

# RTI & MANAGEMENT CONSULTANT

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**O.P. KHORWAL**

**CEO**

Convener Standing Committee on RTI Act – SCOPE

Consultant to ILO & SCOPE on RTI

Former General Manager, NTPC

Arbitrator on panel SFCA

Ref. rti/opk/gail/2/2022

Dated: 14-11-2022

Senior Manager & Nodal Officer  
Corporate Legal (RTI) Cell,  
GAIL, Bhikaji Kama Palace,  
NEW DELHI 110066

*[Handwritten signature]*  
21/11/2022

Kind Attention: **Shri Kompal Bali**

Subject: RTI Audit Report 2021-2022- GAIL

Sir,

Please find herewith the detailed audit report on RTI implementation the work of RTI Audit which has been conducted on 06-10-2022 and 07-10-2022 as per notification from DoPT vide 15-04-2013 along with the recommendations and certification in response to your mail date 29-09-2022 & subsequent discussions .

Thanking you,

Yours truly,

*[Handwritten signature]*  
O.P.Khorwal ,  
(CEO)

RTI & Management Consultant  
Encl. As above  
K-63, SFS Flats, Sarita Vihar,  
New Delhi - 110 076  
M.: 9650990241

*[Handwritten note]*  
CPIO - Pl. see. Audit report to be  
uploaded on RTI's website.  
21/11/22



***RTI AUDIT***  
***OF***  
**RTI ACT IMPLEMENTATION IN GAIL**  
**(COMPLIANCE OF SECTION-4&DoPT Circular 15-04-2013)**  
**FOR**  
**(2021-2022)**

**BY**

**O. P. Khorwal, Ex.G.M., NTPC ,Consultant SCOPE,  
&  
CEO  
RTI &MANAGEMENTCONSULTANT  
K-63, SARITA VIHAR, NEW DELHI-11076**

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## 1.0 INTRODUCTION

### **Brief of GAIL:**

GAIL (India) Ltd. was incorporated in August, 1984 as a Central Public Sector Undertaking (PSU) under the Ministry of Petroleum & Natural Gas (MoP&NG), with the mission of “accelerating and optimizing the effective and economic use of Natural Gas and its fractions for the benefit of the national economy”. Government of India now holds 51.52% shares of the company. GAIL became a Navratna in 1997 and is now one of the ten Maharatna Public Sector Undertaking, the highest status conferred to any PSU.

GAIL started as a Gas Transmission Company during the late eighties and has grown organically by setting up a large network of Natural Gas pipelines of ~14,500 Km; two LPG Pipeline systems of ~ 2023 Km; five Gas Processing plants for production of LPG and other liquid hydrocarbons with a combined production capacity of around 1.4 MMTPA and a gas based integrated petrochemical plant of capacity 810 KTPA of polymer. GAIL is co-promoter of two other petrochemical projects including 280 KTPA Brahmaputra Cracker and Polymer Limited (BCPL) Complex in Assam and 1.4 MMTPA ONGC Petro-additions Limited (OPaL) project in Gujarat. Petronet LNG, a JV of GAIL, operates two LNG regasification terminals at Dahej & Kochi. GAIL is also the promoter of Konkan LNG Private Limited which operates LNG regasification terminal at Dabhol with design capacity of 5 MMTPA.

GAIL has installed India's 2nd largest solar roof top of 5.76 MW grid connected captive solar power plant at Pata Petrochemical complex. GAIL is a pioneer in city gas distribution (CGD) business in India. It has presence in 67 Geographical Areas across India with 8 JVs and three wholly owned subsidiaries.

GAIL has overseas presence in USA, Singapore, Myanmar, China, and Egypt. It has opened offices in Singapore, Yangon, Houston and Moscow (Bharat Energy Office). It has a wholly owned subsidiary, GAIL Global (USA) Inc. (GGUI) in USA.

GGUI has formed subsidiary, GAIL Global (USA) LNG LLC (GGULL) which has booked 2.3 MMTPA capacity in Dominion Cove Point LNG liquefaction project. GAIL has another wholly-owned subsidiary company viz. GAIL Global (Singapore) Pte. Ltd., for trading in LNG and for undertaking overseas investments.

GAIL has executed a long-term LNG Sale and Purchase Agreement with Sabine Pass Liquefaction LLC for purchase of 3.5 Million Tons per Annum (MMTPA) and Gazprom Marketing and Trading Singapore for supply of 2.5 MMTPA of LNG. GAIL has also committed to source 38 MMSCMD of natural gas through transnational pipeline from TAPI pipeline.

