

**Audit Report**  
**of**  
**Public Authorities**  
**Dept. of Agri. Coop. & Farmers Welfare**  
(Min. of Agriculture & Farmers Welfare)

**on**  
**Proactive Disclosure under RTI Act, 2003**

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Indian Agricultural Research Institute,  
(Indian Council of Agricultural Research)  
Directors Office, New Delhi-110012, INDIA

**Third Party Audit Report**

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Dept. of Agriculture, Coop., & Farmers' Welfare  
(Min. of Agriculture & Farmers' Welfare)

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**Proactive Disclosure under RTI Act, 2005**

**By**

**Sanjeev Kr. Sinha, CAO**  
**K.N.Chowdhary, Consultant**  
**Sushil Kataria, AAO**

**ICAR – Indian Agricultural Research Institute**  
**New Delhi-110012**



भा.कृ.अ.प. - भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली-110012 (भारत)  
**ICAR - INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
( A DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF UGC ACT 1956)  
NEW DELHI-110012 (INDIA)



**डॉ. अशोक कुमार सिंह**  
निदेशक  
**Dr. Ashok Kumar Singh**  
Director

Phones : 011-2584 2367, 2584 3375  
Fax : 011-2584 6420  
E-mail : director@iari.res.in  
Personal : aks\_gene@yahoo.com  
Website : www.iari.res.in

### **Preface**

Right to Information Act, 2005 was promulgated in 2005 to promote transparency and accountability in the working of every public authority. It is understood that the provisions mentioned in the RTI Act need to be understood well by the Public Information Officers/ Appellate Authorities for the successful implementation.

We have lived with the RTI Act for about 15 years and a lot of progress has been made towards transparency and accountability in the working of different systems. The Office Memoranda and notification issued by Department of Personnel and Training (DoPT) have gone down well in the society.

The dissemination of information through the website of the Public Authorities and its Third Party Auditing would further enhance the understanding of the provisions under the Act. It would go a long way in further strengthening both the information seekers and information providers.

**A K SINGH**

Director

IARI, New Delhi

New Delhi

February, 2021



## **FOREWORD**

*'Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed.'*  
(The Preamble of the RTI Act 2005)

The Right to Information Act allowed the citizen of India unprecedented access into the information available under the control of public authorities. The access to the information has multiple dimensions for the society at large. The information seekers can file a request for the information and it follows the subsequent process of first and second appeals under the Act.

The Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, has laid down great emphasis on effective proactive/suo-motu disclosures as prescribed under Section 4 of the RTI Act. It is presumed that the requests for seeking information from the public authorities under the Act are likely to be very less if the public authorities fully comply with the requirements as per Section 4 of RTI Act 2005. So far the proactive/suo-motu disclosure by the public authorities is below the expected level of disclosure. To strengthen the proactive/suo-motu disclosures, DoPT has issued detailed instruction vide OM No. 1/6/2011-IR dated 15. 04. 2013 which stipulate that each Ministry/ public authority shall ensure that these guidelines are fully operationalised within the period of six months from the date of its issue. Further, the guidelines laid down the mechanism in terms of getting the proactive disclosure audited by the third party every year to ensure effective compliance of the guidelines.

Base on the requests made by Department of Agriculture & Farmers welfare (DAC&FW), Ministry of Agriculture & Farmer welfare, IARI (Deemed to be University under Section 3 of UGC Act) has taken up the third party audit of suo-motu disclosures made by all the public authorities under DAC&FW.

I am happy to say that study has come out with report about the information which has already been disclosed. The report also includes the suggestions for further improvements. It is further stated that report will go a long way in strengthening the suo-motu disclosures by the public authority to make the information needs of the citizen at large.

  
(Sanjeev Kumar Sinha)  
Chief Administrative Officer

New Delhi  
February, 2021

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# INTRODUCTION

The Right to Information Act, 2005 was enacted by the Parliament of India for its citizen to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of all Public Authorities. This information may be available with any of the organisation established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly

- (i) by the Central Government or the Union territory administration,
- (ii) by the State Government.

A citizen may ask for information contained in any form, records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form etc. The information may be asked from any organisation which is declared as Public Authority under the RTI Act 2005. These organisations are liable for providing information asked by the citizen of India.

The Public Authority under RTI Act means any authority or body or organisation of self-government established or constituted (a) by or under the Constitution, (b) by any other law made, (c) by Parliament, (d) by any other law made, (e) by State Legislature, (f) by notification issued or order made by the appropriate Government and includes (g) any body owned, controlled or substantially financed, (h) non-Government organisation substantially financed directly or indirectly by funds provided by the appropriate Government.

The Public Authority is supposed to maintain its record in such a manner that it is retrieved whenever any citizen asks for the same. The Right to Information means that any information which is held by any Public Authority should be made available to the citizen in the following manner:

- I) Inspection of work, documents, records
- II) Taking notes, extracts or certified copies of documents or records

- III) Taking certified samples of material
- IV) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or any other electronic mode or through printouts where such information is stored in a computer or in any other devices

It is not essential on the part of Public Authorities to disclose all the information it has accumulated or held under its possession. There is a comprehensive list which empowers the Public Authority to avail exemption from disclosing the information. These exceptions are:

- (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen:-
  - (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
  - (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
  - (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
  - (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
  - (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
  - (f) information received in confidence from foreign Government;

- (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
- (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place,



occurred or happened twenty years before the date on which any request is made under Section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Accordingly, every Public Authority is under obligation to provide information under the RTI Act leaving the above information as exempt.

It is also provided under the RTI Act that every Public Authority has to opt for proactive disclosure of such information that the citizen does not exercise their path for RTI Act.

Under the RTI Act there is a provision for proactive disclosure by all the Public Authorities. Efforts were made by the Central Information Commission (CIC) that all Public Authorities were given sufficient opportunity to disclose information proactively on their websites but little success could be made.

Similarly, the CIC introduced Third Party Audit of the websites of the Public Authorities. The CIC conducted Third Party Audit of 800 approximate Public Authorities to assess the proactive disclosure made by these public authorities and submitted its report in 2016. Since then every Public Authority has been-requested by the CIC to do so.

This led the CIC to designate many institutions as Training Institute for conducting the Third Party Audit. These Training Institutes were given training and exposure for conducting the Third Party Audit. The Indian Agricultural Research Institute (I. A. R. I. ), New Delhi was also one of those Training Institutes.

Accordingly, the CIC selected I. A. R. I. as one such Training Institute and nominated it for conducting Third Party Audit of the Department of Agriculture, Cooperation & Farmers' Welfare (DAC&FW) and the Department of Agricultural Research & Education (DARE). There are 37 and 120 organisations working under DAC & FW and DARE respectively.

## **MEDHODOLOGY**

During the previous years, only some Public Authorities could participate in the Third Party Auditing Process. Therefore, the Third Party Audit was considered necessary as many of the Public Authorities were not disclosing the minimum required information on their websites leading to non-fulfilment of the provisions under RTI Act. As per the provisions of Sec. 4 of RTI Act, 2005, every Public Authority is required to disclose maximum information onto its website so as to minimise the RTI applications from Citizens of India.

The Department of Agriculture, Cooperation & Farmers' Welfare (DAC&FW) in consultation with the Central Information Commission (CIC) entrusted the task of Third Party Audit of proactive disclosures of 37 Public Authorities including DAC&FW to the Indian Agricultural Research Institute (IARI), New Delhi.

The CIC has taken initiative several times to ensure maximum disclosure of information by the Public Authorities voluntarily. In this endeavour, a proforma is devised which is known as 'Self-Appraisal' to be submitted by Public Authority. This proforma is based on Section-4 of the RTI Act, which deals with the proactive disclosure by Pubic Authorities.

The Self-Appraisal proforma has six sections with multiple sub-sections. Each Section and sub-section is assigned unique identifier and marks depending upon its importance. The I. A. R. I. was selected by CIC for conducting Third Party Audit of more than 150 Public Authorities, out of it 37 Public Authorities are working under DAC&FW.

The procedure for conduct of Third Party Audit was devised by the CIC which was subsequently made online wherein the response was to be submitted online by the respective Public Authorities. It was to be audited based on the response received and the content available on the website of the concerned Public Authorities. A proforma consisting of six Sections with several sub-sections, was developed and uploaded onto the CIC website.

**Marks:** All Public Authorities were required to self-declare through the Self-appraisal proforma. For each sub-section there were three voluntary declarations and it fetched already allotted marks by CIC viz. , Fully Met (100%), Partially Met (50%), Not Met (0%) and Not Applicable (not to be considered for marking).

The task assigned for the Auditor (I. A. R. I.) was to go through the website of Public Authority, verify the self-declaration, assess the proactive disclosure on the website and allot marks. This assignment was very sensitive, delicate and voluminous, which attracted additional resources and support.

Therefore, the very first challenge was to get the Self-appraisal submitted by all the Public Authorities. There were 3-4 communications sent through email and also through post for sensitising the process. Over phone, several Public Authorities were guided, provided training and their doubts were cleared during the process.

After making several attempts to get the Self-appraisal proforma to be submitted by all Public Authorities, following three Public Authorities could not do so due to the unknown reasons:

1. Central Fertilizer Quality Control & Training Institute
2. Directorate of Cotton Development
3. Directorate of Plant Protection Quarantine & Storage

During the auditing, many hurdles were removed with the coordination of the CIC. And ultimately the I. A. R. I. was successful in getting 34 Self-Appraisals submitted out of the total 37 Public Authorities under DAC&FW. These are listed below.

**Table-1: List of Public Authorities under DAC & FW**

S. NO	PUBLIC AUTHORITY(DAC&FW)	RESPONSE
DAC-1	Department of Agriculture, Cooperation & Farmers' Welfare	Successful
DAC-2	All India Soil & Land Use Survey, New Delhi	Successful
DAC-3	Central Farm Machinery Training & Testing Institute	Successful
DAC-4	Central Fertilizer Quality Control & Training Institute	Fail
DAC-5	Central Institute of Horticulture	Successful
DAC-6	Coconut Development Board	Successful
DAC-7	Commission for Agricultural Cost & Prices	Successful
DAC-8	Directorate of Arecanut & Spices Development	Successful
DAC-9	Directorate of Cashewnut & Cocoa Development	Successful
DAC-10	Directorate of Cotton Development	Fail
DAC-11	Directorate of Economics & Statistics	Successful
DAC-12	Directorate of Extension	Successful
DAC-13	Directorate of Jute Development	Successful
DAC-14	Directorate of Marketing & Inspection	Successful
DAC-15	Directorate of Millets Development	Successful
DAC-16	Directorate of Oilseeds Developments	Successful
DAC-17	Directorate of Plant Protection Quarantine & Storage	Fail
DAC-18	Directorate of Pulses Development	Successful
DAC-19	Directorate of Rice Development	Successful
DAC-20	Directorate of Sugarcane Development	Successful
DAC-21	Directorate of Wheat development	Successful
DAC-22	Mahalanobis National Crop Forecast Centre	Successful
DAC-23	National Centre for Cold Chain Development	Successful
DAC-24	National Centre for Organic Farming	Successful
DAC-25	National Cooperative Development Corporation	Successful
DAC-26	National Horticulture Board	Successful
DAC-27	National Institute of Agricultural Extension Management	Successful
DAC-28	National Institute of Agricultural Marketing	Successful

DAC-29	National Institute of Plant Health Management	Successful
DAC-30	National Seeds Corporation Ltd.	Successful
DAC-31	National Seeds Research & Training Centre	Successful
DAC-32	North Eastern Regional Farm Machinery Training & Testing Institute	Successful
DAC-33	Northern Region Farm Machinery Training & Testing Institute	Successful
DAC-34	Protection of Plant Varieties & Farmers Rights Authority	Successful
DAC-35	Small Farmers Agri. Business Consortium	Successful
DAC-36	Southern Region Farm Machinery Training & Testing Institute	Successful
DAC-37	National Rainfed Area Authority	Successful

Before we proceed ahead, the extracts of RTI Act Sec. 4 are reproduced below because on the basis of RTI Act Sec. 4, the practice disclosure was to be seen, assessed and reported. For the purpose of understanding, the reference of the Self-Appraisal Proforma is also mentioned in each sub-section which is within the bracket.

