Third Party RTI Audit Summary Report of
Chief Commissioner of Central Excise, GST & Customs, Trivendrum Zone

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 **Chief Commissioner of Central Excise, GST & Customs, Trivendrum Zone** under the **RTI Act, 2005** from **27 to 28 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 Chief Commissioner of Central Excise, GST & Customs, Trivendrum Zone for 2025-26** and its official website **(https://cenexcisekochi.gov.in/)** 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 **Chief Commissioner of Central Excise, GST & Customs, Trivendrum Zone** 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. Outlining the norms governing the discharge of duties for various functionaries, wherever feasible.
4. Conducting regular programs to promote awareness and understanding of the RTI Act.
5. Making available information regarding **CAG and PAC reports**, along with action taken on parliamentary submissions (excluding matters related to national security).
6. Establishing a **Committee of PIOs/FAAs** with RTI expertise to proactively identify frequently requested information.
7. Forming a **consultation committee** of key stakeholders to provide input on **suo-motu disclosures**.
8. Adhering to the **Guidelines for Indian Government Websites (Version 2.0)** and ensuring STQC certification is obtained and displayed.
9. Publishing **Parliamentary questions and responses** related to the Public Authority.
10. Disclosing **details of domestic and foreign official visits**, categorized under the Public Authority's centers.
11. Clearly **displaying the last update date** for each webpage in **DD/MM/YY format**.
12. Ensuring **suo-motu disclosures** are easily accessible through a dedicated **RTI heading or linked section**.

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.

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