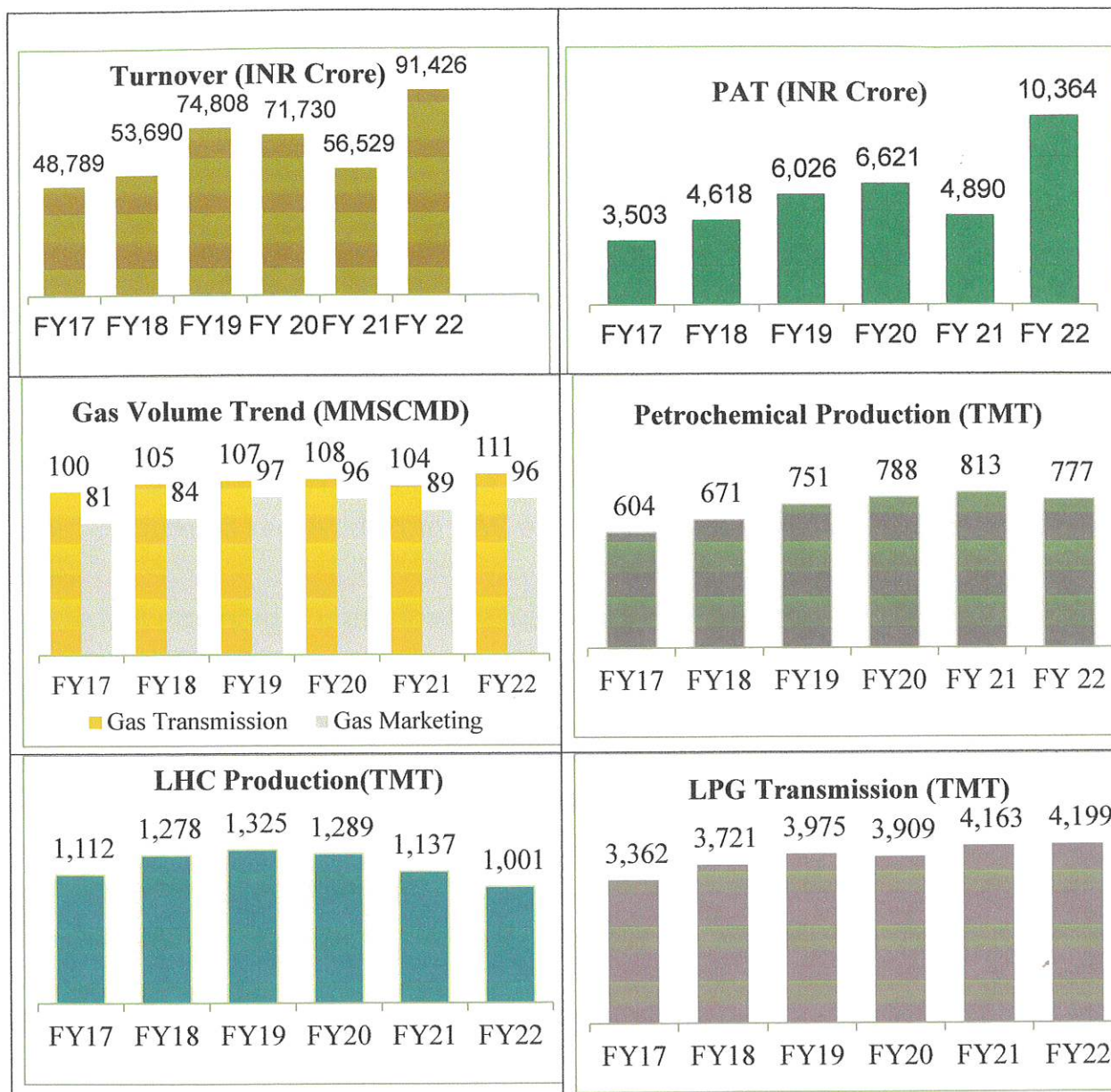
GAIL has participating interest in 13 blocks of which 10 blocks are in India, 2 in Myanmar and 1 shale gas JV in Eagle Ford Basin, Texas, USA. Besides, GAIL has 4.17% equity partnership in South East Asia Gas Pipeline Company (SEAGP) which is transporting gas from Myanmar to China. GAIL has made investments in three companies in downstream business at Egypt and China.

GAIL has renewable portfolio of ~132 MW including ~118 MW of wind and ~14 MW of solar energy. In addition, GAIL is exploring various business opportunities in the Production and Marketing of Compressed Bio Gas (CBG) from organic waste. Emerging areas including ethanol, hydrogen, etc. are also being explored for new business opportunities. GAIL has started hydrogen blending as a pilot project to establish the techno-commercial feasibility of blending hydrogen in the CGD network. Further, GAIL is setting up a 10 MW green hydrogen plant which will be one of the largest green hydrogen plants in the world.

During the financial year 2021-2022, GAIL registered highest ever Turnover & Profit of Rs 91,426 crore & Rs 10,364 crore.