**The extracts of Section 4 of RTI Act, 2005**

*“4. (1) Every public authority shall—*

*a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;*

*b) publish within one hundred and twenty days from the enactment of this Act, —*

*(i) the particulars of its organisation, functions and duties; (1. 1 of Self-Appraisal)*



- (ii) *the powers and duties of its officers and employees; (1. 2 of S. A. )*
- (iii) *the procedure followed in the decision making process, including channels of supervision and accountability; (1. 3 of S. A. )*
- (iv) *the norms set by it for the discharge of its functions; (1. 4 of S. A. )*
- (v) *the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; (1. 5 of S. A. )*
- (vi) *a statement of the categories of documents that are held by it or under its control; (1. 6 of S. A. )*
- (vii) *the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; (3. 1 of S. A. )*
- (viii) *a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; (1. 7 of S. A. )*
- (ix) *a directory of its officers and employees; (1. 8 of S. A. )*
- (x) *the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; (1. 9 of S. A. )*
- (xi) *the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; (2. 1 of S. A. )*
- (xii) *the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; (2. 3 of S. A. )*
- (xiii) *particulars of recipients of concessions, permits or authorisations granted by it; (2. 5 of S. A. )*
- (xiv) *details in respect of the information, available to or held by it, reduced in an electronic form; (4. 3 of S. A. )*
- (xv) *the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; (4. 4 of S. A. )*
- (xvi) *the names, designations and other particulars of the Public Information Officers; (1. 10 of S. A. )*
- (xvii) *such other information as may be prescribed; and thereafter update these publications every year; (4. 5 of S. A. ) & (5. 1 of S. A. )*

*c) publish all relevant facts while formulating important policies or announcing the decisions which affect public; (3. of S. A. 2)*

*d) provide reasons for its administrative or quasi-judicial decisions to affected persons.*

*(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information. (6. 1 of S. A. )*

*(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public. (3. 3 of S. A. )*

*(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.*

*Explanation. –For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority. "*

Accordingly, the Third Party Audit of proactive disclosure by Public Authorities was taken up by I. A. R. I. in the context of Self-Appraisal, RTI Act Section-4 and others. Each Section was assigned certain marks by CIC and these are as under:

<b>Section-1:</b>	<b>Organisation and Function</b>	<b>100 marks</b>
<b>Section-2:</b>	<b>Budget and Programme</b>	<b>300 marks</b>
<b>Section-3:</b>	<b>Publicity and Public interface</b>	<b>250 marks</b>
<b>Section-4:</b>	<b>E-Governance</b>	<b>200 marks</b>
<b>Section-5:</b>	<b>Information as may be prescribed</b>	<b>100 marks</b>
<b>Section-6:</b>	<b>Information Disclosed on own Initiative</b>	<b>050 marks</b>

These marks were again split up into multiple sub-sections, all the marks make 1000 in total and given in the relevant tables. Each Section and Sub-section has been scrutinised and awarded marks based on the Self-Appraisal and the scrutiny of the website of Public Authority. The submission of Public Authority has attracted certain marks and is converted into percentage out of maximum marks allocated to the section/sub-section for understanding it.

**Variation:** It is the difference of self-claimed marks and actually awarded marks. This indicates as to how the Public Authority has self-assessed itself while submitting information about a Section or sub-section. There are several occasions where the Public Authority claimed less marks but at the time of Auditing, information was found on their website. Such Public Authorities were given higher marks on that particular sub-section and 'Variation' level is in negative. If 'Variation' level is shown in positive, it means the Public Authority has claimed higher marks and obtained less marks in Audit.

The aggregate marking for a particular Public Authority is for the purpose of improvement. These parameters in the form of sub-section may be taken as indicative and Public Authorities may have been doing better in practice. The marks given in the tables are sorted in ascending order on the basis of marks awarded during assessment or Third Party Audit.

## **ANALYSIS**

The Point wise analysis of Self-Appraisal conducted by I. A. R. I. is reported ahead.

### **Section-1: Organisation and Function**

This section covers the RTI Act Sec. 4(1)(b) (i) to (vi), (viii), (ix), (x), (xvi) and 4(2) which focuses on the Organisation and Functions of the Public Authorities. The total marks assigned by the CIC for this Section is 100. This Section consists several sub-sections which are given below:

- |                    |   |
|--------------------|---|
| Sub-Section 1. 1:  | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]  |
| Sub-Section 1. 2:  | Power and duties of its officers and employees[Section 4(1) (b)(ii)]  |
| Sub-Section 1. 3:  | Procedure followed in decision making process [Section 4(1)(b)(iii)]  |
| Sub-Section 1. 4:  | Norms for discharge of functions [Section 4(1)(b)(iv)]  |
| Sub-Section 1. 5:  | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]                |
| Sub-Section 1. 6:  | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]                            |
| Sub-Section 1. 7:  | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] |
| Sub-Section 1. 8:  | Directory of officers and employees [Section 4(1) (b) (ix)]   |
| Sub-Section 1. 9:  | Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]      |
| Sub-Section 1. 10: | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]                   |
| Sub-Section 1. 11: | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))                         |
| Sub-Section 1. 12: | Programmes to advance understanding of RTI (Section 26)   |
| Sub-Section 1. 13: | Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]   |

**Table-2: Detail of Section-1 of Self-Appraisal**

<b>1</b>	<b>Organisation and Function</b>
<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>
1. 1. 1	Name and address of the Organization
1. 1. 2	Head of the organization
1. 1. 3	Vision, Mission and Key objectives
1. 1. 4	Function and duties
1. 1. 5	Organization Chart
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
<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>
1. 2. 1	Powers and duties of officers (administrative, financial and judicial)
1. 2. 2	Power and duties of other employees
1. 2. 3	Rules/ orders under which powers and duty are derived and
1. 2. 4	Exercised
1. 2. 5	Work allocation
<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>
1. 3. 1	Process of decision making Identify key decision making points
1. 3. 2	Final decision making authority
1. 3. 3	Related provisions, acts, rules etc.
1. 3. 4	Time limit for taking a decisions, if any
1. 3. 5	Channel of supervision and accountability
<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>
1. 4. 1	Nature of functions/ services offered
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
<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>
1. 5. 1	Title and nature of the record/ manual /instruction.



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
<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>
1. 6. 1	Categories of documents
1. 6. 2	Custodian of documents/categories
<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>
1. 7. 1	Name of Boards, Council, Committee 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?
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?
<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>
1. 8. 1	Name and designation
1. 8. 2	Telephone , fax and email ID
<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>
1. 9. 1	List of employees with Gross monthly remuneration
1. 9. 2	System of compensation as provided in its regulations
<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>
1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority
1. 10. 2	Address, telephone numbers and email ID of each designated official.
<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>
1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings
1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings
<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>

1. 12. 1	Educational programmes
1. 12. 2	Efforts to encourage public authority to participate in these programmes
1. 12. 3	Training of CPIO/APIO
1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned
<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>
1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]

It is observed that most of the Public Authorities show satisfactory performance in the aspect of making available information. The highest marks has been obtained by Directorate of Cashewnut & Cocoa Development (DAC-9) that is out of 96, the organisations have attained 92 marks with no variation.

It is observed from the Table-3 below that the three Public Authorities namely the National Seeds Research & Training Centre (DAC-31), the Commission for Agricultural Cost & Prices (DAC-7) and the National Centre for Cold Chain Development (DAC-23) could obtain less than 40% marks in this section. It gives an indication that these organizations are still catching up with the importance of RTI Act and seem to be somewhat reluctant to disclose the information related to their Organisation and its Functions.

The variation level with the other Public Authorities is at a widely spread level. This reflects that the Public Authorities are trying to understand what information is required to be disclosed and may be considering to disclose the same in near future.

**Table-3: Score of different parameters under Organisation and Function**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 100</b>	<b>Marks claimed by PA out of 100</b>	<b>Marks obtained by PA out of 100</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	054	020	021	054	020	<b>021</b>	-1
DAC-7	078	040	027	078	040	<b>027</b>	13
DAC-23	049	049	034	049	049	<b>034</b>	15
DAC-21	073	042	046	073	042	<b>046</b>	-4
DAC-16	068	051	049	068	051	<b>049</b>	02
DAC-12	087	075	052	087	075	<b>052</b>	23
DAC-28	077	064	055	077	064	<b>055</b>	09
DAC-15	073	065	056	073	065	<b>056</b>	09
DAC-1	100	063	063	100	063	<b>063</b>	0
DAC-36	077	077	064	077	077	<b>064</b>	13
DAC-24	083	067	064	083	067	<b>064</b>	03
DAC-18	100	100	064	100	100	<b>064</b>	36
DAC-32	087	081	068	087	081	<b>068</b>	13
DAC-2	077	076	069	077	076	<b>069</b>	07
DAC-8	085	085	069	085	085	<b>069</b>	16
DAC-33	081	079	070	081	079	<b>070</b>	09
DAC-22	092	087	072	092	087	<b>072</b>	15
DAC-19	100	100	073	100	100	<b>073</b>	27
DAC-5	092	090	074	092	090	<b>074</b>	16
DAC-35	082	082	075	082	082	<b>075</b>	07
DAC-11	083	082	076	083	082	<b>076</b>	06
DAC-29	084	076	076	084	076	<b>076</b>	00
DAC-37	079	078	078	079	078	<b>078</b>	00
DAC-26	089	088	078	089	088	<b>078</b>	10
DAC-20	092	089	078	092	089	<b>078</b>	11
DAC-34	083	083	082	083	083	<b>082</b>	01
DAC-25	090	090	082	090	090	<b>082</b>	08
DAC-13	087	086	084	087	086	<b>084</b>	02
DAC-6	099	086	084	099	086	<b>084</b>	02
DAC-14	100	082	084	100	082	<b>084</b>	-2
DAC-3	095	094	085	095	094	<b>085</b>	09
DAC-27	095	095	085	095	095	<b>085</b>	10
DAC-30	097	097	087	097	097	<b>087</b>	10
DAC-9	096	092	092	096	092	<b>092</b>	00

## Section-2: Budget and Programme

This Section deals with the RTI Act Section 4(1)(b) (xi), (xii), (xiii) to disclose the key components of their budget, subsidy and concessions. These are Budget allocated & expenditure, foreign & domestic tours, subsidy programme, discretionary/non-discretionary and apart the details of the 'CAG & PAC' paras. The total marks assigned by the CIC for this Section is 300. The main sub-sections included in this section are given below:

- Sub-Section-2.1: Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.
- Sub-Section-2.2: Foreign and domestic tours
- Sub-Section-2.3: Manner of execution of subsidy programme
- Sub-Section-2.4: Discretionary and non-discretionary grants
- Sub-Section-2.5: Particulars of recipients of concessions, permits of authorizations granted by the public authority
- Sub-Section-2.6: CAG & PAC paras

**Table-4: Detail of Section-2 of Self-Appraisal**

<b>2</b>	<b>Budget and Programme</b>
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>
2.1.1	Total Budget for the public authority
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
<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>
2.2.1	Budget
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
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.
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>

2. 3. 1	Name of the programme of activity
2. 3. 2	Objective of the programme
2. 3. 3	Procedure to avail benefits
2. 3. 4	Duration of the programme/ scheme
2. 3. 5	Physical and financial targets of the 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)
<b>2. 4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>
2. 4. 1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions
2. 4. 2	Annual accounts of all legal entities who are provided grants by public authorities
<b>2. 5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>
2. 5. 1	Concessions, permits or authorizations granted by public authority
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
<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>
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.

It is observed that the proactive disclosure by Public Authorities under this section is at an alarming level and which may lead to the rise in the RTI requests. Nineteen Public Authorities could secure marks below 30% whereas seven Public Authorities could obtain marks between 30-50%.

National Seeds Research & Training Centre (DAC-31) could not submit information on this aspect and the reasons could not be ascertained. Directorate of Oilseeds Developments (DAC-16), Directorate of Economics & Statistics (DAC-11) and Commission for Agricultural Cost & Prices (DAC-7) have claimed marks for the disclosure but failed to secure any marks during assessment as the information could not be retrieved from the website of these Public Authorities.



