

RTI DISCLOSURES

1. Organisation and Function

S. No.	Item	Details of disclosure	Information / Relevant Web Link
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<p><u>Nature of functions/ services offered</u></p> <p>Different Administrative / Financial Power delegated by Competent Authority to the officers at various levels rules and regulations The Products and services being offered by NPTI are given at the following link :-</p> <p>https://npti.gov.in/sites/default/files/rTI_documents/Administrative%20Documents_0.pdf</p>
		(ii) Norms/ standards for functions/ service delivery	<p><u>Norms/ standards for functions/ service delivery</u></p> <p>The functions of the organisation are sought to be discharged in an efficient and effective manner through a variety of norms, rules and guidelines set for the purpose, such as –</p> <ul style="list-style-type: none"> a) Adherence to Business ethics, b) Zeal to Excel and Zest for Change, c) Strict adherence to Commitments, d) Compatibility with national plans and priorities, availability & adequacy of all inputs, e) Integrity and fairness in all matters, f) Respect for Dignity and Potential of Human beings. g) Foster Learning, Creativity & Teamwork. <p>These norms, in general, underscore the necessity of discharging of business and responsibility in an efficient and speedy manner.</p>

(iii) Process by which these services can be accessed	The relevant information on the process by which these services can be accessed is given under Citizen Charter, the link of which is given below:- https://npti.gov.in/sites/default/files/rti_documents/Citizen%20Charter%20October%202023.pdf
(iv) Time-limit for achieving the targets	The relevant information on time limit for achieving the targets is mentioned in “Citizen Charter” of NPTI which is available at the below-mentioned link :- https://npti.gov.in/sites/default/files/rti_documents/Citizen%20Charter%20October%202023.pdf
(v) Process of redress of grievances	The mechanism related to grievances is mentioned in “Citizen Charter” of NPTI which is available at the below-mentioned link :- https://npti.gov.in/sites/default/files/rti_documents/Citizen%20Charter%20October%202023.pdf