The manpower of GAIL as on 31st March, 2022 was 4,754 Nos.

A snapshot of its physical and financial performance is given below:



**Major Achievements for FY 2021-22: -**

GAIL registered highest ever Turnover & Profit of Rs 91,426 crore & Rs 10,364 crore.

Hon'ble Prime Minister dedicated the Bokaro-Angul Natural Gas Pipeline (~ 530 Km) to the Nation. Developing eastern region.

Vijaipur to Auraiya pipeline (~350 km), part of National gas Grid, successfully commissioned.

GAIL has commissioned ~1,000 km of gas pipeline. Further, around 5,400 km of pipeline as a part of National Gas Grid is under different stages of project execution.

GeM Procurement of Rs 2,593 Crores has been made against the MoU Target of Rs 1,335 Crore.

In line with the National Hydrogen Mission, GAIL has successfully commissioned India's First Project for blending of Hydrogen in City Gas Station, at Indore.

GAIL is setting up an electrolyser unit of 10 MW capacity to produce 4.3 TPD of Green Hydrogen, at Vijaipur in state of Madhya Pradesh.

GAIL has achieved zero reportable incident, at Pan India installations.

"NIL" comments received from CAG on accounts for FY 2021-22 (13th year in a row)

GAIL has emerged winner for the following FIPI Award:

(1) Sustainably Growing Corporate of the Year (GAIL is joint winner along with BPCL)

(2) Special Award for Urja Gas Pipeline & Associated CGD Networks

(3) Excellence in Human Resource Management- Company of the year.

GAIL - Pata becomes the first GAIL unit to achieve CII "GreenCo Gold" Rating.

GAIL emerged as the winner in 'Sectoral Performance in Gas Processing, Transmission & Marketing' category by Dun & Bradstreet Corporate awards 2021.

GAIL Pata won National Awards for Manufacturing Competitiveness NAMC-2021 by IRIM.

## **Mission and Vision**

Since its inception, GAIL has played a pivotal role in development of Indian energy sector. Within a very short span of time, we have established ourselves as a Global Maharatna with significant presence in the entire gas value chain. Our fast progression has made us face resultant business complexities, associated confrontation of global scale competition in all major business verticals. Besides rising competition, we have also witnessed a pivotal transformation across energy sector in recent years, driven by various factors such as rising demand, technological innovation, geopolitical shifts and environmental concerns. Considering the imminent challenges and sectorial transformation, we have adopted our long term strategic plan - "Strategy 2030" to overcome business challenges and new areas for growth and the way forward. Keeping in mind changing times of our industry and our new strategic objectives, we have revisited our Vision and Mission statements to accurately describe our purpose of existence, objectives and overarching aspirations. These new vision and mission statements of GAIL reflect our core value system including why we exist, what we do and why we do it.

**Mission:** "Enhancing quality of life through clean energy and beyond".

**Vision:** "Be the leader in natural gas value-chain and beyond, with global presence, creating value for stakeholders with environmental responsibility".

### **Key Elements of GAIL's Vision**

#### **Ethics**

We are transparent, fair and consistent in dealing with all people. We insist on honesty, integrity and trustworthiness in all our activities.

#### **Customer**

We strive relentlessly to exceed the expectations of our customers, both internal and external. Our customers prefer us.



## **People**

We believe our success is driven by the commitment and excellence of our people. We attract and retain result-oriented people who are proud their work and are satisfied with nothing less than the very best in everything they do. We encourage individual initiative by creating opportunities for our people to learn and grow. We respect the individual rights and dignity of all people.

## **Shareholders**

We meet the objectives of our shareholders by providing them superior returns and value through their investments in us.

## **Safety, Health and Environment**

We promote highest levels of safety in our operations, health of our employees and a clean environment. We strive for continuous development of the communities in which we operate.

## **Technology**

We believe technology is the key to the future success of our organisation. We advocate use of 'best-in-class' technologies.

## **The major business unit heads/ plants or Divisions of the GAIL are;**

NOIDA  
PATA  
VIJAIPUR  
HAZIRA  
JHABUA  
KHERA  
DIBIYAPUR  
AGRA AND KAILARAS  
VADODRA  
MUMBAI(O&M)  
RAJAHMUNDRY  
PUDUCHERRY  
AGARTALA  
NCR  
GPU-USAR

