INDIAN RUBBER MATERIALS RESEARCH INSTITUTE (IRMRI)
Formerly known as IRMRA
(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of National Council for Cement and Building Materials

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 **National Council for Cement and Building Materials** under the **RTI Act, 2005** from **10 to 12 July, 2026.** 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 National Council for Cement and Building Materials for 2025-26** and its official website (**https://ncbindia.com**) 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 **National Council for Cement and Building Materials** 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. Disclosing comprehensive details regarding Boards, Councils, Committees, and other governing bodies of the Public Authority.
4. Publishing clear work allocation and job descriptions for each functionary.
5. Outlining the norms governing the discharge of duties for various functionaries, wherever feasible.
6. Conducting regular programs to promote awareness and understanding of the RTI Act.
7. Regularly updating and publishing **monthly remuneration and compensation details** of employees—at least once every six months.
8. Appoint **Nodal Officers** not below the rank of Joint Secretary/ Additional HoD
9. Making available information regarding **CAG and PAC reports**, along with action taken on parliamentary submissions (excluding matters related to national security).
10. Expanding details under the **Citizen's Charter, Result Framework Document (RFD), and six-monthly performance reports**.
11. Publishing **Parliamentary questions and responses** related to the Public Authority.
12. Clearly **displaying the last update date** for each webpage in **DD/MM/YY format**.

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: 12 July, 2026

Dr. Debdipta Basu
Deputy Director
Indian Rubber Materials Research Institute
(Under DPIIT, Ministry of Commerce & Industry)
Govt. of India

G20 भारत 2023 INDIA
Azadi Mahotsav
स्वच्छ भारत एक कदम स्वच्छता की ओर
आत्मनिर्भर भारत

Third Party RTI Audit Summary Report of
National Council for Cement and Building Materials

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The **Indian Rubber Materials Research Institute** conducted a **Third-Party Audit** of the **Proactive Disclosure** of **National Council for Cement and Building Materials** under the **RTI Act, 2005** from **18 to 20 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 National Council for Cement and Building Materials for 2024-25** and its official website (**https://ncbindia.com**) 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)**.
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3. Disclosing comprehensive details regarding Boards, Councils, Committees, and other governing bodies of the Public Authority.
4. Publishing clear work allocation and job descriptions for each functionary.
5. Outlining the norms governing the discharge of duties for various functionaries, wherever feasible.
6. Conducting regular programs to promote awareness and understanding of the RTI Act.
7. Regularly updating and publishing **monthly remuneration and compensation details** of employees—at least once every six months.
8. Appoint **Nodal Officers** not below the rank of Joint Secretary/ Additional HoD
9. Making available information regarding **CAG and PAC reports**, along with action taken on parliamentary submissions (excluding matters related to national security).
10. Expanding details under the **Citizen's Charter, Result Framework Document (RFD), and six-monthly performance reports**.
11. Publishing **Parliamentary questions and responses** related to the Public Authority.
12. Clearly **displaying the last update date** for each webpage in **DD/MM/YY format**.

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: 20 June, 2025

Dr. Kasilingam Rajkumar
(Director)

Third Party RTI Audit Summary Report of
National Council for Cement and Building Materials

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of National Council for Cement and Building Materials under the RTI Act, 2005 from 27 & 31 May, 2024 in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed National Council for Cement and Building Materials Self appraisal report for Year (2023-24) and its website https://ncbindia.com/ in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

a) Suo motu disclosure of more items under Section 4.
b) Guidelines for digital publication of proactive disclosure under Section
c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

i. Organisation and Functions
ii. Budget and Programme
iii. Publicity and Public Interface
iv. E-Governance
v. Information as may be Prescribed
vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of National Council for Cement and Building Materials 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. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
2. Information related to 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 must be disclosed. Information related to Channel of supervision and accountability must be disclosed.
3. Information related to Boards, Councils, Committees and other Bodies constituted as part of the Public Authority must be disclosed
4. Details of work allocation and job description of each functionary / post should be uploaded.