There were Four (04) Public Authorities namely Small Farmers Agri. Business Consortium (DAC-35), National Rainfed Area Authority (DAC-37), Directorate of Jute Development (DAC-13) and National Centre for Organic Farming (DAC-24) which claimed that the information is provided onto their website as 'Partially Met' or 'Not Met' but it was noted that the information was provided (Fully Met), which has resulted in obtaining higher marks than claimed by these Public Authorities. Therefore, the variation level has also in 'negative'.

The following Public Authorities have shown higher level of variation in respect of disclosure of information claimed and not found on websites:

Directorate of Pulses Development (DAC-18)	72%
Directorate of Rice Development (DAC-19)	72%

From the analysis of this section it is noticed that the Public Authorities do not seem to be much interested in disclosing the information related to their Budget, expenditure, distribution of subsidy and concessions given to the public or other organisations. This is generally termed as a grey area where the allegations of corruption are raised at large by the public. The transparency adopted by any Public Authority is mainly assessed from the information provided under this Section.

The Public Authorities are required to have thorough in understanding about the proactive disclosure of information on their websites. The disclosure of information related to Budget and Programmes would be beneficial for the stakeholders and would result in building the confidence level of the Public Authorities. The marks obtained by the Public Authorities are given (Table-5) below:

**Table-5: Score of Public Authorities under Budget and Programme**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 300</b>	<b>Marks claimed by PA out of 300</b>	<b>Marks obtained by PA out of 300</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	000	000	000	000	000	00	00
DAC-16	040	040	000	013	013	00	13
DAC-7	100	000	000	033	000	00	00
DAC-11	050	033	025	017	011	00	03
DAC-15	050	050	025	017	017	08	09
DAC-28	150	100	025	050	033	08	25
DAC-23	031	031	031	010	010	10	00
DAC-36	050	050	040	017	017	13	04
DAC-2	043	043	043	014	014	14	00
DAC-21	083	050	050	028	017	17	00
DAC-22	100	067	050	033	022	17	05
DAC-12	167	051	051	056	017	17	00
DAC-20	073	065	057	024	022	19	03
DAC-35	067	067	075	022	022	25	-3
DAC-1	300	100	075	100	033	25	08
DAC-33	080	080	080	027	027	27	00
DAC-5	183	133	080	061	044	27	17
DAC-18	300	300	083	100	100	28	72
DAC-19	300	300	083	100	100	28	72
DAC-37	125	067	097	042	022	32	-10
DAC-3	150	100	100	050	033	33	00
DAC-14	300	108	108	100	036	36	00
DAC-24	118	105	111	039	035	37	-2
DAC-34	200	200	126	067	067	42	25
DAC-27	150	150	150	050	050	50	00
DAC-29	150	150	150	050	050	50	00
DAC-32	215	215	175	072	072	58	14
DAC-13	093	093	185	031	031	62	-31
DAC-30	215	215	190	072	072	63	09
DAC-6	300	262	212	100	087	71	16
DAC-25	217	217	217	072	072	72	00
DAC-26	225	225	217	075	075	72	03
DAC-8	250	250	250	083	083	83	00
DAC-9	250	250	250	083	083	83	00

### Section-3: Publicity and Public interface

This part deals with the RTI Act Sections

- 4 (1) (b) (vii)** *the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; (3. 1)*
- 4 (1) (c)** *publish all relevant facts while formulating important policies or announcing the decisions which affect public; (3. 2)*
- 4 (1) (d)** *provide reasons for its administrative or quasi-judicial decisions to affected persons.*
- and**
- 4 (3)** *For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public. (3. 3)*

**Table-6: List of Section-3 of Self-Appraisal**

<b>3</b>	<b>Publicity Band Public interface</b>
<b>3. 1</b>	<b>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]</b>
3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
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
3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any
3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)
3. 1. 5	Public- private partnerships (PPP)- Concession agreements.
3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals
3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP
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
3. 1. 9	Public- private partnerships (PPP) –Information relating to outputs and outcomes

3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )
3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project
<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>
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
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
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
<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>
3. 3. 1	Use of the most effective means of communication - Internet (website)
<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>
3. 4. 1	Information manual/handbook available in Electronic format
3. 4. 2	Information manual/handbook available in Printed format
<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>
3. 5. 1	List of materials available Free of cost
3. 5. 2	List of materials available At a reasonable cost of the medium

It is evident (Table-7) the marks claimed and obtained by Public Authorities for Section-3. The total marks assigned by the CIC for this Section is 250. It is observed that the disclosure of information by the Public Authorities is not encouraging. National Seeds Research & Training Centre (DAC-31) could not submit the information related to this part. Four (04) Public Authorities namely DAC-16, DAC-21, DAC-23, DAC-19 could not even disclose the required information up to the level of 40%. Nineteen (19) Public Authorities obtained marks in the range of 50-70%. Eight (08) Public Authorities disclosed information in the range of 70-90%.

Only two (02) Public Authorities disclosed information in the range of 90-100% and these are National Seeds Corporation Ltd. (DAC-30) and National Rainfed Area Authority (DAC-37).

The information required to be disclosed under this Section is aimed to disclose the information to the extent possible which may be directly or indirectly related to the Public so that the General Public gets to know about the related information and do not have to exercise RTI path in obtaining the information.

One Public Authority namely National Rainfed Area Authority (DAC-37) claimed less marks to the level of 60% while submitting the Self-Appraisal, but obtained 100% marks during assessment. This indicates that the Public Authority has taken more initiatives to disclose the information on its website but it has claimed on the lower side. This has lead to 'negative' marks in variation column.

On the other side, if we look into the variation aspect there were following four (04) Public Authorities who claimed more information in Self-Appraisal, but could disclose less information related to this section:

DAC-7	Commission for Agricultural Cost & Prices (CACP)	07%
DAC-23	National Centre for Cold Chain Development	10%
DAC-18	Directorate of Pulses Development	40%
DAC-19	Directorate of Rice Development	60%

The marks obtained by all the Public Authorities are given (Table-7) below:



**Table-7: Scores of Public Authorities on ‘Publicity and Public Interface’**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 250</b>	<b>Marks claimed by PA out of 250</b>	<b>Marks obtained by PA out of 250</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	000	000	000	000	000	<b>000</b>	00
DAC-16	078	050	050	031	020	<b>020</b>	00
DAC-21	100	075	075	040	030	<b>030</b>	00
DAC-23	115	115	090	046	046	<b>036</b>	10
DAC-19	250	250	100	100	100	<b>040</b>	60
DAC-2	125	125	125	050	050	<b>050</b>	00
DAC-33	125	125	125	050	050	<b>050</b>	00
DAC-34	125	125	125	050	050	<b>050</b>	00
DAC-36	125	125	125	050	050	<b>050</b>	00
DAC-12	138	138	138	055	055	<b>055</b>	00
DAC-20	138	138	138	055	055	<b>055</b>	00
DAC-24	138	138	138	055	055	<b>055</b>	00
DAC-13	150	150	150	060	060	<b>060</b>	00
DAC-15	150	150	150	060	060	<b>060</b>	00
DAC-22	150	150	150	060	060	<b>060</b>	00
DAC-27	150	150	150	060	060	<b>060</b>	00
DAC-29	150	150	150	060	060	<b>060</b>	00
DAC-35	150	150	150	060	060	<b>060</b>	00
DAC-7	225	188	150	090	075	<b>060</b>	15
DAC-18	250	250	150	100	100	<b>060</b>	40
DAC-28	179	179	163	072	072	<b>065</b>	07
DAC-26	167	167	167	067	067	<b>067</b>	00
DAC-32	192	171	171	077	068	<b>068</b>	00
DAC-5	175	175	175	070	070	<b>070</b>	00
DAC-3	213	188	188	085	075	<b>075</b>	00
DAC-1	250	163	188	100	065	<b>075</b>	-10
DAC-6	250	188	188	100	075	<b>075</b>	00
DAC-11	200	200	200	080	080	<b>080</b>	00
DAC-25	200	200	200	080	080	<b>080</b>	00
DAC-8	200	200	200	080	080	<b>080</b>	00
DAC-9	208	208	208	083	083	<b>083</b>	00
DAC-14	250	225	219	100	090	<b>088</b>	02
DAC-30	236	236	233	094	094	<b>093</b>	01
DAC-37	150	150	250	060	060	<b>100</b>	-40

#### **Section-4: E-Governance**

The information dealt in this section is for the adoption of E-Governance by all the Public Authorities. They are required to maintain the information in English, or Hindi, or Regional languages through which all the citizen are able to understand. Not only this, the Public Authority is also required to mention what information is available in electronic form and the date on which this information has been last updated. The information about the application under RTI Act, 1<sup>st</sup> Appeal (if opted), and their replies are also required to be uploaded onto their website. This is very important aspect. Once any information is sought by an applicant, it needs to be available for others also. Likewise 1<sup>st</sup> appeals information is also required to be uploaded onto the website of Public Authority.

The convenience of information seeker is to be kept in mind so that s/he may not opt for the RTI Requests. The very first window for the information seeker is to know as to whom s/he has to contact in an organisation for getting the requested information. And it is obligatory on the part of the Public Authority to disclose the names and designations of Public Information Officers and who is the Nodal Officer/Agency to coordinate between citizen and the organisation. This is the most important disclosure which every Public Authority must comply.

This section deals with the following RTI Act Sections:

- 4(1)(b)**    *(xiv) details in respect of the information, available to or held by it, reduced in an electronic form; (4. 3 of Self-Appraisal)*
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; (4. 4 of S. A. )*
- (xvi) the names, designations and other particulars of the Public Information Officers; (1. 10 of S. A. )*
- (xvii) such other information as may be prescribed; and thereafter update these publications every year; (4. 5 of S. A. ) & (5. 1 of S. A. )*

The total marks assigned by the CI. C. for this Section are 200. The sub-sections of Self-Appraisal under 'E-Governance' are listed below:

- Sub-Section-4.1: Language in which Information Manual/Handbook Available
- Sub-Section-4.2: When was the information Manual/Handbook last updated?
- Sub-Section-4.3: Information available in electronic form
- Sub-Section-4.4: Particulars of facilities available to citizen for obtaining information
- Sub-Section-4.5: Such other information as may be prescribed
- Sub-Section-4.6: Receipt & Disposal of RTI applications &
- Sub-Section-4.7: Replies to questions asked in the parliament

**Table-8: Details of Section-4 of Self-Appraisal**

<b>4</b>	<b>E-Governance</b>
<b>4. 1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>
4. 1. 1	English
4. 1. 2	Vernacular/ Local Language
<b>4. 2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15. 4. 2013]</b>
4. 2. 1	Last date of Annual updation
<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>
4. 3. 1	Details of information available in electronic form
4. 3. 2	Name/ title of the document/record/ other information
4. 3. 3	Location where available
<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>
4. 4. 1	Name & location of the faculty
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)
<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>
4. 5. 1	Grievance redressal mechanism
4. 5. 2	Details of applications received under RTI and information provided
4. 5. 3	List of completed schemes/ projects/ Programmes
4. 5. 4	List of schemes/ projects/ programme underway
4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract
4. 5. 6	Annual Report
4. 5. 7	Frequently Asked Question (FAQs)
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
<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>
4. 6. 1	Details of applications received and disposed
4. 6. 2	Details of appeals received and orders issued
<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>
4. 7. 1	Details of questions asked and replies given

The submission against '**Details of appeals received and orders issued**' by the Public Authorities is given below for consideration for future reference.

**Table-9: Details of appeals received and orders issued (4. 6. 2. of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-2	00. 00	00. 00	00. 00
DAC-23	00. 00	00. 00	00. 00
DAC-7	14. 29	00. 00	00. 00
DAC-16	14. 29	00. 00	00. 00
DAC-21	14. 29	00. 00	00. 00
DAC-13	14. 29	14. 29	00. 00
DAC-15	14. 29	14. 29	00. 00
DAC-18	14. 29	14. 29	00. 00
DAC-19	14. 29	14. 29	00. 00
DAC-22	14. 29	14. 29	00. 00
DAC-12	14. 29	07. 15	07. 15
DAC-32	14. 29	07. 15	07. 15
DAC-14	14. 29	14. 29	07. 15
DAC-28	14. 29	14. 29	07. 15
DAC-31	14. 29	14. 29	07. 15
DAC-33	14. 29	14. 29	07. 15

Likewise, the information about the ‘**Details of questions asked and replies given**’, the following 23 Public Authorities could not fulfil the requirement on this aspect.

