

**A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

**1. Organisation and Function**

<b>New Sl. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	United India Insurance Company Limited, Address: Regd. Office & Head Office: No.24, Whites Road, Chennai - 600014
		(ii) Head of the organization	Chairman cum Managing Director
		(iii) Vision, Mission and Key objectives	<b>Vision :</b> We United India will be <ul style="list-style-type: none"> <li>• The most preferred insurer in India with global footprint &amp; recognition.</li> <li>• Trusted brand admired by all stakeholders</li> <li>• The best in class customer service provider leveraging technology &amp; multiple channels</li> <li>• The provider of a broad range of innovative products to meet the needs of all customer segments.</li> <li>• Great place to work with highly motivated and empowered employees</li> <li>• Recognized for its contribution to the society.</li> </ul> <b>Mission:</b> <ul style="list-style-type: none"> <li>• To provide insurance protection to all.</li> <li>• To ensure customer satisfaction</li> </ul>

			<ul style="list-style-type: none"> <li>• To function on sound business principles</li> <li>• To help minimize national waste and to help develop the Indian economy.</li> </ul> <p><b>Key Objectives</b></p> <ul style="list-style-type: none"> <li>• Act courteously, fairly and reasonably in all our dealings with customers.</li> <li>• Make sure all policy documents and claim procedure are clear and complete information is given about our products and services</li> <li>• Deal quickly with the grievances of the customers and resolve them through nominated customer care officers.</li> <li>• Respond to all commercially viable general insurance needs of the citizen to provide new covers and promote insurance inclusion.</li> <li>• Continue to provide customized insurance products for the rural particularly for the weaker section of the society at affordable price.</li> <li>• Continue to develop a professional workforce for execution of roles assigned to them.</li> <li>• Have a regularly consultative process with all our stake holders and set up monitoring mechanism for delivery of promised services to our customers. We United India will be</li> <li>• The most preferred insurer in India with global footprint &amp; recognition.</li> <li>• Trusted brand admired by all stakeholders</li> <li>• The best in class customer service provider leveraging technology &amp; multiple channels</li> <li>• The provider of a broad range of innovative products to meet the needs of all customer segments.</li> <li>• Great place to work with highly motivated and empowered employees</li> <li>• Recognized for its contribution to the society.</li> </ul> <p><b>Mission:</b></p> <ul style="list-style-type: none"> <li>• To provide insurance protection to all.</li> <li>• To ensure customer satisfaction</li> <li>• To function on sound business principles</li> <li>• To help minimize national waste and to help develop the Indian economy.</li> </ul> <p><b>Key Objectives</b></p> <ul style="list-style-type: none"> <li>• Act courteously, fairly and reasonably in all our dealings with customers.</li> <li>• Make sure all policy documents and claim procedure are clear and complete information is given about our products and services</li> <li>• Deal quickly with the grievances of the customers and resolve them through nominated customer care officers.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Respond to all commercially viable general insurance needs of the citizen to provide new covers and promote insurance inclusion.</li> <li>• Continue to provide customized insurance products for the rural particularly for the weaker section of the society at affordable price.</li> <li>• Continue to develop a professional workforce for execution of roles assigned to them.</li> <li>• Have a regularly consultative process with all our stake holders and set up monitoring mechanism for delivery of promised services to our customers.</li> </ul>
		(iv) Function and duties	<p>All the Officers of the company have certain administrative &amp; financial powers depending upon their positions. These powers are revised periodically, depending upon the organization's requirement.</p> <p><a href="https://uiic.co.in/en/rti/companyinfo/190">https://uiic.co.in/en/rti/companyinfo/190</a></p>
		(v) Organization Chart	<p>United India Insurance Co. Ltd. Head Office situated at Chennai Head Office ◇ Regional office ◇ Operating Offices <a href="https://uiic.co.in/en/aboutus/top-management">https://uiic.co.in/en/aboutus/top-management</a></p>
		(vi) 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	<p><a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20Internal%20Committees-%201.1.6.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20Internal%20Committees-%201.1.6.pdf</a></p> <p><a href="https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report%2023-24%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report 2023-24%20(1).pdf</a></p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>All the Officers of the company have certain administrative &amp; financial powers depending upon their positions. These powers are revised periodically, depending upon the organization's requirement.</p> <p><a href="https://uiic.co.in/en/rti/companyinfo/192">https://uiic.co.in/en/rti/companyinfo/192</a></p>
		(ii) Power and duties of other employees	<p>All the Officers/employees of the company have certain administrative &amp; financial powers depending upon their positions. These powers are revised periodically, depending upon the organization's requirement.</p> <p><a href="https://uiic.co.in/en/rti/companyinfo/192">https://uiic.co.in/en/rti/companyinfo/192</a></p>
		(iii) Rules/ orders under which powers and duty are derived and Exercised	<p>It may be noted that the Administrative Powers / Quasi Judicial Powers derived from CDA Rules and other service rules, wherever applicable. A copy of the CDA Rules, 2014 with all amendments is attached herewith.</p> <p><a href="https://uiic.co.in/en/rti/companyinfo/198">https://uiic.co.in/en/rti/companyinfo/198</a></p>

