

By Courier

# इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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No. IPA/RTI TP/2018-19

March 31, 2018.

Shri Sadu Sundar, P  
General Manager - RTI  
Hindustan Petroleum Corporation Ltd.,  
17, Jamshedji Tata Road  
Mumbai-400 020


Dear Sir,

Sub : Interim Audit Report.

The undersigned had carried out audit of your pro-active disclosures as required under Section 4(1)(b) of the RTI Act, 2005, on March 23 & 24, 2018 at HPCL Corporate Office, Mumbai.

Based on the information, clarifications and explanations provided to the undersigned, I am of the opinion :

- 1) that HPCL should prepare their negative list as envisaged in para 4(iii) of directions to public authorities under Section 19(8)(a) of RTI Act dated 15.11.2010 from Central Information Commission, New Delhi. (Copy enclosed).
- 2) that HPCL should prepare their record retention schedule, get it approved by the competent authority and get it uploaded on their website as soon as possible. Please remember the RTI Act does not prescribe a record retention schedule. You may refer to DoPT O.M. No. 1/14/2007-IR dated 31<sup>st</sup> October 2007, in this regard (copy enclosed).
- 3) that HPCL should upload their pro-active disclosures (17 + 13 =30) on their website as prescribed under 4(1)(b) of the RTI Act at an early date and all these pro-active disclosures must be hyperlinked.
- 4) that monthly remuneration received by each of its officers and employees including the system of compensation as provided in HPCL regulations must be uploaded, officer and employee-wise showing gross salary of each employee.

  
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- 5) that it should constant endeavor of HPCL to take steps in accordance with the requirement of clause (b) of sub section (i) of Section 4 to provide as much information suo motu to the public on regular intervals through various means of communications including the internet so that the public have minimum resort to the use of this Act to obtain information.
- 6) that HPCL shall disseminate widely every information and in such format and manner which is easily accessible to the public.
- 7) that HPCL shall disseminate all the material taking into consideration the cost of effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officers, available free or at such cost of the medium or the print cost as prescribed in the RTI Rules, 2012.

Kindly acknowledge receipt of this communication.

Yours faithfully,



(Dr. H.S. Rana)  
Principal Director  
Institute of Public Administration  
Mob. No. 09448451380

Encl: As above.