GPU-GANDHAR  
GPU-VAGHODIA  
GPU-LAKWA  
JAIPUR (JLPL HQ)  
JAMNAGAR(JLPL)  
SAMAKHAILI/  
KANDLA (JLPL)  
ABU ROAD(JLPL)  
NASIRABAD (JLPL)  
LONI (JLPL)  
VIZAG (VSPL)  
VIJAYWADA -G KONDURU  
(VSPL)  
CHERLAPALLY  
(VSPL)  
AHMEDABAD ZO  
BHOPAL ZONAL OFFICE  
CHANDIGARH ZO  
CHENNAI ZO  
HYDERABAD ZO  
JAIPUR ZO  
KOLKATA ZO  
LUCKNOW ZO  
MUMBAI ZO  
GTI Noida  
BELAPUR  
CHAINSA  
KOCHI  
BANGALORE

## **2.0 Implementation of the RTI Act.2005**

**GAIL, a PSU and being a Public Authority (PA),** had initiated the implementation of the RTI Act 2005, immediately upon the enactment of the RTI Act in the year 2005. As per the records available the company, it had nominated the First Appellate Authority (FAA), Central Public Information Officer (CPIO) & Assistant Central Public Information Officer (ACPIO) during the year 2005 and also had notified the same on their website.

GAIL is presently implementing the RTI Act in its organisation with single CPIO and multiple First Appellate Authorities (FAA). For the management of the RTI applications/requests under the RTI act in GAIL, there is one centralised CPIO, one Link-CPIO, 58 (Fifty Eight) ACPIOs, 25(Twenty Five) First Appellate Authorities for all its business Units/ projects.

Applications are being received by CPIO or ACPIOs as per provisions available in the RTI Act. However, correspondence or information to the applicant is being made by CPIO only as per the Act.

In addition to above as per the DoPT guidelines, GAIL has nominated one Nodal Officer / Link CPIO, for faster management of the RTI applications & providing of the requisite information speedily. The Nodal Officer, Mr.Kompal Bali, Senior Manager (RTI) is responsible for all online RTI related matters. As informed during the audit, all the First Appellate Authorities (FAA) are independently receiving the appeals related to their respective areas/ departments/business units and disposing of the same with appropriate order in line with the provisions in the act within 30 days. The records of the appeals are being kept independently by the office of respective appellate authorities. All the Appellate Authorities (AA) have nominated one coordinator in their respective departments for coordination, monitoring and expediting for timely disposal of the appeals.

List of the Appellate Authorities, CPIO & ACPIO is attached at **Annexure "I"**

At present following officers are directly responsible for smooth implementation of the RTI act 2005 in GAIL.

Shri Sandeep Kumar Gupta	Chairman & Managing Director
Shri Ajay Rawat	Dy. General Manager, (HR-Legal) & CPIO
Shri Kompal Bali	Sr. Manager, (RTI), Link CPIO & Nodal Officer
Business units	25 First Appellate Authorities (FAA) Or AA
	58 ACPIOs
All Departments	Co ordinators / Nodal Officers
All Employees	As Custodians of Information

And

**First Appellate Authorities are :**

- |   |  |   |
|---|--|---|
| 1 | Pata   | Ajay Tripathi, ED (PC-O&M), Pata          |
| 2 | Marketing functions across GAIL  | Sumit Kishore, ED (Mktg-Gas), Delhi CO    |
| 3 | Project functions (other than Petrochemicals Complex at Pata & PDH-PP Projects at Usar)  | K B Singh, ED (ER & Projects), Noida      |
| 4 | Corporate C&P function (including Project-C&P)   | K R M Rao, ED (C&P)                       |
| 5 | Pipeline Network under NCR O&M including CJPL, SNPL, BNPL and KMKRPL & spurlines thereof and construction activities of LMC of NCR Region; O&M activities of North East region (Tripura, Lakwa etc.) | M V Ravi Someswarudu, ED (O&M-CO), Noida  |
| 7 | CGDs across JHBDPL   | Goutom Chakraborty, ED (CGD & Renew. O&M) |
| 8 | O&M of Eastern Region Pipeline Network including JHBDPL, BAPL, DDPL etc.   | K B Singh, ED (ER & Projects)             |
| 9 | HVJ, DVPL, VDPL & GREP Pipeline Networks and spur-lines thereof; Compressor Stations at Hazira, Jhabua, Khera, Vijaipur,   | S S Agrawal, ED (O&M-CR), Vijaipur        |