**Table-10: Details of Self-Appraisal and its assessment (4. 7. 1 of S. A. )**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-15	00. 00	00. 00	00. 00
DAC-20	00. 00	00. 00	00. 00
DAC-21	00. 00	00. 00	00. 00
DAC-23	00. 00	00. 00	00. 00
DAC-24	00. 00	00. 00	00. 00
DAC-30	00. 00	00. 00	00. 00
DAC-31	00. 00	00. 00	00. 00
DAC-34	00. 00	00. 00	00. 00
DAC-37	00. 00	00. 00	00. 00
DAC-7	28. 57	00. 00	00. 00
DAC-12	28. 57	00. 00	00. 00
DAC-3	28. 57	28. 57	00. 00
DAC-5	28. 57	28. 57	00. 00
DAC-8	28. 57	28. 57	00. 00
DAC-13	28. 57	28. 57	00. 00
DAC-16	28. 57	28. 57	00. 00
DAC-27	28. 57	28. 57	00. 00
DAC-35	28. 57	28. 57	00. 00
DAC-6	28. 57	14. 29	14. 29
DAC-22	28. 57	14. 29	14. 29
DAC-25	28. 57	14. 29	14. 29
DAC-28	28. 57	28. 57	14. 29
DAC-33	28. 57	28. 57	14. 29

It is observed from Table-11 that the following Four (04) Public Authorities could disclose the information on this aspect and that was less than 50%:

DAC-31	National Seeds Research & Training Centre	9%
DAC-22	Mahalanobis National Crop Forecast Centre	29%
DAC-15	Directorate of Millets Development	34%
DAC-23	National Centre for Cold Chain Development	43%

It is further observed that Fifteen (15) Public Authorities could disclose information and obtained marks in the range of 50-80%. And equal number of another Fifteen (15) Public Authorities could obtain higher ranking in the range of 80-100% which is a good sign from the proactive disclosure point of view. Overall the disclosure on this front is highly satisfactory.

The only one Public Authority namely National Horticulture Board (DAC-26) attained 100% marks which may be termed as role model for the other Public Authorities.

**Table-11: Marks scored by Public Authorities on 'E-Governance'**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 200</b>	<b>Marks claimed by PA out of 200</b>	<b>Marks obtained by PA out of 200</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variati on level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	057	034	018	029	017	<b>009</b>	08
DAC-22	111	093	057	056	047	<b>029</b>	18
DAC-15	168	118	068	084	059	<b>034</b>	25
DAC-23	100	100	086	050	050	<b>043</b>	07
DAC-21	150	100	100	075	050	<b>050</b>	00
DAC-33	157	157	110	079	079	<b>055</b>	24
DAC-16	193	046	111	097	023	<b>056</b>	-33
DAC-37	154	114	114	077	057	<b>057</b>	00
DAC-3	171	161	127	086	081	<b>064</b>	17
DAC-13	189	189	129	095	095	<b>065</b>	30
DAC-7	196	132	129	098	066	<b>065</b>	01
DAC-34	154	154	139	077	077	<b>070</b>	07
DAC-20	161	154	139	081	077	<b>070</b>	07
DAC-35	200	184	148	100	092	<b>074</b>	18
DAC-2	164	164	150	082	082	<b>075</b>	07
DAC-1	200	121	150	100	061	<b>075</b>	-14
DAC-28	189	189	152	095	095	<b>076</b>	19
DAC-5	200	195	152	100	098	<b>076</b>	22
DAC-19	200	200	157	100	100	<b>079</b>	21
DAC-36	161	161	161	081	081	<b>081</b>	00
DAC-24	171	164	162	086	082	<b>081</b>	01
DAC-12	200	161	161	100	081	<b>081</b>	00
DAC-30	168	168	166	084	084	<b>083</b>	01
DAC-6	200	170	166	100	085	<b>083</b>	02
DAC-11	186	171	171	093	086	<b>086</b>	00
DAC-27	200	200	171	100	100	<b>086</b>	14
DAC-8	200	200	171	100	100	<b>086</b>	14
DAC-14	200	171	177	100	086	<b>089</b>	-3
DAC-25	196	182	180	098	091	<b>090</b>	1
DAC-18	200	200	179	100	100	<b>090</b>	10
DAC-29	186	186	182	093	093	<b>091</b>	02
DAC-32	200	184	184	100	092	<b>092</b>	00
DAC-9	200	186	186	100	093	<b>093</b>	00
DAC-26	200	200	200	100	100	<b>100</b>	00

The information claimed in Self-Appraisal should have been available on their website which was not found at the time of scrutiny. This may be taken into consideration that the information in true spirit is displayed on the website and variation level is minimised to the extent possible.

#### **Section-5: Information as may be prescribed**

This Section of Self-appraisal is very important from the proactive disclosure point of view. Through this Section the Public Authority may disclose the maximum information which is purely relevant to the Public at large. In previous sections where the Public Authority is supposed to disclose about the RTI applications, 1<sup>st</sup> Appeals etc. here the Public Authority is also required to disclose the name and designations of Current CPIOs and First Appellate Authorities along with the earlier CPIO and First Appellate authority.

As provided in the RTI Act, every Public Authority is required observe the provisions under the proactive disclosure under Section-4, which has been mandatory by CIC for all the Public Authorities.

Under the RTI Act, it is mandatory for the Public Authority to appoint an officer as Nodal Officer who is not below the rank of Joint Secretary or Additional Head of Dept. Every Public Authority is required to disclose the information on this aspect. The duty of Nodal Officer is elaborated in RTI Act who is the 1<sup>st</sup> window between the Public Authority and Citizen.

There is another responsibility upon Public Authority to constitute a Consultative Committee for suggesting the modalities on suo-moto proactive disclosure on its website. The Public Authority is therefore, bound to disclose on this aspect also including its order number and date.

In Self-Appraisal there is also provision for providing information on constituting a committee of CPIOs and 1<sup>st</sup> Appellate Authorities who have rich experience in devising FAQ (Frequently Asked Questions). This FAQ serves as a path for the information seeker whether to ask for information or not. These FAQs may be treated as road-map for disclosing the information which are frequently sought by the applicants. The CIC has allotted total marks as 100 for this Section.



Accordingly, the information asked in the Self-Appraisal for Section-5 is given below:

**Table-12: The detail of Section-5 in Self-Appraisal**

<b>5</b>	<b>Information as may be prescribed</b>
<b>5.1</b>	<b>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]</b>
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out
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
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
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

The analysis of Sub-Sections under Section-5 is listed in Table-13 on the basis of Self-Appraisal submitted by Public Authorities.

**5.1.1 Name & details of -**

*(a) Current CPIOs & FAAs,*

*(b) Earlier CPIO & FAAs from 1. 1. 2015*

**Table-13: List of Public Authorities not displaying the complete informing about CPIOs & FAAs**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-7	20	00.00	00.00
DAC-5	20	20.00	00.00
DAC-23	20	20.00	00.00
DAC-21	20	10.00	10.00
DAC-37	20	10.00	10.00
DAC-1	20	20.00	10.00

**5.1.2 Details of third party audit of voluntary disclosure**

*(a) Dates of audit carried out ,*

*(b) Report of the audit carried out*

It is observed that 24 Public Authorities could not undertake Third Party Audit previously.

**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*

The information on this aspect is very important for public as well as the Public Authority from the point of view of coordination between the employees of PA and citizen, this kind of information is very useful. On this aspect, only five (05) Public Authorities could disclose partial information and eighteen (18) Public authorities could not disclose, as is given below:

**Table-14: List of Public Authorities not disclosing complete information about Nodal Officers (5. 1. 3 of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-11	00	00	00
DAC-16	00	00	00
DAC-21	00	00	00
DAC-22	00	00	00
DAC-23	00	00	00
DAC-24	00	00	00
DAC-25	00	00	00
DAC-30	00	00	00
DAC-36	00	00	00
DAC-37	00	00	00
DAC-2	00	00	00
DAC-15	00	00	00
DAC-34	00	00	00
DAC-7	20	00	00
DAC-14	20	00	00
DAC-31	20	00	00
DAC-26	20	10	00
DAC-5	20	20	00
DAC-9	20	10	10
DAC-1	20	20	10
DAC-20	20	20	10
DAC-27	20	20	10
DAC-28	20	20	10

**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*

The following six (06) Public Authorities could constitute Consultancy Committee for recommending or giving suggestions on suo-motu disclosure and remaining thirty one (31) Public Authorities are yet to act on it as given below:

**Table-15: List of Public Authorities having Consultancy Committee (5. 1. 4 of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-8	20	20	20
DAC-9	20	20	20
DAC-18	20	20	20
DAC-19	20	20	20
DAC-30	20	20	20
DAC-32	20	20	20

**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*

Every Public Authority is required to constitute a committee of CPIOs and 1<sup>st</sup> Appellate Authorities who have rich experience on dealing with the RTI Act. On this aspect, not much effort has been made by the Public Authorities and there is a scope of improvement. Only ten (10) Public Authorities have informed about it and five (05) Public Authorities could fully provide information on this aspect. The detail of these Public Authorities is given below:

**Table-16: List of Public Authorities informed about Committee of PIOs&  
1<sup>st</sup> Appellate Authority (5. 1. 5 of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-6	20	10. 00	10. 00
DAC-18	20	20. 00	10. 00
DAC-27	20	20. 00	10. 00
DAC-28	20	20. 00	10. 00
DAC-35	20	20. 00	10. 00
DAC-19	20	20. 00	20. 00
DAC-30	20	20. 00	20. 00
DAC-32	20	20. 00	20. 00
DAC-8	20	20. 00	20. 00
DAC-9	20	20. 00	20. 00

It is evident from the above that overall on the points under '**Some other information**', Sixteen (16) Public Authorities could obtain the marks in the bracket of 0-40%, nine (09) Public Authorities obtained marks in the bracket of 40-50 percent, six (06) Public authorities in the bracket of 50-80% and three (03) Public Authorities could obtain 90-100% marks. The information needs to be looked into in first instance so as to enable the citizenry to know the least information about the contact details with the Public Authority through CPIOs/Nodal Officer.

**Table-17: The list of Public Authorities about Such Other Information Section-5 of Self-Appraisal**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 100</b>	<b>Marks claimed by PA out of 100</b>	<b>Marks obtained by PA out of 100</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-23	020	020	000	020	020	000	20
DAC-7	060	000	000	060	000	000	00
DAC-21	040	010	010	040	010	010	00
DAC-37	060	010	010	060	010	010	00
DAC-5	100	050	010	100	050	010	40
DAC-16	020	020	020	020	020	020	00
DAC-22	020	020	020	020	020	020	00
DAC-34	020	020	020	020	020	020	00
DAC-36	020	020	020	020	020	020	00
DAC-2	040	040	020	040	040	020	20
DAC-11	080	020	020	080	020	020	00
DAC-26	080	030	020	080	030	020	10
DAC-14	100	020	020	100	020	020	00
DAC-31	100	020	020	100	020	020	00
DAC-1	100	040	020	100	040	020	20
DAC-20	060	040	030	060	040	030	10
DAC-24	040	040	040	040	040	040	00
DAC-25	040	040	040	040	040	040	00
DAC-15	060	040	040	060	040	040	00
DAC-33	060	040	040	060	040	040	00
DAC-13	080	040	040	080	040	040	00
DAC-12	100	040	040	100	040	040	00
DAC-3	100	060	050	100	060	050	10
DAC-35	100	060	050	100	060	050	10
DAC-28	100	080	050	100	080	050	30
DAC-29	100	060	060	100	060	060	00
DAC-6	100	060	060	100	060	060	00
DAC-30	080	070	070	080	070	070	00
DAC-27	100	100	070	100	100	070	30
DAC-19	100	080	080	100	80	080	00
DAC-8	100	100	080	100	100	080	20
DAC-9	100	090	090	100	90	090	00
DAC-18	100	100	090	100	100	090	10
DAC-32	100	100	100	100	100	100	00

## Section-6: Information Disclosed on own Initiative

The information regarding the Public Authorities are to be disclosed by themselves to the maximum on their website.