			<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf</a>
		(iv) Work allocation	It may be noted that the work allocation is done at Department / Office level by the In-Charges.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<p>There is a well-defined system in the company for decision making process. Financial decisions are taken by the officer based on the financial standing orders of the officers which is issued from time to time. And administrative decisions are taken at various levels by the company officials based on the powers delegated to them by their senior officials. All the functions of the company are subjected to periodic/Internal/Concurrent Audit/Statutory Audit. There is a well defined organizational structure and clear system of accountability.</p> <p><a href="https://uiic.co.in/en/rti/companyinfo/194">https://uiic.co.in/en/rti/companyinfo/194</a>  <a href="https://uiic.co.in/en/rti/companyinfo/196">https://uiic.co.in/en/rti/companyinfo/196</a></p> <p><a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf</a></p>
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms discharge functions for of [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	<a href="https://uiic.co.in/en/home">https://uiic.co.in/en/home</a>
		(ii) Norms/ standards for functions/ service delivery	<a href="https://uiic.co.in/en/rti/companyinfo/196">https://uiic.co.in/en/rti/companyinfo/196</a>
		(iii) Process by which these services can be accessed	<a href="https://uiic.co.in/en/home">https://uiic.co.in/en/home</a>
		(iv) Time-limit for achieving the targets	<a href="https://uiic.co.in/en/aboutus/citizenscharter">https://uiic.co.in/en/aboutus/citizenscharter</a>
		(v) Process of redress of grievances	<a href="https://uiic.co.in/en/customer-care/grievance">https://uiic.co.in/en/customer-care/grievance</a>
1.5	Acts, regulations, instructions manual records discharging functions Rules, and for	(i) Title and nature of the record/ manual /instruction.	<a href="https://uiic.co.in/en/rti/companyinfo/198">https://uiic.co.in/en/rti/companyinfo/198</a>
		(ii) List of Rules, regulations, instructions manuals and records.	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/CDA%20RULES_2014%20-%20201.2.iii_.pdf</a>
		(iii) Acts/ Rules manuals etc.	

	[Section 4(1)(b)(v)]		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents (ii) Custodian of documents/categories	<a href="https://uiic.co.in/en/rti/companyinfo/200">https://uiic.co.in/en/rti/companyinfo/200</a> The Head of the department at Head Office & Regional Office and In charges of the Operating offices are the custodian of documents held in their respective offices. <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.6.2%20CUSTODIAN%20OF%20DOCUMENTS%20.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.6.2%20CUSTODIAN%20OF%20DOCUMENTS%20.pdf</a>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	<a href="https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report_2023-24%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report_2023-24%20(1).pdf</a> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/BOARD%20OF%20DIRECTORS%20AND%20BOARD%20SUB%20COMMITTEE%20DETAILS%20AS%20ON%2027.03.2025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/BOARD%20OF%20DIRECTORS%20AND%20BOARD%20SUB%20COMMITTEE%20DETAILS%20AS%20ON%2027.03.2025.pdf</a> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.1.vi.%20committees.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.1.vi.%20committees.pdf</a> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.7%20iii,%20iv,%20v%20committee%20of%20the%20Board.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/1.7%20iii,%20iv,%20v%20committee%20of%20the%20Board.pdf</a> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20Internal%20Committees-%201.1.6.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20Internal%20Committees-%201.1.6.pdf</a> Point 1.7(vi) NO Point 1.7(vii) NO Point 1.7(viii) N/A
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation (ii) Telephone , fax and email ID	<a href="https://uiic.co.in/en/rti/companyinfo/206">https://uiic.co.in/en/rti/companyinfo/206</a> <a href="https://uiic.co.in/en/branch-locator">https://uiic.co.in/en/branch-locator</a>
1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Active%20employees%20as%20on%2031.03.2025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Active%20employees%20as%20on%2031.03.2025.pdf</a>