	Dibiyapur, Kailaras Chhainsa; GPU & C2-C3 Plant at Vijaipur; Gujarat Regional Pipeline Network incl. Vadodara; Compressor Station & GPU at Vaghodia; VAPPL project.	
10	KG Basin Pipeline Networks, VSPL, DBPL, KKBMPPL (O&M and Construction); O&M of Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telengana, Puducherry, Goa, Bengaluru ZO	Shaligram Mowar, ED (O&M-SR) & Zonal ED
11	O&M of Maharashtra Regional Pipeline Network including DUPL, DPPL, GPU- Gandhar, RCF-Thal, etc.	Kamal Tandon, ED (O&M-WR) & Zonal ED, Mumb.
12	Pipeline Network under JLPL including Ramgarh terminal	Kamal Kishore Chatiwal, CGM
13	Corporate PD function	Atul Kumar Tripathi, ED (PD)
14	Corporate HSE function	Joydip Paul, CGM (HSE), Noida
15	PC-CO function [including Usar (PDH-PP Plant)]	Aloke Kumar Naskar, ED (PC-CO), CO
16	Corporate BIS function	Atul Rastogi, ED (BIS), Noida
17	Corporate GAILTEL function	M V Ravi Someswarudu, ED (O&M-CO), Noida
18	Corporate Training function & HR Policy	S K Ghuliyani, ED (Training & HR-Policy), GTI-Noi

19	Corporate R&D and Start-Up function	Sanjeev Kumar, CGM (R&D & Start-up), GTI-Noida
20	Corporate O&M, NGMC, CIMG, Jubilee Tower, Noida (except PC-CO, E&P, R&D, TQM, HSE, PD, SD)	M V Ravi Someswarudu, ED (O&M-CO), Noida
21	Corporate HRD function	D K Jain, CGM (HRD)
22	Other Corporate functions not explicitly mentioned above	Vikas Gupta, CGM(HR)
23	BD & E&P Functions	Rajeev Kumar Singhal, ED (BD & E&P)
24	CSPA, TM, TQM & SD Functions	Ashu Singhal, ED(CSPA, TM, TQM & SD)
25	CC & CA Functions	Supriya Halder, ED(CC & CA)

### 3.0 Officers contacted for the Audit;

During the conduct of the RTI audit of the GAIL, following officials were contacted for discussions and obtaining the relevant inputs for smooth audit.

Shri S.K. Ghulyani	ED (Training & HR Policy) & First Appellate Authority Or AA
Shri Sumit Kishore	ED(Marketing) & First Appellate Authority Or AA
Shri D.K.Jain	CGM(HRD) & First Appellate Authority Or AA
Shri Ajay Rawat	DGM (HR-Legal) & CPIO
Shri Kompal Bali	Senior Manager, RTI & Link-CPIO

#### **4.0 Implementation of RTI act in GAIL (Compliance of Section 4(1)(b) & DoPT Circular 15-04-2013**

In accordance with the act it was the obligations of all the public authorities (PA) to comply with the provisions of the section 4(1)(b)(c) & (d) for proactive disclosures and to publish the same within 120 days from date of enactment i.e.15-06-2005 for smooth implementation of the act from the date of the act coming to effective i.e. that 12-10-2005, accordingly, GAIL is required to proactively disclose for all the information against 19 para as mentioned under section 4 of the RTI Act 2005 i.e (a) i to xvii, b & c. GAIL has so far pro-actively provided data/details/ information with respect to all 19 points out of total 19 on the GAIL website under RTI portal. However, two parameters are not applicable to GAIL, details with respect to section 4(1) (b)( i to xvii), 4(1) (c) & 4(1) (d) & other GAIL related information is available under the main portal of GAIL. Detailed point wise status with respect to compliance is given in the **annexure II**.

#### **5.0 Details for obtaining of information by citizen of India**

Detailed procedure for obtaining information by the citizen of India from GAIL under RTI has been provided under RTI portal of their main website, including particulars of CPIO, Nodal Officer & ACPIO and their contact details. For making first appeal as per section 19 of the RTI Act, GAIL has also provided the complete procedures & details of all the 25 (Twenty-Five) First Appellate Authorities along with their contact details.

#### **6.0 Acceptance of cash by GAIL for RTI Fee**

GAIL is accepting cash against application fee as well as for additional fee for providing information as per fee rules of the RTI Act 2005.

#### **7.0 Compliance of Section 4(1)(a),**

Detailed discussions were held with heads of three departments i.e. Marketing, HR-P&ER and HR & Law for implementation of the act & providing of information as well as with respect to record management being followed by these departments.

It has been found that all the departments of GAIL are ISO Certified, and the ISO procedures are being followed in decision making process & with respect to the retention of the documents and weeding out of the same as per the life of documents mentioned in the procedures are being followed. GAIL has also developed the record retention policy exclusively for RTI Cell, which is in place and being followed since 27.03.2012.

In accordance with the office memorandum No. 1/18/2007-IR, dated: 21-09-2007 of DoPT for all the public authorities it is obligatory to maintain all the records duly catalogued and indexed. Also, public authorities are required to computerised and connect these records through network.

In order to comply with the DoPT Circular, GAIL needs to comply this on priority.

Computerisation of the documents & records indexing & cataloguing are under process as informed.

