**RTI Audit**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Details of disclosure | Remarks |
| 1 | Organization and Functions |
| 1.1 | The particulars of its organisation, functions and duties (section 4 (1) (b) (i) |
| 1.1.1 | Name and address of the organization | Head Office - MumbaiExport-Import Bank of India Floor 21, Centre One Building, World Trade Centre, Cuffe Parade, Mumbai, Maharashtra 400005 |
| 1.1.2 | Head of the organization | https://www.eximbankindia.in/management |
| 1.1.3 | Vision, Mission and Key objectives | https://www.eximbankindia.in/objectives |
| 1.1.4 | Function and duties | Duties of the Officers and Employee of the Bank is governed by Export-Import Bank of India General Regulations, 1982https://www.eximbankindia.in/exim-bank-regulations |
| 1.1.5 | Organization Chart | https://www.eximbankindia.in/Assets/Dynamic/PDF/Publication-Resources/RTIAct/Organisation-Chart.pdf |
| 1.1.6 | 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. | The operations of the Bank are governed by a Board of Directors. The Board of Directors consists of a chairman, a managing director, two deputy managing directors; one director each nominated by the Reserve Bank of India; IDBI Bank Ltd. and ECGC Ltd.; and not more than 12 directors nominated by the Central Government of, whom 5 directors are Central Government officials; not more than 3 directors are from commercial banks; and up to 4 directors are professionals with experience in export / import or financing https://www.eximbankindia.in/organisation |
| 2 | Power and duties of the officers and employees 4. (1) (b)(ii) |
| 1.2.1 | Powers and duties of officers (administrative, financial, and judicial)  | In terms of the Export-Import Bank of India Act, the general superintendence, direction and management of the affairs and business of the Exim Bank shall vest in the Board of Directors. Officers of the Bank may exercise certain functional powers of sanction and disbursement, expenditure etc. as per the Board approved delegation of such powers. The concerned sanctioning authority takes decision to sanction a loan or otherwise on merits of each proposal. |
| 1.2.2 | Power and duties of other employees |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | Duties of the Officers and Employee of the Bank is governed by Export-Import Bank Officers’ Service Regulation 1982.https://www.eximbankindia.in/exim-bank-regulations |
| 1.2.4 | Exercised |  |
| 1.2.5 | Work Allocation |  |

|  |  |  |
| --- | --- | --- |
| Sr. No. | Details of disclosure | Remarks |
| 1.3 | Procedure followed in decision making process 4. (1) (b)(iii) |
| 1.3.1 | Process of decision making Identify key decision-making points | List of policies are enclosed for decision making. Link is as below:https://www.eximbankindia.in/investor-relations  |
| 1.3.2 | Final decision-making authority | Board of Directorshttps://www.eximbankindia.in/board-of-directors |
| 1.3.3 | Related provisions, acts, rules etc. | Important policies, Exim Bank Act, Service Regulation etc. can be accessed through below link:https://www.eximbankindia.in/public-declarations |
| 1.3.4 | Time limit for taking a decisions, if any | Time limit for taking a decisions is as prescribed in the above stated policies beside other available on staff portal. |
| 1.3.5 | Channel of supervision and accountability | The channel of supervision and accountability follows the organizational chart (link to chart). Every officer is accountable for the duties assigned by higher authorities from time to time. Link can be accessed as below:https://www.eximbankindia.in/Assets/Dynamic/PDF/Publication-Resources/RTIAct/Organisation-Chart.pdf |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] |
| 1.4.1 | Nature of functions/ services offered | All programmes of funded and non-funded assistance offered by the Bank are as approved by the Board of Directors. Details of such funded and non-funded assistance offered by the Bank may be viewed at the following pages on the website<http://eximbankindia.in/overseas-investment-finance>[http://eximbankindia.in/lines-of-credit](https://www.eximbankindia.in/lines-of-credit)[http://eximbankindia.in/corporate-banking](https://www.eximbankindia.in/corporate-banking)[http://eximbankindia.in/buyers-credit](https://www.eximbankindia.in/buyers-credit)[http://eximbankindia.in/marketing-advisory-services](https://www.eximbankindia.in/marketing-advisory-services)[http://eximbankindia.in/services](https://www.eximbankindia.in/services)[http://eximbankindia.in/research-analysis](https://www.eximbankindia.in/research-analysis) |
| 1.4.2 | Norms/ standards for functions/ service delivery |
| 1.4.3 | Process by which these services can be accessed |
| 1.4.4 | Time-limit for achieving the targets |
| 1.4.5 | Process of redress of grievances | Grievance redressal mechanism can be access though below link:<https://www.eximbankindia.in/fair-practice-code>Name of grievance redressal officers can be accessed through below link:<https://www.eximbankindia.in/grievance-redressal>In addition to above, complaint if not resolved can be raise data CPGRAM portal. Portal can be accessed from below link:A complaint be lodged at their complaint on CPGRAM portal. Ink can be accessed below:https://pgportal.gov.in/ |
|  |

