



**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
PUDUCHERRY REGIONAL BRANCH, PUDUCHERRY**

**Third Party Transparency Audit under the RTI Act, 2005  
National Book Trust  
2024-2025**

**Summary Report**

All the public authorities should proactively disclose the information under the Right to Information Act, Section 4, which will help bring transparency in the administration.

National Book Trust, is duly acknowledged for its commendable efforts in ensuring transparency by proactively disseminating relevant information on its official website, in alignment with the provisions of the RTI Act, 2005

During Auditing it is observed that the information related to few areas have to be shared on the website:

- ✦ The information required under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory. Website is being used as an effective medium for Dissemination of information.
- ✦ Updation require for the Power and duties of other employees, Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]
- ✦ Update the Norms for discharge of functions[Section 4(1)(b)(iv)]
- ✦ Update the Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)] and Earlier CPIO & FAAs from 1.1.2015
- ✦ National Book Trust should obtain STQC certification from the Directorate of STQC and upload the certificate on the Website.
- ✦ To ensure sustained transparency and institutional credibility, it is imperative to establish a robust system for the automated and periodic updating of information under proactive disclosure, guided by intelligent keyword-based triggers For greater public assurance, the date of the last update and the forthcoming scheduled update should be prominently indicated on both the cover and concluding pages of the RTI Manual published on the official website.

It is recommended that the Public Authority of the National Book Trust, initiate appropriate measures to ensure the disclosure of the aforementioned information on its official website, in strict compliance with the provisions of Section 4 of the RTI Act, 2005.

6<sup>th</sup> August, 2025



A handwritten signature in black ink, appearing to read "Dr. R. D. Jayavijayan".

**Dr. R. D. JAYAVIJAYAN**  
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