

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020



Search

Sr No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1 Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]								
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	1.28	Fully Met	1.28	OK
1.1.2	Head of the organization	1.28	Fully Met	1.28	1.28	Partially Met	0.64	needs to be worked on
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	1.28	Fully Met	1.28	OK
1.1.4	Function and duties	1.28	Fully Met	1.28	1.28	Partially Met	0.64	needs to be worked on
1.1.5	Organization Chart	1.28	Fully Met	1.28	1.28	Fully Met	1.28	OK

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	1.28	Fully Met	1.28	1.28	Fully Met	1.28	OK
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.2.4	Exercised	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.2.5	Work allocation	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							

1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.3.2	Final decision making authority	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK

1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]

1.4.1	Nature of functions/services offered	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.4.2	Norms/standards for functions/service delivery	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK

1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	1.54	Fully Met	1.54	OK
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	1.54	Partially Met	0.77	needs to be worked on
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/manual/instruction.	1.92	Fully Met	1.92	1.92	Fully Met	1.92	OK
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	1.92	Fully Met	1.92	OK
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	1.92	Fully Met	1.92	OK
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	1.92	Partially Met	0.96	needs to be worked on
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]							
1.6.1	Categories of documents	0	Not Applicable	0		Not Applicable	0	NA
1.6.2	Custodian of documents/categories	0	Not Applicable	0		Not Applicable	0	NA
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.	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.2	Composition	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.5	Powers and functions	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	0.96	Fully Met	0.96	OK
1.7.8	Place where the minutes if open to the public are available?	0.96	Fully Met	0.96	0.96	Partially Met	0.48	needs to be worked on

1.8 Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1	Name and designation	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on
1.8.2	Telephone, fax and email ID	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on

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	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	3.85	Partially Met	1.93	needs to be worked on
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	3.85	Fully Met	3.85	3.85	Not Met	0	needs to be worked on
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	3.85	Not Met	0	needs to be worked on
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	1.92	Fully Met	1.92	1.96	Fully Met	1.92	OK
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Partially Met	0.96	0.96	Fully Met	1.92	OK
1.12.3	Training of CPIO/APIO	1.92	Not Met	0		Not Met	0	needs to be worked on
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	0	Not Applicable	0		Not Applicable	0	needs to be worked on

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]	0	Not Applicable	0		Not Applicable	0	needs to be worked on
Total		83		80		83	54	

Next (</question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=589&id=2>)

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020

Search

Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1	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	10	Fully Met	10.00	10.00	Fully Met	10.00	OK
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	10.00	Fully Met	10.00	OK
2.1.3	Proposed expenditures	10	Fully Met	10.00	10.00	Fully Met	10.00	OK
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	10.00	Fully Met	10.00	OK
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	10.00	Fully Met	10.00	OK
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	16.67	Fully Met	16.67	16.67	Fully Met	16.67	OK

2.2.2	<p>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.-</p> <p>(a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit</p>	16.67	Fully Met	16.67	16.67	Fully Met	16.67	OK
2.2.3		16.67	Fully Met	16.67	16.67	Fully Met	16.67	OK

Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the 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.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	6.25	Fully Met	6.25	6.25	Fully Met	6.25	OK
2.3.2	Objective of the programme	6.25	Fully Met	6.25	6.25	Fully Met	6.25	OK
2.3.3	Procedure to avail benefits	6.25	Fully Met	6.25	6.25	Fully Met	6.25	OK
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0		Not Applicable	0	NA

2.3.5	Physical and financial targets of the programme	0	Not Applicable	0		Not Applicable	0	NA
2.3.6	Nature/scale of subsidy /amount allotted	0	Not Applicable	0		Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	6.25	Fully Met	6.25	6.25	Fully Met	6.25	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	Fully Met	6.25	6.25	Fully Met	6.25	OK
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	0	Not Applicable	0		Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0		Not Applicable	0	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							

2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25.00	25	Fully Met	25.00	OK
2.5.2	For each concessions, 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 authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25.00	25	Fully Met	25.00	OK
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]						
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.	Partially Met	25.00	25	Partially Met	25.00	needs to be worked on

Total	231	206	231	206
--------------	------------	------------	------------	------------

[Previous \(/que](#) [Next \(/question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=589&id=3\)](#)

Copyright © 2014-2015 CIC. All rights reserved.

