

Self appraisal report by Public Authority

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Organisation and Function**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	Not Met	0	
1.1.2	Head of the organization	1.28	Not Met	0	
1.1.3	Vision, Mission and Key objectives	1.28	Not Met	0	
1.1.4	Function and duties	1.28	Not Met	0	
1.1.5	Organization Chart	1.28	Not Met	0	
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	Not Met	0	
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	Not Met	0	
1.2.2	Power and duties of other employees	1.54	Not Met	0	
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.4	Exercised	1.54	Not Met	0	
1.2.5	Work allocation	1.54	Not Met	0	
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	http://moef.gov.in/wp-content/uploads/2017/08/Channel-of-Submission.pdf
1.3.2	Final decision making authority	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Channel-of-Submission.pdf
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/induction-meteail.pdf
1.3.4	Time limit for taking a decisions, if any	0	Not Applicable	0	
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Channel-of-Submission.pdf
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	http://moef.gov.in/wp-content/uploads/2017/08/Normsfunctions.
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Normsfunctions.
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Normsfunctions.
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Normsfunctions.
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	http://moef.gov.in/wp-content/uploads/2017/08/Normsfunctions.
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	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Not Met	0	
1.5.3	Acts/ Rules manuals etc.	1.92	Not Met	0	
1.5.4	Transfer policy and transfer orders	1.92	Not Met	0	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]				
1.6.1	Categories of documents	3.85	Not Met	0	
1.6.2	Custodian of documents/categories	3.85	Not Met	0	
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	http://moef.gov.in/wp-content/uploads/2017/08/Statement-board-council.pdf
1.7.2	Composition	0.96	Fully Met	0.96	http://moef.gov.in/environmental-clearance
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	http://moef.gov.in/environmental-clearance
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	http://moef.gov.in/environmental-clearance
1.7.5	Powers and functions	0.96	Fully Met	0.96	http://moef.gov.in/environmental-clearance
1.7.6	Whether their meetings are open to the public?	0	Not Applicable	0	
1.7.7	Whether the minutes of the meetings are open to the public?	0	Not Applicable	0	
1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.8.1	Name and designation	3.85	Fully Met	3.85	http://moef.gov.in/telephone-directory-of-officers-of-the-moef/
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	http://moef.gov.in/telephone-directory-of-officers-of-the-moef/
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	http://moef.gov.in/wp-content/uploads/2019/01/15664588194111.pdf
1.9.2	System of compensation as provided in its regulations	0	Not Applicable	0	
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	http://moef.gov.in/wp-content/uploads/2019/01/31.7.19-1.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	http://moef.gov.in/wp-content/uploads/2019/01/31.7.19-1.pdf
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	Not Met	0	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.12.2	Efforts to encourage public authority to participate in these programmes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.12.3	Training of CPIO/APIO	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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]	<input type="text" value="7.69"/>	Not Met	<input type="text" value="0"/>	
Total		84		38	
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Budget and Programme**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	http://moef.gov.in/e-citizen/receipts-disbursements/
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	http://moef.gov.in/e-citizen/receipts-disbursements/
2.1.3	Proposed expenditures	10	Fully Met	10.00	http://moef.gov.in/e-citizen/receipts-disbursements/
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	http://moef.gov.in/e-citizen/receipts-disbursements/
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	http://moef.gov.in/e-citizen/receipts-disbursements/
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	http://moef.gov.in/e-citizen/receipts-disbursements/
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.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	16.67	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.2.3	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.	16.67	Not Met	0	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	6.25	Not Met	0	
2.3.2	Objective of the programme	6.25	Not Met	0	
2.3.3	Procedure to avail benefits	6.25	Not Met	0	
2.3.4	Duration of the programme/ scheme	6.25	Not Met	0	
2.3.5	Physical and financial targets of the programme	6.25	Not Met	0	
2.3.6	Nature/ scale of subsidy /amount allotted	6.25	Not Met	0	
2.3.7	Eligibility criteria for grant of subsidy	6.25	Not Met	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	Not Met	0	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	25	Not Met	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	Not Met	0	
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	25	Fully Met	25.00	http://moef.gov.in/items-of-work-handled/
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	25	Fully Met	25.00	http://moef.gov.in/items-of-work-handled/
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.	50	Not Met	0	
Total		300		117	
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Publicity Band Public interface**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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]				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	Fully Met	12.50	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
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	0	Not Applicable	0	
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2.78	Not Met	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	2.78	Not Met	0	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	2.78	Not Met	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2.78	Not Met	0	
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	2.78	Not Met	0	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	2.78	Not Met	0	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	2.78	Not Met	0	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	2.78	Not Met	0	
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.2.1	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	16.67	Fully Met	16.67	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
3.2.2	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	0	Not Applicable	0	
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	
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	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
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	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.4.2	Information manual/handbook available in Printed format	<input type="text" value="25"/>	Fully Met	<input type="text" value="25.00"/>	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.5.2	List of materials available At a reasonable cost of the medium	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
Total		154		129	
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E-Governance**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	Not Met	0	
4.1.2	Vernacular/ Local Language	0	Not Applicable	0	
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	0	Not Applicable	0	
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	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
4.3.3	Location where available	9.52	Fully Met	9.52	http://moef.gov.in/wp-content/uploads/2017/08/Details-in-respect-of-information.pdf
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				
4.4.1	Name & location of the faculty	7.14	Not Met	0	
4.4.2	Details of information made available	7.14	Not Met	0	
4.4.3	Working hours of the faculty	7.14	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Not Met	0	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Not Met	0	
4.5.2	Details of applications received under RTI and information provided	3.57	Not Met	0	
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Not Met	0	
4.5.4	List of schemes/ projects/ programme underway	3.57	Not Met	0	
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	
4.5.6	Annual Report	3.57	Fully Met	3.57	Returns-2019-20.pdf">http://moef.gov.in/wp-content/uploads/2019/01/Annual>Returns-2019-20.pdf
4.5.7	Frequently Asked Question (FAQs)	3.57	Fully Met	3.57	Returns-2019-20.pdf">http://moef.gov.in/wp-content/uploads/2019/01/Annual>Returns-2019-20.pdf
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	
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	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.6.2	Details of appeals received and orders issued	14.29	Not Met	0	
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	
Total		157		36	
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Information as may be prescribed**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	http://moef.gov.in/wp-content/uploads/2019/01/CPIOs-List-4.8.20-08042020171609.pdf
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	
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	20	Not Met	0	
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	20	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	20	Not Met	0	
Total		100		20	
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Information Disclosed on own Initiative**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	<input type="text" value="25"/>	Not Met	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
6.2.2	Does the website show the certificate on the Website?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
Total		25		0	

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