### **8.0 Suo-motu disclosures under section 4(2), 4(3) & 4(4)**

GAIL has adequately provided the information on the web site under the RTI portal. GAIL has made Suo-motu/ proactive disclosures of the orders, circulars, decisions useful to the people or relevant to the larger public in accordance with the provisions under RTI section, 4(2), 4(3) & 4(4).

GAIL has also provided information related to procurement of goods & services, finance and information of other functions, also covering their plants. The website also covers the details about domestic & global markets, future plans, CSR activities, annual reports as well as the financial parameters of the company etc.

### **9.0 Status of RTI applications for the year 2021-22**

No. Of applications received during the year	=1109+ 218 (Pre) =1327
No. Of applications disposed of during the year	= 1313
No. Of applications disposed of within 30 days	= 1313
No. Of applications disposed after 30 days	= NIL
No. Of applications pending if any	= 14*

\*The interim reply was sent within 30 days.



Note: 14 no. of applications under process received during the month of March 2022, (Mostly all applications processed within 30 working days except for delay due to holiday, Saturday & Sunday.)

### **10.0 Status of RTI first appeals to first appellate authority for the year 2021-2022**

No. of appeals received during the year	= 113+1(Pre)= 114
No. of appeals disposed of during the year	= 114
No. of appeals disposed of within 30 days	= 114
No. of appeals disposed of after 30 days	= NIL

### **11.0 Status of RTI appeals to 2<sup>nd</sup> Appellate Authority for the year 2021-2022**

No. of CIC hearing during year	= 11
No. of CIC hearing disposed of during the year	= 11

### **12.0 Annual/ Quarterly Reports (section 25)**

As per the records available in the RTI Cell, all the four Quarterly Reports have been submitted to Ministry of Petroleum & CIC, (as per CIC Circular No.10/1/2017 CIC-MR dated 29-08-2017) in the prescribed Performa of DoPT.(Reports for the all four quarters are enclosed at **annexure III**).

### **13.0 Update of information (Section 4 (xvii))**

GAIL is updating the information every year & as and when required. Presently, updated information is available on the website as on 06-09-2022.

### **14.0 Training on RTI (Section 26) ,DoPT OM dated 24-06-2008 & 29-06-2015 & 05-11-2019**

As per section 26 of the RTI Act & DoPT ,OMs dated 24-06-2008 & subsequent DoPT OM No 1/34/2013-IR 2015 dated 29-06-2015 , & 05-11-2019, the public authorities are to maintain module for training of employees on section 4 & RTI Law.

GAIL is deputing its officers for RTI Programs & Seminars from time to time. Also, one program on RTI Implementation was conducted at the GAIL training Institute.

It has been observed that there are some delays from the projects/ units in response.

While examining the orders passed by the Appellate Authorities of GAIL, there were some inconsistencies in the orders passed by the different Appellate authorities.

In order to get smooth internal information from the deemed CPIO/ custodian of the information as well as to guide for clear & speaking orders, maintaining of the consistencies in the orders passed by the AAs against the appeals, it was suggested to have in house training on RTI as per section 26 of the RTI Act & OM dated 24-06-2008 for employees and the sensitisation program on role and responsibilities of the Appellate authorities.

It shall be useful for all the officers, who are custodians of the information to have awareness about the provisions of the act in order to provide the requisite information on priority.

#### **15.0 Availability of latest circulars, guidelines and notifications on RTI**

GAIL is maintaining all the relevant & up to date circulars/notifications in separate circular file, which are readily referred.

#### **16.0 Update of Replies on Website**

Regarding Update of RTI replies by the CPIO and the orders passed by the appellate authorities on the website, GAIL is uploading the RTI replies & orders of AAs at their own system of RTI MIS software ( Intra- net) in order to comply with the DoPT Circular No. 1/1/2013-IR, Dated: 21-10-2014.

#### **17.0 CITIZEN CHARTER**

GAIL has published the information regarding citizen charter on the website, as per DoPT Circular dated 15-04-2013.

## **18.0 Public Private Partnership( PPP) CONTRACTS/ AGREEMENTS**

GAIL has to share the information regarding PPP contracts/Agreements if signed on their website as per DoPT Circular dated 15-04-2013. Presently GAIL is not having any such PPP agreement/ assignments.

## **19.0 PROCUREMENTS /BID AWARDS**

GAIL has to publish the information regarding contracts/bid awards on the website as per DoPT Circular dated 15-04-2013. GAIL, is sharing the information in summary form related to procurement giving complete details of the tenders, awards / work orders, such as name of the contractor, product and value etc..