	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/payscale_22.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/payscale_22.pdf</a>
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	<div>(i) Name and designation of the public information officer (PIOs), Assistant Public Information (s) &amp; Appellate Authority</div> <div>(ii) Address, telephone numbers and email ID of each designated official.</div>	<div><a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Current%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Current%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf</a></div> <div><a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/cpio%20&amp;%20appellate%20authority%20updated%20list%20(2).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/cpio%20&amp;%20appellate%20authority%20updated%20list%20(2).pdf</a></div>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken. (F No. 1/6/2011-IR dt 15.4.2013)	<div>No. of employees against whom disciplinary action has been</div> <div>(i) Pending for Minor penalty or Major Penalty proceedings</div> <div>(ii) Finalised for Minor penalty or Major Penalty proceedings</div>	<div><b>Vigilance Cases:</b> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Disciplinary%20Action%20(vigilance).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Disciplinary%20Action%20(vigilance).pdf</a></div> <div><b>Non Vigilance Cases:</b> <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Non%20Vigilance%20Cases%20Details%20-%202014-05-2025%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Non%20Vigilance%20Cases%20Details%20-%202014-05-2025%20(1).pdf</a></div>
1.12	Programmes to advance understanding of RTI  (Section 26)	<div>(i) Educational programmes</div> <div>(ii) Efforts to encourage public authority to participate in these programmes</div> <div>(iii) Training of CPIO/APIO</div> <div>(iv) Update &amp; publish guidelines on RTI by the Public Authorities concerned</div>	<div>United India organizes training sessions on the online portal and offline for RTI applications &amp; appeals at regular intervals to all CPIOs/APIOs. The various aspects of RTI and its compliance are discussed during the said session. Employees are encouraged to participate in the programme.</div> <div><a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/All%20India%20Meet%20VC%2026th%20march%202025%20-%20Final%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/All%20India%20Meet%20VC%2026th%20march%202025%20-%20Final%20(1).pdf</a></div> <div>RTI manual has been updated in September 2023. <a href="https://uiic.co.in/en/rti-2005">https://uiic.co.in/en/rti-2005</a></div>

			<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/RTI%20Hand%20Book%20%20-%2008-05-2025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/RTI%20Hand%20Book%20%20-%2008-05-2025.pdf</a>
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	(i) Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Transfer%20&amp;%20Mobi%20Policy%20-%200Officers%20with%20Amendments%20(2).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Transfer%20&amp;%20Mobi%20Policy%20-%200Officers%20with%20Amendments%20(2).pdf</a>  <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Class%203%20&amp;%204%20Inter-region%20request%20transfer%20details%20FY%202024-25%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Class%203%20&amp;%204%20Inter-region%20request%20transfer%20details%20FY%202024-25%20(1).pdf</a>

## 2. Budget and Programme

New Sl. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Not Applicable
		(ii) Budget for each agency and plan & programmes	Not Applicable
		(iii) Proposed expenditures	Not Applicable
		(iv) Revised budget for each agency, if any	Not Applicable
		(v) Report on disbursements made and place where the related reports are available	Not Applicable
		(vi) Information related to procurements (a) Notice/ tender enquiries, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of suppliers of goods/ services being procured (c) The works contracts concluded – in any such combination of the above and (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	All the information related to procurements are being published by respective departments on our Company's website in the Tenders section. <a href="https://uiic.co.in/en/tenders-rfp">https://uiic.co.in/en/tenders-rfp</a>
2.2		(i) Budget	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/transparency%20audit%20pt2_0.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/transparency%20audit%20pt2_0.pdf</a>

	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(ii) 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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	<a href="https://uiic.co.in/sites/default/files/uploads/rti.pdf/Reply%20to%20point%20No%202_2.pdf">https://uiic.co.in/sites/default/files/uploads/rti.pdf/Reply%20to%20point%20No%202_2.pdf</a>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable
		(iv) Duration of the programme/ scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) For each concession, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations	Not Applicable



		d) Date of award of concessions /permits of authorizations	
<b>2.6</b>	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<b>NIL ATR laid before parliament</b>

### 3. Publicity Band Public interface

New Sl. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 thereof  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	<a href="https://uiic.co.in/en/home">https://uiic.co.in/en/home</a>  <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20any%20arrangement%20that%20exists.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Particulars%20of%20any%20arrangement%20that%20exists.pdf</a>
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	<b>Not Applicable</b>
		a) Members of the public in policy formulation/ policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	
		(iii) Details of Special Purpose Vehicle (SPV), if any	
		(iv) Detailed project reports (DPRs)	
		(v) Concession agreements.	
		(vi) Operation and maintenance manuals	
		(vii) Other documents generated as part of the implementation of the PPP	
		(viii) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(ix) Information relating to outputs and outcomes	
		(x) The process of the selection of the private sector party (concessionaire etc.)	
		(xi) All payment made under the PPP project	