|  |  |
| --- | --- |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] |
| 1.5.1 | Title and nature | Various Standard Operating Policies and Procedures have been issued with the approval of the Board of Directors. These are used by the employees for discharging various functions.Export-Import Bank of India: Service Regulations 1982, Export-Import Bank of India: General Regulations 2020, Export-Import Bank of India: Pension Regulations 2000 are available on bank official website and can be accessed through below link:https://www.eximbankindia.in/exim-bank-regulations Apart from the above the manuals, circulars and policies of the Bank used by the officers/employees for discharging various functions are available at Bank’s staff portal. These are meant for Bank’s internal circulation. |
| 1.5.2 | List of Rules, regulations, Instructions manuals and records. |
| 1.5.3 | Acts / Rules manuals etc. |
| 1.5.4 | Transfer policy and transfer orders | Transfer policy can be accessed through the below link:<https://www.eximbankindia.in/Assets/pdf/public-declarations/3150_001.pdf>Transfer orders are internal and are available at Bank’s staff portal.  |
| 1.6 | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] |
| 1.6.1 | Categories of documents | Documents held by the Bank include operational files, correspondence, circulars, internal policy statements, administrative instructions, records, personnel files, interdepartmental correspondence, publications brought out by the Bank, agenda, minutes, etc., of the meetings of the Board and various committees, records relating to the establishment and properties held by the Bank, financial accounting records etc.<https://www.eximbankindia.in/publications-and-resources> |
| 1.6.2 | Custodian of documents/ categories |

|  |  |
| --- | --- |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] |
| 1.7.1 | Name of Boards, Council, Committee etc. | In the interpretation and implementation of policy, the Bank is guided by its Board of Directors comprising members nominated in terms of the Exim Bank Act. Composition of the Board is at <http://eximbankindia.in/board-of-directors>.The Bank closely interacts and interfaces with the financial and exporting community in India, including commercial banks, export promotion bodies, industry associations, chambers of commerce etc. |
| 1.7.2 | Composition |
| 1.7.3 | Dates from which constituted |
| 1.7.4 | Term/ Tenure |
| 1.7.5 | Powers and functions |
| 1.7.6 | Whether their meetings are open to the public? | The Bank has the following sub-committees of the Board* Management Committee
* Audit Committee
* Other committees as may be constituted from time to time

The Bank also draws upon the guidance of external experts through specialised advisory boards / committees. In addition, the Bank has several internal committees constituted from time to time to address specific business and other issues.Meetings of these committees are open to the members of these committees. The Bank's programmes and results, arising from the deliberations of these committees are brought out in the form of publications (e.g. Annual Report, Occasional Papers, brochures) which are made available to the public.<https://www.eximbankindia.in/investor-relations> |
| 1.7.7 | Whether the minutes of the meetings are open to the public? |
| 1.7.8 | Place where the minutes if open to the public are available? |
| 1.8 | Directory of officers and employees [Section 4(1) (b) (ix)] |
| 1.8.1 | Name and designation | List of the Senior Management of the Bank is available at [http://eximbankindia.in/management](https://www.eximbankindia.in/management). Any person interested in seeking information about other officers or employees of the Bank may approach the Public Information Officer. |
| 1.8.2 | Telephone, fax and email ID |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] |
| 1.9.1 | List of employees with Gross monthly remuneration | The compensation package for officers of the Bank are as approved by the Board of Directors and are in line with industry benchmarks. Officers are categorised into 7 grades from I to VII (where VII is the highest) and the remuneration is linked to the grade of the officer.<https://www.eximbankindia.in/Assets/Dynamic/PDF/Publication-Resources/RTIAct/Pay-scale-RTI-2.pdf> |

