Met	20.00	<a href="https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf">https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf</a>
5.1.5	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	Not Applicable	0	0	empty	Fully Met	20.00	<a href="https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf">https://mpa.gov.in/sites/default/files/N_167_1600234941928.pdf</a>
<b>Total</b>			<b>60</b>	<b>60</b>			<b>100</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	All the information/document s available on the website of the Ministry i.e. www.mpa.gov.in	Fully Met	25.00	<a href="http://www.mpa.gov.in">www.mpa.gov.in</a>
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Certificate available on website of the Ministry on bottom right corner of home page (ht	Fully Met	12.50	<a href="https://cmf.gov.in/#">https://cmf.gov.in/#</a>

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Sl. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://mpa.gov.in/)			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Certificate available on website of the Ministry on bottom right corner of home page (https://mpa.gov.in/)	Fully Met	12.50	https://cmf.gov.in/#
<b>Total</b>			<b>50</b>	<b>50</b>			<b>50</b>	
<b>Grand Total</b>			<b>642</b>	<b>612</b>				<b>677</b>

 <p><b>NATIONAL PRODUCTIVITY COUNCIL</b> Utpadakta Bhavan 5-6 INSTITUTIONAL AREA, LODI ROAD, NEW DELHI GSTIN 07AAATN0402F1Z8 GSTIN/UIN: 07AAATN0402F1Z8 State Name : Delhi, Code : 07 E-Mail : npcinfo@npcindia.gov.in</p>	Invoice No <b>543/20-21/TM</b>	Dated <b>26-Mar-2021</b>
	Acceptance Letter No/date/PO NO	Mode/Terms of Payment
	Reference No	Other Reference (S)
<b>TO</b> <b>MINISTRY OF PARLIAMENTARY AFFAIRS</b> 94, PARLIAMENT HOUSE, NEW DELHI-110001 GSTIN/UIN : 07DELM12373E2DE State Name : Delhi, Code : 07 Place of Supply : Delhi	Order No/PO.NO. <b>NPC/TM/C/18/20-21</b>	Dated <b>25-Mar-2021</b>
	NPC Contact Person <b>SH. SHAILESH SHRIVASTAVA</b>	Contact No/E-Mail ID
	DURATION FROM <b>16.03.2021</b>	TO <b>16.03.2021</b>
	Description of Services <b>THIRD PART AUDIT OF PROACTIVE DISCLOSURE PACKAGE UNDER RTI</b>	

Sl No.	Particulars	HSN/SAC	Quantity	Rate	per	Amount
1	<b>CONSULTANCY CHARGES (INTRASTATE)</b>	998311				<b>50,000.00</b>
2	<b>CGST</b>				9 %	<b>4,500.00</b>
3	<b>SGST</b>				9 %	<b>4,500.00</b>
<b>Total</b>						<b>₹ 59,000.00</b>

Amount Chargeable (in words)

**INR Fifty Nine Thousand Only**

E. &amp; O.E

	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	50,000.00	9%	4,500.00	9%	4,500.00	9,000.00
<b>Total:</b>	<b>50,000.00</b>		<b>4,500.00</b>		<b>4,500.00</b>	<b>9,000.00</b>

Tax Amount (in words) : **INR Nine Thousand Only**

Remarks:

B.NO. 543/20-21/TM DT. 26.03.2021, RAISED TOWARDS  
"THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE  
PACKAGE UNDER RTI" AGAINST P.O NO TM/C/15/20-21 OF  
RS. 50000/- PLUS GST

Company's Service Tax No. : **AAATN0402FST002**Company's PAN : **AAATN0402F**

Company's Bank Details

Bank Name : **Indian Overseas Bank SB A/c 9207**A/c No. : **02650100009207**Branch & IFS Code : **70, Golf Link, New Delhi & IOBA0000265****Terms & Conditions**

1. Cheques/DD should be drawn in favour of National Productivity Council.

for NATIONAL PRODUCTIVITY COUNCIL



Authorised Signatory

Printed By

: **Rajesh**Date & Time of Printing : **30-Mar-2021 11:02**

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