For this purpose, the Govt. of India has devised the guidelines for certification of websites. It is desired by CIC that all the websites should be standardised and it should be user friendly.

The CIC has allotted 50 marks under this Section and the details in the Self-appraisal is given below:

**Table-18: Detail of Section-6 in Self-appraisal**

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
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
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
6.2.2	Does the website show the certificate on the Website?

*6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information*

The following is the list of Public Authorities who have yet to disclose information as required under the RTI Act. Partial information was uploaded by 4 Public Authorities whereas remaining Public Authorities fulfilled the disclosure.

*6.2.1 Whether STQC certification obtained and its validity*

There are Eleven (11) Public Authorities as given below in Table-19, who have tried to provide information on this aspect. One Public Authority 'National Institute of Agricultural Extension Management- (DAC-27)' did not submit information in Self-Appraisal, but during assessment it was found that they have gone for certification and marks were given.

**Table-19: List of Public Authorities giving STQC Certification (6. 2. 1 of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-12	12. 5	12. 5	6. 25
DAC-27	00. 0	00. 0	12. 5
DAC-22	12. 5	6. 25	12. 5
DAC-2	12. 5	12. 5	12. 5
DAC-8	12. 5	12. 5	12. 5
DAC-9	12. 5	12. 5	12. 5
DAC-14	12. 5	12. 5	12. 5
DAC-15	12. 5	12. 5	12. 5
DAC-18	12. 5	12. 5	12. 5
DAC-29	12. 5	12. 5	12. 5
DAC-35	12. 5	12. 5	12. 5

**6. 2. 2 Does the website show the certificate on the Website?**

The following 4 Public Authorities shown in Table-20, which could display the certificate onto their website for the certification.

**Table-20: Public Authorities informing about Certificate (6. 2. 2 of Self Appraisal)**

<b>Public Authority</b>	<b>Max. Marks</b>	<b>Marks claimed by P. A.</b>	<b>Marks obtained</b>
DAC-27	00. 0	00. 0	12. 5
DAC-9	12. 5	12. 5	12. 5
DAC-18	12. 5	12. 5	12. 5
DAC-29	12. 5	12. 5	12. 5

This Section-6 of information on website of Public Authorities is aimed for giving detailed information about RTI Act and standardisation about their website as per Govt. of India Guidelines and displaying the certificate obtained from the designated Agency.

**Table-21: List of Public Authorities disclosing information about Certification**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 50</b>	<b>Marks claimed by PA out of 50</b>	<b>Marks obtained by PA out of 50</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	25	25	00	050	050	000	50
DAC-21	50	25	00	100	050	000	50
DAC-19	50	25	13	100	050	026	24
DAC-16	50	31	13	100	062	026	36
DAC-7	50	38	13	100	076	026	50
DAC-8	50	50	13	100	100	026	74
DAC-28	25	00	25	050	000	050	-50
DAC-25	25	25	25	050	050	050	00
DAC-33	25	25	25	050	050	050	00
DAC-36	25	25	25	050	050	050	00
DAC-37	25	25	25	050	050	050	00
DAC-34	38	25	25	076	050	050	00
DAC-23	38	38	25	076	076	050	26
DAC-20	50	25	25	100	050	050	00
DAC-26	50	25	25	100	050	050	00
DAC-3	50	25	25	100	050	050	00
DAC-32	50	25	25	100	050	050	00
DAC-1	50	38	25	100	076	050	26
DAC-30	50	38	25	100	076	050	26
DAC-6	50	44	25	100	088	050	38
DAC-11	50	50	25	100	100	050	50
DAC-12	50	50	25	100	100	050	50
DAC-13	50	50	25	100	100	050	50
DAC-24	50	50	25	100	100	050	50
DAC-5	50	50	25	100	100	050	50
DAC-35	38	38	38	076	076	076	00
DAC-15	50	38	38	100	076	076	00
DAC-22	50	38	38	100	076	076	00
DAC-14	50	50	38	100	100	076	24
DAC-2	50	50	38	100	100	076	24
DAC-27	25	25	50	050	050	100	-50
DAC-18	50	50	50	100	100	100	00
DAC-29	50	50	50	100	100	100	00
DAC-9	50	50	50	100	100	100	00



On the basis of submission made by the Public Authorities at large through Self-appraisal, a Comprehensive Grand Total table is presented in Table-22. All the calculations in the table below have been made out of the total marks allocated by CIC (1000).

**Table-22: Grand Total of marks obtained by Public Authorities in Self-Appraisal**

<b>Public Authority S. No.</b>	<b>Marks allotted by CIC out of 1000</b>	<b>Marks claimed by PA out of 1000</b>	<b>Marks obtained by PA out of 1000</b>	<b>Marks attempted by PA (in % of max. marks)</b>	<b>Marks claimed by PA (in % of max. marks)</b>	<b>Marks obtained by PA (in % of max. marks)</b>	<b>Variation level in % points F-G</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
DAC-31	0236	0098	0059	024	010	06	04
DAC-16	0449	0239	0242	045	024	24	00
DAC-23	0353	0353	0266	035	035	27	08
DAC-21	0496	0302	0281	050	030	28	02
DAC-7	0710	0397	0318	071	040	32	08
DAC-15	0551	0461	0376	055	046	38	08
DAC-22	0523	0454	0387	052	045	39	06
DAC-36	0458	0458	0435	046	046	44	02
DAC-2	0499	0498	0445	050	050	45	05
DAC-33	0528	0506	0450	053	051	45	06
DAC-20	0574	0511	0467	057	051	47	04
DAC-28	0721	0613	0469	072	061	47	14
DAC-12	0741	0514	0466	074	051	47	04
DAC-19	1000	0955	0506	100	096	51	45
DAC-34	0620	0607	0517	062	061	52	09
DAC-11	0648	0557	0517	065	056	52	04
DAC-5	0801	0693	0516	080	069	52	17
DAC-1	1000	0524	0520	100	052	52	00
DAC-24	0599	0564	0540	060	056	54	02
DAC-35	0636	0580	0536	064	058	54	04
DAC-37	0592	0444	0574	059	044	57	-13
DAC-3	0779	0627	0575	078	063	58	05
DAC-13	0649	0608	0612	065	061	61	00
DAC-18	1000	1000	0616	100	100	62	38
DAC-14	1000	0657	0645	100	066	65	01
DAC-29	0719	0672	0668	072	067	67	00
DAC-27	0720	0720	0676	072	072	68	04
DAC-26	0811	0735	0706	081	074	71	03
DAC-32	0843	0775	0723	084	078	72	06
DAC-25	0769	0754	0744	077	075	74	01
DAC-6	0999	0809	0735	100	081	74	07
DAC-30	0846	0824	0771	085	082	77	05
DAC-8	885	885	783	089	089	78	11
DAC-9	905	876	876	091	088	88	00

When calculation is made on the basis of marks attempted, relevant to the Public Authorities, the percentage of marks obtained by the Public Authority change significantly as per the table below:

**Table-23: Assessment of total marks attempted/relevant to the Public Authority**

<b>Public Authority S.No.</b>	<b>Marks allotted by CIC</b>	<b>Marks claimed by PA</b>	<b>Marks obtained by PA</b>	<b>Marks claimed by PA (in %) (100/B*C)</b>	<b>Marks obtained by PA (in %) (100/B*D)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
DAC-31	0236	0098	059	042	25
DAC-7	0710	0397	318	056	45
DAC-19	1000	0955	506	096	51
DAC-1	1000	0524	520	052	52
DAC-16	0449	0239	242	053	54
DAC-21	0496	0302	281	061	57
DAC-18	1000	1000	616	100	62
DAC-12	0741	0514	466	069	63
DAC-5	0801	0693	516	087	64
DAC-14	1000	0657	645	066	65
DAC-28	0721	0613	469	085	65
DAC-15	0551	0461	376	084	68
DAC-3	0779	0627	575	080	74
DAC-6	0999	0809	735	081	74
DAC-22	0523	0454	387	087	74
DAC-23	0353	0353	266	100	75
DAC-11	0648	0557	517	086	80
DAC-20	0574	0511	467	089	81
DAC-34	0620	0607	517	098	83
DAC-35	0636	0580	536	091	84
DAC-33	0528	0506	450	096	85
DAC-32	0843	0775	723	092	86
DAC-26	0811	0735	706	091	87
DAC-8	885	0885	783	100	88
DAC-2	0499	0498	445	100	89
DAC-24	0599	0564	540	094	90
DAC-30	0846	0824	771	097	91
DAC-29	0719	0672	668	093	93
DAC-13	0649	0608	612	094	94
DAC-27	0720	0720	676	100	94
DAC-36	0458	0458	435	100	95
DAC-37	0592	0444	574	075	97
DAC-9	0905	0876	876	097	97
DAC-25	0769	0754	744	098	97

## **Recommendations**

The Public Authorities working under the Dept. of Agri., Cooperation & Farmers Welfare are performing well in their assigned subject matters. While going through their websites during Third Party Audit, the following recommendations are made:

1. The Public Authorities should designate a suitable officer as Nodal Officer/Transparency Officer and appropriate trainings on R.T.I. Act;
2. The link to proactive disclosure under RTI Act should be easily accessible on the websites of Public Authorities and it should be prominently displayed;
3. Appropriate exposure to the Proactive Disclosure should be emphasised by the Nodal Officer/Transparency Officer and maximum information to be displayed on websites as required;
4. The information in relation to Proactive Disclosure should be available under RTI Act section instead of it being scattered. During the audit process, the information was required to be searched under different headings;
5. The information related to the following needs to be uploaded in Public Domain mandatorily:
  - a. Contact details of Public Authority, Nodal Officer, CPIOs & Appellate Authority;
  - b. Ongoing Schemes which have relevance to the Global, National, State, City, or Public at large;
  - c. The list of employees their remuneration and contact details;
  - d. Transfer Policy, Citizen Charter, and List of Rules/ Acts, referred to or implemented by Public Authority;
  - e. The detail of Grievance Redressal system adopted by the Public Authority, the detail of Committees on Women, Grievances etc.
  - f. Detail of Budget, expenditure and future proposed plans of expansion in r/o of the Public Authority may be considered for uploading on the website;
  - g. The detail of Tours of Officers to Domestic and Abroad etc. Along with Budget of Tours, Expenditure by Officers and most importantly, Tour Report and Action Taken on that report.

- h. The detail of RTI Applications, their replies, Appeals, and Orders;
  - i. The detail of Tenders, Bids accepted and Contract/Orders issued in relation to the floated tenders;
- 6. Those Public Authorities which have provision for subsidy must disclose detail of documents for execution for such subsidy etc. The details of recipients of such subsidy, concessions or any kind of benefit given by the Public Authority to the public may be considered to be put in Public domain;
- 7. The replies to the Parliamentary Questions & CAG paras need to be provided compulsorily on the website of Public Authority. Similarly, Grievance Redressal etc. may be attempted to be linked on the websites;
- 8. The Public Authorities should be advised to adhere to the Guidelines issued by the Govt. of India for standardising the websites. The norms outlined in the Guidelines should be followed to the extent possible and adopted while uploading information on their website;
- 9. From time to time staff working with the Public Authorities should also be motivated for attending trainings on RTI Act etc.

## Conclusion

From the above (Table-22), it is noticed that seven (7) Public Authorities could obtain marks less than 40%, six (6) public Authorities could obtain marks between 41%-50%, nine (09) Public Authorities could obtain between 51%-60% marks, five (05) Public Authorities between 61%-70%, six (06) Public Authorities between 71%-80% and only one Public Authority could obtain marks in between 81%-100%. There is an immediate need to alert the 13 Public Authorities to take further necessary action to disclose the information as per the requirements. The performance of the top seven (07) Public Authorities can also be further enhanced as far as possible under the proactive disclosure under RTI Act.

When we look at marks obtained by Public Authorities which are relevant to the concerned Public Authority (Table-23), there is a significant improvement. One (01) Public Authority each obtain marks less than 40% and 41%-50%, four (04) Public Authorities could obtain between 51%-60%, six (06) Public Authorities could obtain between 61%-70%, five (05) Public Authorities could obtain between 71%-80% and seventeen (17) Public Authorities could obtain between 81%-100%.