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive: (i) Policy decisions/ legislations taken in the previous one year	<b>Not Applicable</b>
		(ii) Outline the Public consultation process	<b>Not Applicable</b>
		(iii) Outline the arrangement for consultation before formulation of policy	<b>Not Applicable</b>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<a href="https://uiic.co.in/en/home">https://uiic.co.in/en/home</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Certified copy of the listed matter can be obtained from the nearby office by paying reasonable fee applicable under RTI act, 2005. List of documents are available in the home page of organizations website. <a href="https://uiic.co.in/en/rti/companyinfo/215">https://uiic.co.in/en/rti/companyinfo/215</a>
		(ii) Printed format	<a href="https://uiic.co.in/en/rti/companyinfo/215">https://uiic.co.in/en/rti/companyinfo/215</a> <a href="https://uiic.co.in/en/downloadforms/downloads">https://uiic.co.in/en/downloadforms/downloads</a>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	<a href="https://uiic.co.in/en/rti/companyinfo/215">https://uiic.co.in/en/rti/companyinfo/215</a> <a href="https://uiic.co.in/en/downloadforms/downloads">https://uiic.co.in/en/downloadforms/downloads</a>
		(ii) At a reasonable cost of the medium	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/3.5.2%20Infomation%20of%20manual%20-%20handbook.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/3.5.2%20Infomation%20of%20manual%20-%20handbook.pdf</a>

#### 4. E. Governance

New Sl. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) Hindi	Yes <a href="https://uiic.co.in/en/downloadforms/downloads">https://uiic.co.in/en/downloadforms/downloads</a>
		(ii) English	Yes <a href="https://uiic.co.in/en/downloadforms/downloads">https://uiic.co.in/en/downloadforms/downloads</a>
		(iii) Vernacular/ Local Language	No
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	30/04/2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<a href="https://uiic.co.in/en/rti/companyinfo/215">https://uiic.co.in/en/rti/companyinfo/215</a>
		(ii) Name/ title of the document/record/ other information	<a href="https://uiic.co.in/en/rti/companyinfo/215">https://uiic.co.in/en/rti/companyinfo/215</a>
		(iii) Location where available	<a href="https://uiic.co.in/en/downloadforms/downloads">https://uiic.co.in/en/downloadforms/downloads</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<a href="https://uiic.co.in/en/branch-locator">https://uiic.co.in/en/branch-locator</a>
		(ii) Details of information made available	<a href="https://uiic.co.in/en/rti-2005">https://uiic.co.in/en/rti-2005</a>
		(iii) Working hours of the facility	Monday to Thursday 10:00 a.m. to 5:45 p.m. Friday 10:00 to 6:00 p.m.
		(iv) Contact person & contact details (Phone, fax email)	<a href="https://uiic.co.in/en/branch-locator">https://uiic.co.in/en/branch-locator</a>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	<a href="https://uiic.co.in/en/customercare/grievance">https://uiic.co.in/en/customercare/grievance</a>
		(ii) List of completed schemes/ projects/ Programmes	Nil
		(iii) List of schemes/ projects/ programme underway	Development and Construction of Head Office Building at 24, Whites Road, Chennai - 600014

		(iv) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Admin%20Department%20Reply%20-%204.5.4.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Admin%20Department%20Reply%20-%204.5.4.pdf</a>
		(v) Annual Report	<a href="https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report_2023-24%20(1).pdf">https://uiic.co.in/sites/default/files/uploads/publicdisclosure/Bilingual%20Annual%20Report_2023-24%20(1).pdf</a>
		(vi) Frequently Asked Question (FAQs)	<a href="https://uiic.co.in/sites/default/files/Online_Portal_FAQ_270421.pdf">https://uiic.co.in/sites/default/files/Online_Portal_FAQ_270421.pdf</a>
		(i) Any other information such as a) Citizen's Charter	<a href="https://uiic.co.in/en/aboutus/citizenscharter">https://uiic.co.in/en/aboutus/citizenscharter</a>
		b) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/All%20Quarterly%20Returns%20-%202024-25%20-%20Merged.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/All%20Quarterly%20Returns%20-%202024-25%20-%20Merged.pdf</a>
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Reply%20to%20Point%20No%204_7.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Reply%20to%20Point%20No%204_7.pdf</a>

## 5. Information as may be prescribed

New Sl. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of  (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf</a>  <a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Earlier%20CPIO%20&amp;%20FAAs.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Earlier%20CPIO%20&amp;%20FAAs.pdf</a>
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/TP%20Transparency%20Audit%20Report%20-%202023-24.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/TP%20Transparency%20Audit%20Report%20-%202023-24.pdf</a>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Appointment of Nodal Officers%20-%205.1.3.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Appointment of Nodal Officers%20-%205.1.3.pdf</a>
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf</a>
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name & Designation of the Officers	<a href="https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf">https://uiic.co.in/sites/default/files/uploads/rti_pdf/Curent%20CPIO%20&amp;%20FAAs%20-%2008%20May%202025.pdf</a>

## 6. Information Disclosed on own Initiative

New Sl. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	<a href="https://uiic.co.in/en/rti-2005">https://uiic.co.in/en/rti-2005</a>
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)	(i) Whether STQC certification obtained and its validity.  (ii) Does the website show the certificate on the Website?	<b>Not Applicable</b>

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