|  |  |  |
| --- | --- | --- |
| 1.9.2 | System of compensation as provided in its regulations | **Statutory Benefits:** Pension, Gratuity, Provident Fund (PF), Maternity Leave of 06 month: Female employees receive paid leave during pregnancy and childbirth, Paternity Leave of 15 days during 06 months from the date of birth of child, Privilege Leave, Sick Leave etc. as prescribed in Export-Import Bank of India: Service Regulation 1982.**Additional perks provided by employers:**Health Insurance, Life Insurance: Travelling Allowance, LTC, Transfer travelling allowances, Privilege Leave / Sick Leave, other allowance such as Fuel, telephone, Newspaper, entertainment, book etc. is also paid to officers on monthly/quarterly/yearly basis. |
| 1.10 | Name, designation and other particulars of public information officers [Sec4(1) (b) (xvi)] |
| 1.10.1 | Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | Information can be accessed from the below link:<https://www.eximbankindia.in/rti-act> |
| 1.10.2 | Address, telephone numbers and email ID of each designated official. |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings | Nil |
| 1.11.2 | Finalized for Minor penalty or major penalty proceedings |
| 1.12 | Programmes to advance understanding of RTI (Section 26) |
| 1.12.1 | Educational programs | Export-Import Bank of India place its officers for RTI training from Time to Time, for proper understanding of RTI act. Any updates in RTI Act is implemented regularly from time to time.<https://www.eximbankindia.in/Assets/Dynamic/PDF/Publication-Resources/RTIAct/RTI-Trainings.pdf> |
| 1.12.2 | Efforts to encourage public authority to participate in these programs |
| 1.12.3 | Training of CPIO /APIO |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned |
| 1.13 | Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013] |
| 1.13.1 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | Transfer policy can be accessed through the below link:<https://www.eximbankindia.in/Assets/pdf/public-declarations/3150_001.pdf>Transfer orders are internal and are available at Bank’s staff portal |

|  |  |
| --- | --- |
| 2 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] |
| 2.1.1 | Total Budget for the public authority | Export-Import Bank of India is an all India financial institution engaged in financing, facilitating and promoting India’s international trade. Exim Bank does not have retail banking functions and does not finance individuals.There are no plans and budgets for expenditure of public money and disbursements and the provision is not applicable to Export-Import Bank of India.However, The Bank sets in place business budgets as well as revenue and capital expenditure budgets for the organisation as a whole at the commencement of each financial year. These budgets are framed with the approval of the Board of Directors which also reviews periodic reports on the achievement of the same.Annual report can be accessed through below link:<https://www.eximbankindia.in/investor-relations> |
| 2.1.2 | Budget for each agency and plan & programmes |
| 2.1.3 | Proposed expenditures |
| 2.1.4 | Revised budget for each agency, if any |
| 2.1.5 | Report on disbursements made and place where the related reports are available |
| 2.2 | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) |
| 2.2.1 | Budget | However, The Bank sets in place business budgets as well as revenue and capital expenditure budgets for the organisation as a whole at the commencement of each financial year. These budgets are framed with the approval of the Board of Directors which also reviews periodic reports on the achievement of the same. |
| 2.2.2 | Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. Places visited the period of visit the number of members in the official delegation Expenditure on the visit. | Deails aof foreign travel by whole time direcrtors is mentioned under SUO Moto Disclosure. <https://www.eximbankindia.in/rti-act> |
| 2.2.3 | Information related to procurements Notice/tender enquires, and corrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, The works contracts concluded – in any such combination of the above- and The rate /rates and the total amount at which such procurement or works contract is to be executed. | Details can be accessed through below link:<https://www.eximbankindia.in/tenders-and-notices> |