## **20.0 CAG & PAC PARA**

GAIL is not having any CAG & PAC para and that has been certified by Govt. Auditor, on 27-02-2022, which is available in their annual report on the web site of the company as well as in the hard copy at page 261 of the annual report 2020-2021. **Annexure IV.**

## **21.0 RTI para in Annual Report**

GAIL in their annual report included a para on implementation of RTI Act 2005 at page no.36 of the annual report 2020-2021. **Annexure V.**

## **22.0 Transfer Policy & Transfer Orders**

In accordance with DoPT OM no. 1/34/2013-IR dated 29-08-2015 point no. 4 clearly direct the public authority to proactively disclose the information related to recruitment, promotions & transfers & DoPT OM no. 1/6/2011-IR dated 15-04-2013 & 05-11-2019 , point no.1.3 is regarding transfer policy. The transfer policy of employees is not available on the website of GAIL, however, in accordance with DoPT OM dated 15-04-2013, the transfer policy & the transfer orders are to be made public. GAIL is publishing these on the intranet of GAIL, which is available only for the employees. In case any applicant asking for the specific transfer order of the employee or the transfer policy is being

provided by them as per the provision under the RTI Act 2005. GAIL to comply by publishing the transfer policy & orders on the website.

### **23.0 Discretionary and Non- Discretionary Grants**

No Discretionary and Non-Discretionary Grants being granted to GAIL by the Government of India.

### **24.0 Foreign Tours of Foreign Tours of PM/Ministers**

In accordance with DoPT OM dated 15-04-2013, the tour details of the rank of Joint Secretary are to be shared on the website. As there is no rank of Joint Secretary in GAIL, however, in case information related to foreign / domestic official tour is sought of the board members, it is being provided as per the provisions under the RTI Act 2005.

### **25.0 Examination/ Audit of CPIO Office/AA Office**

For the purpose of conducting the RTI Audit for the compliance of section 4 of the RTI Act and its implementation in GAIL, in accordance with DoPT OM dated 15-04-2013. In this regard, detailed discussions were held in the office of ED (Marketing) & First Appellate Authority (FAA), ED(Training & Policy) & FAA, CGM (HRD) & DGM(HR-Legal) & CPIO on 06-10-2022 & 07-10-2022 along with CPIO & Sr.Manager (RTI) & Link CPIO. For this audit, the discussions were held with all the officials mentioned at para 3.0 of this report. The clarification if any during the conduct of RTI Audit were provided by them suitably.

Initially, prior to the beginning of the audit, discussions were also held in the office of Mr. Ajay Rawat, DGM (HR-Legal) & CPIO along with Shri Kompal Bali, Sr. Manager, (RTI) & Link-CPIO on 06-10-2022 & 07-10-2022, both were appraised about the modality for the conduct of the audit and the records, documents required for the examination. The relevant documents were provided by them and the same were thoroughly examined and clarification if any was sought. The process of RTI application receipt till disposal or despatched by GAIL including obtaining of information from other departments/custodians of information were checked and examined, which has been found very satisfactory. RTI receipts register is being maintained properly by concerned CPIO/APIO. The dispatch register is also being properly maintained by GAIL. The CPIO is regularly and promptly furnishing the

information to the applicants within the prescribed time limit of 30 days, in accordance with the provisions under the RTI act. Mostly all applications processed within 30 working days except for delay due to holiday, Saturday & Sunday. Some delays are due to non-obtaining of the information/ response from the concerned department/ deemed CPIO. **During the period 2021-22, 98.9 % applications have been consistently disposed of within 30 days.**

During the audit three departments were randomly short listed for the conduct of audit such as Marketing, HRD & HR & Policy departments. Detailed discussions were held in the office of Shri Sumit Kishore, ED(Marketing) & FAA, Shri D.K.Jain , CGM(HRD) & FAA, , Shri S.K. Ghulyani, ED (Training & HR-Policy) & FAA on 07-10-2022 with respect to implementation of RTI Act & First Appeal disposal process of GAIL. **During the period 2021-22, 100% First Appeals have been consistently disposed of within 30 days.**

Records of documents in the office of CPIO & AA, availability of relevant circulars /guidelines, training of officers on RTI etc. were also examined. The observation during the audit have been highlighted as below under the observations.

## **26.0 Observations;**

All the documents such as receipt & despatch registers, files, proactive disclosures under section 4 and as per DoPT OM 15-04-2013, website of GAIL including RTI Portal, record management system, obtaining information from the custodian or deemed CPIO were examined /audited, the detailed observations are as given below;

**1.0 The proactive disclosures for sections 4(1)(b) have been adequately provided** for all the XVII points. Where the particular clause is not applicable, it has been clarified with the reasoning. **Refer Annexure II.** In addition, most of the provisions applicable to CPSEs have also been complied of the DoPT Circular dated 15-04-2013.