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020

Search

Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtain ed by PA	Remarks by PA	Audito r Category	Audito r Marks	Audito r Remar ks/URL
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 [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	OK
3.1.2	Arrangements for consultation with or representation by - (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	<input type="text" value="12.5"/>	Fully Met	<input type="text" value="12.50"/>	12.50	Fully Met	12.50	OK

3.1.3	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0		Not Applicable	0	NA
3.1.4	Public-private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0		Not Applicable	0	NA
3.1.5	Public-private partnerships (PPP)- Concession agreements.	0	Not Applicable	0		Not Applicable	0	NA
3.1.6	Public-private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0		Not Applicable	0	NA
3.1.7	Public-private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0		Not Applicable	0	NA

3.1.8	Public-private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0		Not Applicable	0	NA
3.1.9	Public-private partnerships (PPP) - Information relating to outputs and outcomes	Not Applicable	0		Not Applicable	0	NA
3.1.10	Public-private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0		Not Applicable	0	NA
3.1.11	Public-private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0		Not Applicable	0	NA
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]						

3.2.1	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year</p>	<p>0</p>	<p>Not Applicable</p>	<p>0</p>		<p>Not Applicable</p>	<p>0</p>	<p>NA</p>
3.2.2	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process</p>	<p>0</p>	<p>Not Applicable</p>	<p>0</p>		<p>Not Applicable</p>	<p>0</p>	<p>NA</p>

3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	0	Not Applicable	0		Not Applicable	0	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	50.00	Fully Met	50.00	OK
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	25.00	Fully Met	25.00	OK
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	25.00	Fully Met	25.00	OK
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	25.00	Fully Met	25.00	OK

3.5.2	List of materials available At a reasonable cost of the medium	0	Not Applicable	0		Not Applicable	0	NA
Total		138		138		138	138	

[Previous \(/que](#)
[Next \(/question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=589&id=4\)](/question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=589&id=4)

Copyright © 2014-2015 CIC. All rights reserved.

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020 ▼

Search

Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtain ed by PA	Remarks by PA	Audito r Category	Audito r Marks	Audito r Remar ks/UR L
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	14.29	Fully Met	14.29	14.29	Fully Met	14.29	OK
4.1.2	Vernacular/ Local Language	0	Not Applicable	0		Not Met	0	needs to be worked on
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	28.57	Fully Met	28.57	OK
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	9.52	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	9.52	Fully Met	9.52	OK
4.3.3	Location where available	9.52	Fully Met	9.52	9.52	Not Met	0	needs to be worked on
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							

4.4.1	Name & location of the faculty	0	Not Applicable	0		Not Applicable	0	NA
4.4.2	Details of information made available	0	Not Applicable	0		Not Applicable	0	NA
4.4.3	Working hours of the faculty	0	Not Applicable	0		Not Applicable	0	NA
4.4.4	Contact person & contact details (Phone, fax email)	0	Not Applicable	0		Not Applicable	0	NA
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	3.57	Partially Met	1.79	needs to be worked on
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	3.57	Fully Met	3.57	OK
4.5.3	List of completed schemes/projects/ Programmes	0	Not Applicable	0		Not Applicable	0	NA
4.5.4	List of schemes/projects/ programme underway	0	Not Applicable	0		Not Applicable	0	NA

4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Not Met	0		Not Met	0	needs to be worked on
4.5.6	Annual Report	3.57	Not Met	0		Not Met	0	needs to be worked on
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0		Not Met	0	needs to be worked on
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	Not Met	0		Not Met	0	needs to be worked on
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	14.29	Fully Met	14.29	OK

4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	14.29	Fully Met	14.29	OK
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	28.57	Not Met	0		Not Met	0	needs to be worked on
Total		150		107		164	96	
Previous (/que Next (/question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=589&id=5)								

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020

Search

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	20.00	Fully Met	20.00	OK
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Not Met	0		Not Met	0	needs to be worked on

5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20.00	20.00		Fully Met	20.00	OK
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20.00	20.00		Fully Met	20.00	OK
5.1.5	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	Not Applicable	0			Not Applicable	0	NA
Total			80	60		80	60	

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020

Search

Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtain ed by PA	Remarks by PA	Audito r Category	Audito r Marks	Audito r Remar ks/URL
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	Fully Met	25.00	25.00	Fully Met	25.00	ok
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	0	Not Applicable	0		Not Applicable	0	na
6.2.2	Does the website show the certificate on the Website?	12.5	Fully Met	12.50	12.5	Fully Met	12.50	ok
Total		38		38		38	38	