Further, it is noticed that only one Public Authority i.e. Dte. Of Cashewnut and Cocoa Development (DAC-9) has attempted close to the maximum marks with NIL variation level, this may be taken as a role model by the other Public Authorities.

Public Authority Name: DAC-1: Department of Agriculture & Cooperation – Self Appraisal					
PA Serial No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-1	<b>1</b>	<b>Organisation and Function</b>			
DAC-1	<b>1.1</b>	<b>Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]</b>			
DAC-1	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-1	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-1	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-1	1.1.4	Function and duties	1.28	1.28	1.28
DAC-1	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-1	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	0.64	0.64
DAC-1	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-1	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-1	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-1	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-1	1.2.4	Exercised	1.54	1.54	1.54
DAC-1	1.2.5	Work allocation	1.54	1.54	1.54
DAC-1	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-1	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-1	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-1	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-1	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-1	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-1	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-1	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-1	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-1	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-1	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-1	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-1	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-1	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-1	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-1	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-1	1.5.4	Transfer policy and transfer orders	1.92	1.92	1.92

DAC-1	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-1	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-1	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-1	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-1	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0	0
DAC-1	1. 7. 2	Composition	0. 96	0	0
DAC-1	1. 7. 3	Dates from which constituted	0. 96	0	0
DAC-1	1. 7. 4	Term/ Tenure	0. 96	0	0
DAC-1	1. 7. 5	Powers and functions	0. 96	0	0
DAC-1	1. 7. 6	Whether their meetings are open to the public?	0. 96	0	0
DAC-1	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0	0
DAC-1	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0	0
DAC-1	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-1	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-1	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-1	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-1	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	1. 93	1. 93
DAC-1	1. 9. 2	System of compensation as provided in its regulations	3. 85	0	0
DAC-1	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-1	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-1	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-1	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-1	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-1	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-1	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-1	1. 12. 1	Educational programmes	1. 92	0	0
DAC-1	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0	0
DAC-1	1. 12. 3	Training of CPIO/ APIO	1. 92	0	0
DAC-1	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0	0
DAC-1	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-1	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	0	0
DAC-1	<b>Total-1</b>		<b>100</b>	<b>63</b>	<b>63</b>

DAC-1	<b>2</b>	<b>Budget and Programme</b>			
DAC-1	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>			
DAC-1	2.1.1	Total Budget for the public authority	10	10.00	5.00
DAC-1	2.1.2	Budget for each agency and plan & programmes	10	10.00	5.00
DAC-1	2.1.3	Proposed expenditures	10	10.00	5.00
DAC-1	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-1	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-1	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-1	2.2.1	Budget	16.67	0	0
DAC-1	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	0	0
DAC-1	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	0	0
DAC-1	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-1	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-1	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-1	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-1	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-1	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-1	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-1	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-1	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-1	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-1	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	0	0
DAC-1	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	0	0
DAC-1	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]</b>			
DAC-1	2.5.1	Concessions, permits or authorizations granted by public authority	25	0	0
DAC-1	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	25	0	0



		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			
DAC-1	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-1	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	0	0
DAC-1	<b>Total-2</b>		<b>300</b>	<b>100</b>	<b>75</b>
DAC-1	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-1	<b>3. 1</b>	<b>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]</b>			
DAC-1	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-1	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	12. 5	0	0
DAC-1	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	0	0
DAC-1	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	0	0
DAC-1	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	0	0
DAC-1	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	0	0
DAC-1	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	0	0
DAC-1	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	0	0
DAC-1	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	0	0
DAC-1	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	0	0
DAC-1	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	0	0
DAC-1	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-1	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	16. 67	16. 67
DAC-1	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	16. 67	16. 67	16. 67

DAC-1	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	16. 67	16. 67	16. 67
DAC-1	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-1	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-1	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-1	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-1	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-1	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-1	3. 5. 1	List of materials available Free of cost	25	0	25. 00
DAC-1	3. 5. 2	List of materials available At a reasonable cost of the medium	25	0	0
DAC-1	<b>Total-3</b>		<b>250</b>	<b>163</b>	<b>188</b>
DAC-1	<b>4</b>	<b>E-Governance</b>			
DAC-1	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-1	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-1	4. 1. 2	Vernacular/ Local Language	14. 29	0	0
DAC-1	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-1	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-1	<b>4. 3</b>	<b>Information available in electronic form [Section 4(1)(b)(xiv)]</b>			
DAC-1	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-1	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-1	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-1	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-1	4. 4. 1	Name & location of the faculty	7. 14	0	0
DAC-1	4. 4. 2	Details of information made available	7. 14	0	0
DAC-1	4. 4. 3	Working hours of the facility	7. 14	0	0
DAC-1	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	0	0
DAC-1	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-1	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-1	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-1	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-1	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-1	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	0	0

DAC-1	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-1	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	0	0
DAC-1	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	3. 57	3. 57
DAC-1	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-1	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-1	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-1	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-1	4. 7. 1	Details of questions asked and replies given	28. 57	0	28. 57
DAC-1	<b>Total-4</b>		<b>200</b>	<b>121</b>	<b>150</b>
DAC-1	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-1	<b>5. 1</b>	<b>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]</b>			
DAC-1	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	10. 00
DAC-1	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	0	0
DAC-1	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	20. 00	10. 00
DAC-1	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	0	0
DAC-1	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	0	0
DAC-1	<b>Total-5</b>		<b>100</b>	<b>40</b>	<b>20</b>
DAC-1	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-1	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-1	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-1	<b>6. 2</b>	<b>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</b>			
DAC-1	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-1	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-1	<b>Total-6</b>		<b>50</b>	<b>38</b>	<b>25</b>
DAC-1	<b>Grand Total</b>		<b>1000</b>	<b>524</b>	<b>520</b>

Public Authority Name: DAC-2: All India Soil & Land Use Survey(AISLUS), New Delhi – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-2	1	<b>Organisation and Function</b>			
DAC-2	1.1	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-2	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-2	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-2	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-2	1.1.4	Function and duties	1.28	1.28	1.28
DAC-2	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-2	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	1.28	1.28
DAC-2	1.2	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-2	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-2	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-2	1.2.3	Rules/ orders under which powers and duty are derived and	0	0	0
DAC-2	1.2.4	Exercised	0	0	0
DAC-2	1.2.5	Work allocation	0	0	0
DAC-2	1.3	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-2	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-2	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-2	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-2	1.3.4	Time limit for taking a decisions, if any	0	0	0
DAC-2	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-2	1.4	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-2	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-2	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-2	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-2	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-2	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-2	1.5	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-2	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-2	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	0.96	0.96

DAC-2	1. 5. 3	Acts/ Rules manuals etc.	0	0	0. 96
DAC-2	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92
DAC-2	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-2	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-2	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-2	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-2	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-2	1. 7. 2	Composition	0	0	0
DAC-2	1. 7. 3	Dates from which constituted	0	0	0
DAC-2	1. 7. 4	Term/ Tenure	0	0	0
DAC-2	1. 7. 5	Powers and functions	0	0	0
DAC-2	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-2	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-2	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-2	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-2	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-2	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-2	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-2	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	0
DAC-2	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	0
DAC-2	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-2	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-2	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-2	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-2	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-2	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-2	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-2	1. 12. 1	Educational programmes	0	0	0
DAC-2	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-2	1. 12. 3	Training of CPIO/APIO	0	0	0
DAC-2	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0

DAC-2	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-2	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-2	<b>Total-1</b>		<b>77</b>	<b>76</b>	<b>69</b>
DAC-2	<b>2</b>	<b>Budget and Programme</b>			
DAC-2	<b>2. 1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-2	2. 1. 1	Total Budget for the public authority	10	10. 00	10. 00
DAC-2	2. 1. 2	Budget for each agency and plan & programmes	0	0	0
DAC-2	2. 1. 3	Proposed expenditures	0	0	0
DAC-2	2. 1. 4	Revised budget for each agency, if any	0	0	0
DAC-2	2. 1. 5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-2	<b>2. 2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-2	2. 2. 1	Budget	16. 67	16. 67	16. 67
DAC-2	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	0	0	0
DAC-2	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	16. 67	16. 67
DAC-2	<b>2. 3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-2	2. 3. 1	Name of the programme of activity	0	0	0
DAC-2	2. 3. 2	Objective of the programme	0	0	0
DAC-2	2. 3. 3	Procedure to avail benefits	0	0	0
DAC-2	2. 3. 4	Duration of the programme/ scheme	0	0	0
DAC-2	2. 3. 5	Physical and financial targets of the programme	0	0	0
DAC-2	2. 3. 6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-2	2. 3. 7	Eligibility criteria for grant of subsidy	0	0	0
DAC-2	2. 3. 8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-2	<b>2. 4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-2	2. 4. 1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-2	2. 4. 2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-2	<b>2. 5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section</b>			

		<b>4(1)(b)(xiii)]</b>			
DAC-2	2. 5. 1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-2	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	0	0	0
DAC-2	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-2	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.	0	0	0
DAC-2	<b>Total-2</b>		<b>43</b>	<b>43</b>	<b>43</b>
DAC-2	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-2	<b>3. 1</b>	<b>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]</b>			
DAC-2	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-2	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	0	0
DAC-2	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-2	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-2	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-2	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-2	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-2	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	0	0	0
DAC-2	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-2	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-2	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-2	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-2	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	0	0	0

DAC-2	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	0	0
DAC-2	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	0	0
DAC-2	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-2	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-2	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-2	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-2	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-2	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-2	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-2	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-2	<b>Total-3</b>		<b>125</b>	<b>125</b>	<b>125</b>
DAC-2	<b>4</b>	<b>E-Governance</b>			
DAC-2	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-2	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-2	4. 1. 2	Vernacular/ Local Language	0	0	0
DAC-2	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-2	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-2	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-2	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-2	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-2	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-2	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-2	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-2	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-2	4. 4. 3	Working hours of the facility	7. 14	7. 14	0
DAC-2	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-2	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-2	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	0
DAC-2	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-2	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-2	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57



DAC-2	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0
DAC-2	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-2	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-2	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	3. 57	3. 57
DAC-2	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-2	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-2	4. 6. 2	Details of appeals received and orders issued	0	0	0
DAC-2	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-2	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-2	<b>Total-4</b>		<b>164</b>	<b>164</b>	<b>150</b>
DAC-2	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-2	<b>5. 1</b>	<b>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]</b>			
DAC-2	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-2	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	20. 00	0
DAC-2	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	0	0	0
DAC-2	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	0	0	0
DAC-2	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	0	0	0
DAC-2	<b>Total-5</b>		<b>40</b>	<b>40</b>	<b>20</b>
DAC-2	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-2	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-2	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-2	<b>6. 2</b>	<b>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</b>			
DAC-2	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-2	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-2	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>38</b>
DAC-2	<b>Grand Total</b>		<b>499</b>	<b>498</b>	<b>445</b>

Public Authority Name: DAC-3: Central Farm Machinery Training & Testing Institute – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Auditor Marks
DAC-3	<b>1</b>	<b>Organisation and Function</b>			
DAC-3	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-3	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-3	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-3	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-3	1.1.4	Function and duties	1.28	1.28	1.28
DAC-3	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-3	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	1.28	1.28
DAC-3	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-3	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-3	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-3	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-3	1.2.4	Exercised	1.54	1.54	1.54
DAC-3	1.2.5	Work allocation	1.54	1.54	1.54
DAC-3	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-3	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-3	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-3	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-3	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-3	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-3	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-3	1.4.1	Nature of functions/ services offered	1.54	1.54	0.77
DAC-3	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	0.77
DAC-3	1.4.3	Process by which these services can be accessed	1.54	1.54	0.77
DAC-3	1.4.4	Time-limit for achieving the targets	1.54	1.54	0.77
DAC-3	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-3	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-3	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-3	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-3	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-3	1.5.4	Transfer policy and transfer orders	1.92	1.92	1.92