|  |  |
| --- | --- |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] |
| 2.3.1 | Name of the programme of activity | Not applicable as the Bank does not offer any subsidy programme. |
| 2.3.2 | Objective of the programme | Not applicable to the Bank |
| 2.3.3 | Procedure to avail benefits |
| 2.3.4 | Duration of the programme/ scheme |
| 2.3.5 | Physical and financial targets of programme |
| 2.3.6 | Nature/scale of subsidy/amount allotted |
| 2.3.7 | Eligibility criteria for grant of subsidy |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc. |
| 2.4 | Discretionary and non- discretionary |
| 2.4.1 | Discretionary and nondiscretionary grants/allocations to State Govt./ NGOs/other institutions | Not applicable to the Bank |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority Sec. 4(1)(b)(xiii) |
| 2.5.1 | Concessions, permits or authorizations granted by public authority. | Not applicable as the Bank does not extend any concessions, permits or authorisations on its own account to any party. |
| 2.5.2 | For each concessions, permit or authorization granteda) Eligibility criteriab) Procedure for getting the concession/ grant and/ or permits of authorizationsc) Name and address of the recipients given concessions/ permits or authorizationsd) Date of award of concessions /permits of authorizations |
| 2.6 | CAG & PAC paras Sec. 4(1)(b)(xvii) |
| 2.6.1 | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | In terms of the Export-Import Bank of India Act 1981 Chapter VII, General Fund Accounts and Audit, 24 (6) , the Central Government may at any time, appoint the CAG to examine and report upon the accounts of the Bank. CAG paras and action taken reports (if any) would be accordingly disclosed on the Bank’s website. |
| 3 | Publicity and Public interface  |
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of Sec. 4(1)(b)(xvii) |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | <https://www.eximbankindia.in/public-declarations> |

|  |  |  |
| --- | --- | --- |
| 3.1.2 | Arrangements for consultation with or representation bya) Members of the public in policy formulation/ policy implementation(b) Day & time allotted for visitors and Contact details of Information & Facilitation Counter (IFC)c) The Information & Facilitation Counter (IFC) shall be available for citizens on all working days during the business hours of the offices at the following addresses | Not applicable |
| 3.1.3 | Public- private partnerships (PPP) – Details of special purpose vehicle (SPV), if any  |
| 3.1.4 |  Detailed project reports (DPRs) |
| 3.1.5 | Concession agreements |
| 3.1.6 | Operation and maintenance manuals |
| 3.1.7 | Other documents generated as part of the implementation of the PPP |
| 3.1.8 | Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government |
| 3.1.9 | Information relating to outputs and outcomes |
| 3.1.10 | The process of the selection of the private sector party (concessionaire etc.) |
| 3.1.11 | All payment made under the PPP project |
| 3.2 | Are the details of policies / decisions, which affect public, informed to them? Sec. 4(1)I |
| 3.2.1 | Publish all relevant facts while formulating important policies or announcing decisions which affect public. | Not applicable |
| 3.2.2 | Outline the Public consultation process. |
| 3.2.3 | Outline the arrangement for consultation before formulation of policy. |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public Sec. 4(3) |
| 3.3.1 | Use of the most effective means of communication Internet (website) | <https://www.eximbankindia.in/> |
| 3.4 | Form of accessibility of information manual/ handbook Sec. 4(1)(b) |
| 3.4.1 | Information manual / handbook available in(i) Electronic format | <https://www.eximbankindia.in/> |
| 3.4.2 | Information manual / handbook available in Printed format |