**2.0 Under Chapter4 (1) (b) (xi), Budget Allocations, budgets and actual expenditures details have been provided for three years up to for 2021-22.** However, in accordance with DoPT OM no. 1/6/2011-IR dated 5/7-11-2019 point no. 3.3.3(a) clearly direct the public authority to proactively disclose the information related to major outputs/tangible results, hence, as per this MOU targets and actual achievements should also be put in the public domain.

3.0 As per section 26 of the RTI Act & DoPT ,OMs dated 24-06-2008 & subsequent DoPT OM No 1/34/2013-IR 2015 dated 29-06-2015 , the public authorities are to maintain module for training of employees on section 4 & RTI Law. GAIL is deputing its officers for RTI Programs & Seminars from time to time. Also, one program on RTI Implementation was conducted at the GAIL training Institute.

In order to get smooth internal information from the deemed CPIO/ custodian of the information as well as for the maintaining of the consistencies in the orders passed by the AAs against the appeals, it was suggested to have in house training on RTI for creating awareness as per section 26 of the RTI Act & OM dated 24-06-2008 for employees and the sensitisation program on role and responsibilities of the Appellate authorities.

It shall be useful for all the officers, who are custodians of the information to have awareness about the provisions of the act in order to provide the requisite information on priority.

4.0 GAIL has to publish the information regarding contracts/bid awards on the website as per DoPT Circular dated 15-04-2013. GAIL, is sharing the information in the summary form related to procurement giving complete details of the tenders, awards / work orders, such as name of the contractor, product and value.

5.0 Regarding Upload of RTI replies on Web site, GAIL for 2021-2022 has uploaded the RTI replies & FAA Orders which are in the interest of the public, in order to comply the DoPT circular No. 1/1/2013-IR, Dated: 21-10-2014.

7.0 The details of the foreign & Domestic tours of the officers of the rank of Jt. Secretary and above needs to be disclosed as per OM dated 15-04-2013. **As there is no rank of Joint Secretary in GAIL, however, in case information related to foreign / domestic official tour is sought is being provided as per the provisions under the RTI Act 2005.**

## 27.0 Final Conclusions / Recommendation to GAIL

GAIL is implementing the RTI ACT 2005 across all its offices at Corporate Office , State Regional Offices & Projects as per the provisions under the RTI Act 2005 since the enactment of the statute that from 2005 itself in true spirit.

GAIL has mostly complied the obligations of public authority by proactive disclosures of its information as per section 4(1)(b), (c) & (d) of the RTI Act by providing the adequate information on the GAIL web site.

In addition, most of the provisions applicable to CPSEs **have also been complied of the DoPT Circular dated 15-04-2013.**Detailed status is given in the attached **Annexure II.**

In view of the minor observations, following needs to be complied at the time of revision or before the next year audit.

- 1.0 In accordance with DoPT OM no. 1/6/2011-IR dated 5/7-11-2019 point no. 3.3.3(a) clearly direct the public authority to proactively disclose the information related to major outputs/tangible results, hence, as per this MOU targets and actual achievements should also be put in the public domain.
- 2.0 In accordance with DoPT OM no. 1/34/2013-IR dated 29-08-2015 point no. 4 clearly direct the public authority to proactively disclose the information related to recruitment, promotions & transfers & DoPT OM no. 1/6/2011-IR dated 15-04-2013 & 05-11-2019 , point no.1.3 regarding transfer policy. GAIL to comply by publishing the transfer policy & orders on the website
- 3.0 In order to get smooth internal information from the deemed CPIO/ custodian of the information as well as, for clear speaking orders and for maintaining of the consistencies in the orders passed by the AAs against the appeals, it was suggested to have in house training on RTI for employees and the sensitisation program on role and responsibilities of the Appellate authorities.

4.0 The details of the foreign & Domestic tours of the officers of the rank of Jt. Secretary and above needs to be disclosed as per OM dated 15-04-2013. **There is no rank of Joint Secretary in GAIL, however, in case information related to foreign / domestic official tour is sought it must be provided as per the provisions under the RTI Act 2005.**

In view of above, GAIL has fully complied all the parameters of the audit for the year 2021-2022.

### **28.0 Certification**

GAIL is providing the information against most of the RTI applications within stipulated time of 30 days and all the first appeals during the period have been disposed of within stipulated time of 30 days. Also, adequately disclosing suo motu information on the GAIL website, it clearly indicates the implementation of RTI Act by GAIL in true spirit.

In view of the above, it is certified that GAIL is meeting all the requirements of the provisions of RTI act and compliances for section 4 (1)(b), DoPT OM/circular dated 15-04-2013 for Suo-Motu Disclosures, DoPT circular No. 1/1/2013-IR, dated: 21-10-2014 DoPT OM no. 1/34/2013-IR dated 29-08-2015, DoPT OM no. 1/6/2011-IR dated 5/7-11-2019 and other provisions of the act for the period 2021-22.

Certified By



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