DAC-3	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-3	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-3	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-3	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-3	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-3	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-3	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-3	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-3	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-3	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0
DAC-3	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0
DAC-3	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-3	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-3	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-3	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-3	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-3	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-3	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-3	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-3	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-3	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-3	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-3	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-3	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-3	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-3	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-3	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	0. 96
DAC-3	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0. 96
DAC-3	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0. 96	0. 96
DAC-3	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-3	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-3	<b>Total-1</b>		<b>95</b>	<b>94</b>	<b>85</b>

DAC-3	<b>2</b>	<b>Budget and Programme</b>			
DAC-3	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>			
DAC-3	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-3	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-3	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-3	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-3	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-3	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-3	2.2.1	Budget	16.67	16.67	16.67
DAC-3	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	16.67	16.67
DAC-3	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	16.67	16.67
DAC-3	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-3	2.3.1	Name of the programme of activity	0	0	0
DAC-3	2.3.2	Objective of the programme	0	0	0
DAC-3	2.3.3	Procedure to avail benefits	0	0	0
DAC-3	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-3	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-3	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-3	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-3	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-3	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-3	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-3	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-3	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-3	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-3	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	0

		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			
DAC-3	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-3	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	0	0
DAC-3	<b>Total-2</b>		<b>150</b>	<b>100</b>	<b>100</b>
DAC-3	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-3	<b>3. 1</b>	<b>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]</b>			
DAC-3	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-3	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	0	0
DAC-3	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-3	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-3	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-3	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-3	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-3	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	0	0	0
DAC-3	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-3	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-3	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-3	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-3	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	16. 67	16. 67
DAC-3	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	16. 67	16. 67	16. 67

DAC-3	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	16. 67	16. 67	16. 67
DAC-3	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-3	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-3	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-3	3. 4. 1	Information manual/handbook available in Electronic format	25	0	0
DAC-3	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-3	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-3	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-3	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-3	<b>Total-3</b>		<b>213</b>	<b>188</b>	<b>188</b>
DAC-3	<b>4</b>	<b>E-Governance</b>			
DAC-3	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-3	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-3	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-3	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-3	4. 2. 1	Last date of Annual updation	0	0	0
DAC-3	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-3	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-3	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-3	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-3	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-3	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-3	4. 4. 2	Details of information made available	7. 14	7. 14	3. 57
DAC-3	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-3	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-3	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-3	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-3	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-3	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-3	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-3	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	0	0
DAC-3	4. 5. 6	Annual Report	3. 57	3. 57	1. 79

DAC-3	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	0	0
DAC-3	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	0	0
DAC-3	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-3	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-3	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-3	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-3	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-3	<b>Total-4</b>		<b>171</b>	<b>161</b>	<b>127</b>
DAC-3	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-3	<b>5. 1</b>	<b>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]</b>			
DAC-3	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-3	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	20. 00	10. 00
DAC-3	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	20. 00	20. 00
DAC-3	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	0	0
DAC-3	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	0	0
DAC-3	<b>Total-5</b>		<b>100</b>	<b>60</b>	<b>50</b>
DAC-3	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-3	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-3	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-3	<b>6. 2</b>	<b>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</b>			
DAC-3	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-3	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-3	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>25</b>
DAC-3	<b>Grand Total</b>		<b>779</b>	<b>627</b>	<b>575</b>

Public Authority Name: DAC-5: Central Institute of Horticulture – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-5	<b>1</b>	<b>Organisation and Function</b>			
DAC-5	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-5	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-5	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-5	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-5	1.1.4	Function and duties	1.28	1.28	1.28
DAC-5	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-5	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	1.28	1.28
DAC-5	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-5	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-5	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-5	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-5	1.2.4	Exercised	1.54	1.54	1.54
DAC-5	1.2.5	Work allocation	1.54	1.54	1.54
DAC-5	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-5	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-5	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-5	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-5	1.3.4	Time limit for taking a decisions, if any	1.54	0.77	0.77
DAC-5	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-5	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-5	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-5	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-5	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-5	1.4.4	Time-limit for achieving the targets	1.54	1.54	0.77
DAC-5	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-5	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-5	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-5	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	0.96
DAC-5	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	0.96
DAC-5	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96



DAC-5	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-5	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-5	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-5	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-5	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-5	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-5	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-5	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-5	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-5	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 48	0. 48
DAC-5	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 48	0. 48
DAC-5	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-5	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-5	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-5	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-5	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-5	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-5	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-5	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-5	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	0
DAC-5	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	0
DAC-5	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-5	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-5	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-5	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-5	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-5	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-5	1. 12. 3	Training of CPIO/APIO	1. 92	0. 96	0. 96
DAC-5	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-5	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-5	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-5	<b>Total-1</b>		<b>92</b>	<b>90</b>	<b>74</b>

DAC-5	<b>2</b>	<b>Budget and Programme</b>			
DAC-5	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-5	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-5	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-5	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-5	2.1.4	Revised budget for each agency, if any	10	10.00	0
DAC-5	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	0
DAC-5	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-5	2.2.1	Budget	16.67	16.67	0
DAC-5	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	0	0	0
DAC-5	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	16.67	0
DAC-5	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-5	2.3.1	Name of the programme of activity	0	0	0
DAC-5	2.3.2	Objective of the programme	0	0	0
DAC-5	2.3.3	Procedure to avail benefits	0	0	0
DAC-5	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-5	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-5	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-5	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-5	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-5	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-5	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-5	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-5	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			

DAC-5	2. 5. 1	Concessions, permits or authorizations granted by public authority	25	12. 50	12. 50
DAC-5	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	12. 50	12. 50
DAC-5	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-5	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	25. 00	25. 00
DAC-5	<b>Total-2</b>		<b>183</b>	<b>133</b>	<b>80</b>
DAC-5	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-5	<b>3. 1</b>	<b>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]</b>			
DAC-5	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-5	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	12. 5	12. 50	12. 50
DAC-5	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-5	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-5	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-5	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-5	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-5	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	0	0	0
DAC-5	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-5	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-5	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-5	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-5	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	0	0	0

DAC-5	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	0	0
DAC-5	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	0	0
DAC-5	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-5	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-5	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-5	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-5	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-5	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-5	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-5	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-5	<b>Total-3</b>		<b>175</b>	<b>175</b>	<b>175</b>
DAC-5	<b>4</b>	<b>E-Governance</b>			
DAC-5	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-5	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-5	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-5	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-5	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-5	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-5	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-5	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-5	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-5	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-5	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-5	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-5	4. 4. 3	Working hours of the facility	7. 14	7. 14	3. 57
DAC-5	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	3. 57
DAC-5	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-5	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	0
DAC-5	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-5	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-5	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-5	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of	3. 57	1. 79	0

		completion of contract			
DAC-5	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-5	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	1. 79	1. 79
DAC-5	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	1. 79	3. 57
DAC-5	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-5	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-5	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-5	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-5	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-5	<b>Total-4</b>		<b>200</b>	<b>195</b>	<b>152</b>
DAC-5	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-5	<b>5. 1</b>	<b>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]</b>			
DAC-5	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	0
DAC-5	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	0	0
DAC-5	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	20. 00	0
DAC-5	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	10. 00	10. 00
DAC-5	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	0	0
DAC-5	<b>Total-5</b>		<b>100</b>	<b>50</b>	<b>10</b>
DAC-5	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-5	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-5	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-5	<b>6. 2</b>	<b>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</b>			
DAC-5	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-5	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-5	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-5	<b>Grand Total</b>		<b>801</b>	<b>693</b>	<b>516</b>

**Public Authority Name: DAC-6: Coconut Development Board – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Auditor Marks
DAC-6	<b>1</b>	<b>Organisation and Function</b>			
DAC-6	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-6	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-6	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-6	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-6	1.1.4	Function and duties	1.28	1.28	1.28
DAC-6	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-6	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	1.28	1.28
DAC-6	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-6	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-6	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-6	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-6	1.2.4	Exercised	1.54	1.54	1.54
DAC-6	1.2.5	Work allocation	1.54	1.54	1.54
DAC-6	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-6	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-6	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-6	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-6	1.3.4	Time limit for taking a decisions, if any	1.54	0.77	0.77
DAC-6	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-6	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-6	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-6	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-6	1.4.3	Process by which these services can be accessed	1.54	0.77	0.77
DAC-6	1.4.4	Time-limit for achieving the targets	1.54	1.54	0.77
DAC-6	1.4.5	Process of redress of grievances	1.54	0.77	0.77
DAC-6	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-6	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-6	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-6	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-6	1.5.4	Transfer policy and transfer orders	1.92	0.96	1.92

DAC-6	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-6	1. 6. 1	Categories of documents	3. 85	1. 93	1. 93
DAC-6	1. 6. 2	Custodian of documents/categories	3. 85	1. 93	1. 93
DAC-6	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-6	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-6	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-6	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-6	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-6	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-6	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-6	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-6	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-6	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-6	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-6	1. 8. 2	Telephone , fax and email ID	3. 85	1. 93	1. 93
DAC-6	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-6	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-6	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-6	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-6	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-6	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-6	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-6	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	1. 93	1. 93
DAC-6	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	1. 93	1. 93
DAC-6	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-6	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-6	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-6	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0. 96
DAC-6	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0. 96
DAC-6	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-6	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-6	<b>Total-1</b>		<b>99</b>	<b>86</b>	<b>84</b>

DAC-6	<b>2</b>	<b>Budget and Programme</b>			
DAC-6	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-6	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-6	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-6	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-6	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-6	2.1.5	Report on disbursements made and place where the related reports are available	10	5.00	5.00
DAC-6	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-6	2.2.1	Budget	16.67	16.67	16.67
DAC-6	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	16.67	16.67
DAC-6	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	8.34	8.34
DAC-6	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-6	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-6	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-6	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-6	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-6	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-6	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-6	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-6	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-6	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-6	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25.00	25.00
DAC-6	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-6	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-6	2.5.1	Concessions, permits or authorizations granted by public authority	25	12.50	12.50
DAC-6	2.5.2	For each concessions, permit or authorization granted - (a)	25	12.50	12.50



		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			
DAC-6	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-6	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	50.00	0
DAC-6	<b>Total-2</b>		<b>300</b>	<b>262</b>	<b>212</b>
DAC-6	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-6	<b>3. 1</b>	<b>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]</b>			
DAC-6	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-6	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	12. 5	12. 50	12. 50
DAC-6	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	1. 39	1. 39
DAC-6	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	1. 39	1. 39
DAC-6	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	1. 39	1. 39
DAC-6	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	1. 39	1. 39
DAC-6	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	1. 39	1. 39
DAC-6	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	1. 39	1. 39
DAC-6	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	1. 39	1. 39
DAC-6	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	1. 39	1. 39
DAC-6	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	1. 39	1. 39
DAC-6	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-6	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	8. 34	8. 34
DAC-6	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	16. 67	8. 34	8. 34

DAC-6	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	16. 67	8. 34	8. 34
DAC-6	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-6	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-6	<b>3. 4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-6	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-6	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-6	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-6	3. 5. 1	List of materials available Free of cost	25	12. 50	12. 50
DAC-6	3. 5. 2	List of materials available At a reasonable cost of the medium	25	12. 50	12. 50
DAC-6	<b>Total-3</b>		<b>250</b>	<b>188</b>	<b>188</b>
DAC-6	<b>4</b>	<b>E-Governance</b>			
DAC-6	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-6	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-6	4. 1. 2	Vernacular/ Local Language	14. 29	7. 15	7. 15
DAC-6	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-6	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-6	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-6	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-6	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-6	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-6	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-6	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-6	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-6	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-6	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-6	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-6	4. 5. 1	Grievance redressal mechanism	3. 57	1. 79	1. 79
DAC-6	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-6	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	1. 79	1. 79
DAC-6	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	1. 79	1. 79
DAC-6	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	1. 79	1. 79

DAC-6	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-6	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-6	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	1. 79	1. 79
DAC-6	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-6	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-6	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-6	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-6	4. 7. 1	Details of questions asked and replies given	28. 57	14. 29	14. 29
DAC-6	<b>Total-4</b>		<b>200</b>	<b>170</b>	<b>166</b>
DAC-6	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-6	<b>5. 1</b>	<b>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]</b>			
DAC-6	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-6	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	0	0
DAC-6	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	20. 00	20. 00
DAC-6	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	10. 00	10. 00
DAC-6	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	10. 00	10. 00
DAC-6	<b>Total-5</b>		<b>100</b>	<b>60</b>	<b>60</b>
DAC-6	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-6	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-6	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-6	<b>6. 2</b>	<b>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</b>			
DAC-6	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-6	6. 2. 2	Does the website show the certificate on the Website?	12. 5	6. 25	0
DAC-6	<b>Total-6</b>		<b>50</b>	<b>44</b>	<b>25</b>
DAC-6	<b>Grand Total</b>		<b>999</b>	<b>809</b>	<b>735</b>