5. Norms laid down for discharge of functions of various functionaries should be uploaded wherever feasible.
6. Programmes to advance understanding of RTI Act –to be conducted on regular intervals.
7. Details of Gross monthly remuneration and compensation received by each employee of the organisation should be prepared and uploaded on the public domain. This information should also be updated periodically at least once in six months.
8. Information regarding CAG and PAC paras as well as action taken reports (ATR) on those paras which have been laid on the table of both houses of parliament should be uploaded in the public domain. However, any information relating to national security / integrity are not to be placed in the public domain.
9. Some information regarding RTI applications and appeals received and their responses are presently available in the Public Authority website. However, complete information in this regard including applications / appeals and the responses / replies (excluding personal information) should be available in a consolidated form on the Public Authority website. This information should also be updated on a regular basis.
10. Appointment a Nodal Officers not below the rank of Joint Secretary/Additional HoD.
11. More detailed information on Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the, Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
12. Replies to questions asked in the parliament Replies to questions asked in the parliament is to be uploaded on website
13. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.
14. Every information displayed in the website should indicate the last date of updation prominently in a DD/MM/YY format.

IRMRA 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: 31 May, 2024

I.R.M.R.A. INDIA THANE

Dr. Kasilingam Rajkumar
(Director)

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Azadi Mahotsav

स्वच्छ भारत एक कदम स्वच्छता की ओर

आत्मनिर्भर भारत

INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of National Council for Cement and Building Materials

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of National Council for Cement and Building Materials under the RTI Act, 2005 from 25 & 28 Aug, 2023 in accordance with
Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed National Council for Cement and Building Materials Self appraisal report for Year (2022-23) and its website http://www.ncbindia.com in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

a) Suo motu disclosure of more items under Section 4.
b) Guidelines for digital publication of proactive disclosure under Section
c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

i. Organisation and Functions
ii. Budget and Programme
iii. Publicity and Public Interface
iv. E-Governance
v. Information as may be Prescribed
vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of National Council for Cement and Building Materials 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. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
2. Key objectives must be clearly stated
3. Information related to 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 must be disclosed.

254/1 B, Rd Number 16U, Nehru Nagar, Wagle Industrial Estate, Thane West, Thane, Maharashtra 400604

4. Information related to Channel of supervision and accountability must be disclosed.
5. Information related to Boards, Councils, Committees and other Bodies constituted as part of the Public Authority must be disclosed
6. Programmes to advance understanding of RTI Act –to be conducted on regular intervals.
7. Manual/Handbook to be made available in Vernacular/ Local Language [F No. 1/6/2011-IR dt. 15.4.2013]
8. Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
9. Public Authority is advised to constitute a Consultancy committee of key stake holders for advice on suomotu disclosure
10. Public Authority is advised to constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI
11. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.

IRMRA 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: 28 Aug, 2023

(Dr. Rupesh Rohan)
Assistant Director (Training)

Summary Report

Subject: Third Party RTI Audit Summary Report for

National Council for Cement and Building Materials

The Right to Information Act, which allowed the citizen unprecedented access into information under the control of public authorities, has multiple dimensions. The most 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 **National Council for Cement and Building Materials** as Public Authority for sharing the 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. Consultancy committee of key stake holders for advice on suo-moto disclosure needs to be constituted and details like names and designation of officers, date of constitution need to be uploaded on website
2. Committee of PIOs/FAAs, with rich experience in RTI to identify frequently sought information under RTI, needs to be constituted and details like names and designation of officers, date of constitution need to be uploaded on website
3. Valid STQC certificate need to 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.

Amitava Ray, CPIO
National Productivity Council,
New Delhi, HQ

Date: - 11/10/2022

अमिताव राय / AMITAVA RAY
निदेशक / Director
समूह प्रमुख (प्रशासन) / Group Head (Administration)
राष्ट्रीय उत्पादकता परिषद्
NATIONAL PRODUCTIVITY COUNCIL
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
(Under Ministry of Commerce & Industry, Govt. of India)
लोधी रोड, नई दिल्ली / Lodhi Road, New Delhi-110003