|  |  |
| --- | --- |
| 3.5 | Whether information manual/ handbook available free of cost or not Sec. 4(1)(b) |
| 3.5.1 | List of materials available(i) Free of cost. | A huge quantity of Information /materials is available on the Bank’s websites: <https://www.eximbankindia.in/> for citizens free of cost. |
| 3.5.2 | List of materials available(i) At a reasonable cost of the medium. |
| 4  | E. Governance |
| 4.1 | Language in which Information Manual / Handbook Available Sec. 4(1)(b)(xvii) |
| 4.1.1 | English | https://www.eximbankindia.in |
| 4.1.2 | Vernacular/ Local Language | https://www.eximbankindia.in/Hindi |
| 4.2 | Last date of Annual updation | <https://www.eximbankindia.in/> |
| 4.3 | Information available in electronic form Sec. 4(1)(b)(xiv) |
| 4.3.1 | Details of information available in electronic form | <https://www.eximbankindia.in/> |
| 4.3.2 | Name/ title of the document/record/ other information | <https://www.eximbankindia.in/> |
| 4.3.3 | Location where available | <https://www.eximbankindia.in/> |
| 4.4 | Particulars of facilities available to citizen for obtaining information Sec. 4(1)(b)(xv) |
| 4.4.1 | Name & location of the facility | <https://www.eximbankindia.in/rti-act> |
| 4.4.2 | Details of information made available |
| 4.4.3 | Working hours of the facility |
| 4.4.4 | Contact person & contact details (Phone, fax email) | Name of CPIO – Shri Uday ShindeContact details – 022 22172701 |
| 4.5 | Such other information as may be prescribed under section Sec.4(i) (b)(xvii) |
| 4.5.1 | Grievance redressal mechanism | Grievance redressal mechanism can be access though below link:<https://www.eximbankindia.in/fair-practice-code>Name of grievance redressal officers can be accessed through below link:<https://www.eximbankindia.in/grievance-redressal> |
| 4.5.2 | Details of application received under RTI and information provided: | Details are under Suo Moto Disclosure and can beaccessed through below link:<https://www.eximbankindia.in/rti-act> |
| 4.5.3 | List of completed schemes/ projects/ Programmes | https://www.eximbankindia.in/ |
| 4.5.4 | List of schemes/ projects/ programme underway | https://www.eximbankindia.in/lines-of-credit-tenders.aspx |
| 4.5.5 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | AMC Contracts to be given ? |
| 4.5.6 | Annual Report | https://www.eximbankindia.in/investor-relations |
| 4.5.7 | Frequently Asked Question (FAQs) | <https://www.eximbankindia.in/blogs>https://www.eximbankindia.in/useful |
| 4.5.8 | Any other information such asa) Citizen’s Charter (b) Result Framework Document (RFD) (c) Six monthly reports on the Performance against the benchmarks set in the Citizen’s Charter | <https://www.eximbankindia.in/assets/pdf/public-declarations/Citizens_Charter_2023.pdf> |
| 4.6 | Receipt & Disposal of RTI applications & appeals Sec. 4(1)(b)(xvii) |
| 4.6.1 | Details of applications received and disposed. | Details are under Suo Moto Disclosure and can beaccessed through below link:<https://www.eximbankindia.in/rti-act> |
| 4.6.2 | Details of appeals received, and orders issued. |
| 4.7 | Replies to questions asked in the parliament Section 4(1)(d) |
| 4.7.1 | Details of questions asked, and replies given | Replies given to the concerned ministries. Should we include sample? |
| 5 | Information as may be prescribed |  |
| 5.1 | Such other information as may be prescribed Sec. 4(1)(b)(xvii) |
| 5.1.1 | Name & details of(a) Current CPIOs & FAAs(b) Earlier CPIO & FAAs from 1.1.2015 | <https://www.eximbankindia.in/rti-act> |
| 5.1.2 | Details of third-party audit of voluntary disclosure(a) Dates of audit carried out(b) Report of the audit carried out | <https://www.eximbankindia.in/rti-act> |
| 5.1.3 | Appointment of Nodal Officers- (a) Date of appointment (b) Name & Designation of the officers | <https://www.eximbankindia.in/rti-act> |
| 5.1.4 | Consultancy committee of key state holders for advice on suo-motu discloser |  To advise ?? |
| 5.1.5 | Committee of PIOs / FAAs with rich experience in RTI  | **Members of committee**:(i) Ms. Manjiri Bhalerao, FAA & Chief General Manager(ii) Shri Gaurav Bhandari, Transparency Officer & Chief General Manager(iii) Shri Uday Shinde, CPIO & General Manager |
| 6 | Information Disclosed on own Initiative |
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information Sec. 4(1)(b)(xvii) |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | <https://www.eximbankindia.in/rti-act> |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India |
| 6.2.1 | Does the website show the certificate on the Website? . | Exim Bank’s website is secured with SSL/HTTPS certification which is more secured and vulnerable assessment and penetration testing (VAPT) and ia also audited periodically. |

|  |  |  |
| --- | --- | --- |
| 6.2.2 | Whether STQC certification obtained and its validity. | Exim Bank’s website is secured with SSL/HTTPS certification which is more secured and vulnerable assessment and penetration testing (VAPT) and ia also audited periodically.  |