**Public Authority Name: DAC-7: Commission for Agricultural Cost & Prices(CACP) – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Auditor Marks
DAC-7	<b>1</b>	<b>Organisation and Function</b>			
DAC-7	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-7	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-7	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-7	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-7	1.1.4	Function and duties	1.28	1.28	1.28
DAC-7	1.1.5	Organization Chart	1.28	1.28	0
DAC-7	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	0	0	0
DAC-7	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-7	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	0	0
DAC-7	1.2.2	Power and duties of other employees	1.54	0	0
DAC-7	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	0	0
DAC-7	1.2.4	Exercised	1.54	0	0
DAC-7	1.2.5	Work allocation	1.54	0	0
DAC-7	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-7	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	0
DAC-7	1.3.2	Final decision making authority	1.54	1.54	0
DAC-7	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	0
DAC-7	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0
DAC-7	1.3.5	Channel of supervision and accountability	0	0	0
DAC-7	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-7	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-7	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-7	1.4.3	Process by which these services can be accessed	0	0	1.54
DAC-7	1.4.4	Time-limit for achieving the targets	1.54	1.54	0
DAC-7	1.4.5	Process of redress of grievances	1.54	1.54	0
DAC-7	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-7	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	0
DAC-7	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	0
DAC-7	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	0
DAC-7	1.5.4	Transfer policy and transfer orders	0	0	0

DAC-7	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-7	1. 6. 1	Categories of documents	3. 85	3. 85	0
DAC-7	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	0
DAC-7	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-7	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0. 96
DAC-7	1. 7. 2	Composition	0	0	0. 96
DAC-7	1. 7. 3	Dates from which constituted	0	0	0
DAC-7	1. 7. 4	Term/ Tenure	0	0	0
DAC-7	1. 7. 5	Powers and functions	0	0	0
DAC-7	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-7	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-7	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-7	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-7	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-7	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-7	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-7	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	0	0
DAC-7	1. 9. 2	System of compensation as provided in its regulations	3. 85	0	0
DAC-7	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-7	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	0	3. 85
DAC-7	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	0	3. 85
DAC-7	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-7	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-7	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-7	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-7	1. 12. 1	Educational programmes	1. 92	0	0
DAC-7	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0	0
DAC-7	1. 12. 3	Training of CPIO/APIO	1. 92	0	0
DAC-7	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0	0
DAC-7	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-7	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-7	<b>Total-1</b>		<b>78</b>	<b>40</b>	<b>27</b>

DAC-7	<b>2</b>	<b>Budget and Programme</b>			
DAC-7	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-7	2.1.1	Total Budget for the public authority	10	0	0
DAC-7	2.1.2	Budget for each agency and plan & programmes	10	0	0
DAC-7	2.1.3	Proposed expenditures	10	0	0
DAC-7	2.1.4	Revised budget for each agency, if any	10	0	0
DAC-7	2.1.5	Report on disbursements made and place where the related reports are available	10	0	0
DAC-7	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-7	2.2.1	Budget	16. 67	0	0
DAC-7	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	0	0
DAC-7	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	0	0
DAC-7	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-7	2.3.1	Name of the programme of activity	0	0	0
DAC-7	2.3.2	Objective of the programme	0	0	0
DAC-7	2.3.3	Procedure to avail benefits	0	0	0
DAC-7	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-7	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-7	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-7	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-7	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-7	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-7	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-7	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-7	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-7	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-7	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	0	0	0
DAC-7	<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-7	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.	0	0	0
DAC-7	<b>Total-2</b>		<b>100</b>	<b>0</b>	<b>0</b>
DAC-7	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-7	<b>3.1</b>	<b>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]</b>			
DAC-7	3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	6.25	0
DAC-7	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	12.5	6.25	0
DAC-7	3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-7	3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-7	3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-7	3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-7	3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-7	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	0	0	0
DAC-7	3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-7	3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-7	3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-7	<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-7	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	16.67	16.67

DAC-7	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	16. 67	16. 67	16. 67
DAC-7	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	16. 67	16. 67	16. 67
DAC-7	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-7	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-7	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-7	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-7	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-7	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-7	3. 5. 1	List of materials available Free of cost	25	0	0
DAC-7	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	0
DAC-7	<b>Total-3</b>		<b>225</b>	<b>188</b>	<b>150</b>
DAC-7	<b>4</b>	<b>E-Governance</b>			
DAC-7	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-7	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-7	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-7	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-7	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-7	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-7	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-7	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-7	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-7	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-7	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-7	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-7	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-7	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-7	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-7	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	0
DAC-7	4. 5. 2	Details of applications received under RTI and information provided	3. 57	0	0
DAC-7	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-7	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57



DAC-7	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	0	0
DAC-7	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-7	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-7	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	3. 57	3. 57
DAC-7	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-7	4. 6. 1	Details of applications received and disposed	14. 29	0	0
DAC-7	4. 6. 2	Details of appeals received and orders issued	14. 29	0	0
DAC-7	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-7	4. 7. 1	Details of questions asked and replies given	28. 57	0	0
DAC-7	<b>Total-4</b>		<b>196</b>	<b>132</b>	<b>129</b>
DAC-7	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-7	<b>5. 1</b>	<b>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]</b>			
DAC-7	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	0	0
DAC-7	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-7	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	0	0
DAC-7	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	0	0	0
DAC-7	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	0	0
DAC-7	<b>Total-5</b>		<b>60</b>	<b>0</b>	<b>0</b>
DAC-7	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-7	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-7	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	12. 50
DAC-7	<b>6. 2</b>	<b>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</b>			
DAC-7	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-7	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-7	<b>Total-6</b>		<b>50</b>	<b>38</b>	<b>13</b>
DAC-7	<b>Grand Total</b>		<b>710</b>	<b>397</b>	<b>318</b>

**Public Authority Name: DAC-8: Directorate of Arecanut and Spices Development – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-8	<b>1</b>	<b>Organisation and Function</b>			
DAC-8	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-8	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-8	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-8	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-8	1.1.4	Function and duties	1.28	1.28	1.28
DAC-8	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-8	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	1.28	1.28
DAC-8	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-8	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-8	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-8	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-8	1.2.4	Exercised	1.54	1.54	1.54
DAC-8	1.2.5	Work allocation	1.54	1.54	1.54
DAC-8	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-8	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-8	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-8	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-8	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-8	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-8	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-8	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-8	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-8	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-8	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-8	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-8	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-8	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	0.96
DAC-8	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	0.96
DAC-8	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	0.96
DAC-8	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96

DAC-8	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-8	1. 6. 1	Categories of documents	0	0	0
DAC-8	1. 6. 2	Custodian of documents/categories	0	0	0
DAC-8	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-8	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-8	1. 7. 2	Composition	0	0	0
DAC-8	1. 7. 3	Dates from which constituted	0	0	0
DAC-8	1. 7. 4	Term/ Tenure	0	0	0
DAC-8	1. 7. 5	Powers and functions	0	0	0
DAC-8	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-8	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-8	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-8	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-8	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-8	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-8	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-8	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-8	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-8	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-8	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-8	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-8	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-8	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-8	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-8	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-8	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-8	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-8	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-8	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-8	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-8	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	0
DAC-8	<b>Total-1</b>		<b>85</b>	<b>85</b>	<b>69</b>

DAC-8	<b>2</b>	<b>Budget and Programme</b>			
DAC-8	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-8	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-8	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-8	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-8	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-8	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-8	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-8	2.2.1	Budget	16.67	16.67	16.67
DAC-8	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	16.67	16.67
DAC-8	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	16.67	16.67
DAC-8	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-8	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-8	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-8	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-8	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-8	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-8	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-8	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-8	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-8	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-8	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-8	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-8	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-8	2.5.1	Concessions, permits or authorizations granted by public authority	25	25.00	25.00

DAC-8	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	25.00	25.00
DAC-8	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-8	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	50.00	50.00
DAC-8	<b>Total-2</b>		<b>250</b>	<b>250</b>	<b>250</b>
DAC-8	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-8	<b>3. 1</b>	<b>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]</b>			
DAC-8	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-8	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	0	0
DAC-8	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-8	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-8	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-8	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-8	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-8	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	0	0	0
DAC-8	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-8	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-8	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-8	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-8	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	16. 67	16. 67

DAC-8	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	16. 67	16. 67	16. 67
DAC-8	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	16. 67	16. 67	16. 67
DAC-8	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-8	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-8	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-8	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-8	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-8	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-8	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-8	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-8	<b>Total-3</b>		<b>200</b>	<b>200</b>	<b>200</b>
DAC-8	<b>4</b>	<b>E-Governance</b>			
DAC-8	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-8	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-8	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-8	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-8	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-8	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-8	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-8	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-8	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-8	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-8	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-8	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-8	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-8	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-8	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-8	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-8	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-8	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-8	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57

DAC-8	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	3. 57	3. 57
DAC-8	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-8	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-8	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	3. 57	3. 57
DAC-8	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-8	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-8	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-8	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-8	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-8	<b>Total-4</b>		<b>200</b>	<b>200</b>	<b>171</b>
DAC-8	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-8	<b>5. 1</b>	<b>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]</b>			
DAC-8	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-8	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	20. 00	0
DAC-8	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	20. 00	20. 00
DAC-8	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	20. 00	20. 00
DAC-8	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	20. 00	20. 00
DAC-8	<b>Total-5</b>		<b>100</b>	<b>100</b>	<b>80</b>
DAC-8	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-8	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-8	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	0
DAC-8	<b>6. 2</b>	<b>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</b>			
DAC-8	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-8	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-8	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>13</b>
DAC-8	<b>Grand Total</b>		<b>885</b>	<b>885</b>	<b>783</b>

**Public Authority Name: DAC-9: Directorate of Cashewnut and Cocoa Development – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-9	<b>1</b>	<b>Organisation and Function</b>			
DAC-9	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-9	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-9	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-9	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-9	1.1.4	Function and duties	1.28	1.28	1.28
DAC-9	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-9	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	1.28	1.28
DAC-9	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-9	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-9	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-9	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-9	1.2.4	Exercised	1.54	1.54	1.54
DAC-9	1.2.5	Work allocation	1.54	1.54	1.54
DAC-9	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-9	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-9	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-9	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-9	1.3.4	Time limit for taking a decisions, if any	1.54	0.77	0.77
DAC-9	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-9	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-9	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-9	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-9	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-9	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-9	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-9	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-9	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-9	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-9	1.5.3	Acts/ Rules manuals etc.	0	0	0
DAC-9	1.5.4	Transfer policy and transfer orders	0	0	0



DAC-9	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-9	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-9	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-9	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-9	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-9	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-9	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-9	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-9	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-9	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-9	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-9	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-9	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-9	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-9	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-9	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-9	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-9	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-9	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-9	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-9	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-9	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-9	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-9	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-9	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-9	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-9	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-9	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-9	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-9	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-9	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	3. 85	3. 85
DAC-9	<b>Total-1</b>		<b>96</b>	<b>92</b>	<b>92</b>

DAC-9	<b>2</b>	<b>Budget and Programme</b>			
DAC-9	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-9	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-9	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-9	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-9	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-9	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-9	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-9	2.2.1	Budget	16.67	16.67	16.67
DAC-9	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	16.67	16.67
DAC-9	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	16.67	16.67
DAC-9	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-9	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-9	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-9	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-9	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-9	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-9	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-9	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-9	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-9	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-9	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25.00	25.00
DAC-9	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-9	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-9	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-9	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	0	0	0
DAC-9	<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-9	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	50.00	50.00
DAC-9	<b>Total-2</b>		<b>250</b>	<b>250</b>	<b>250</b>
DAC-9	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-9	<b>3.1</b>	<b>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]</b>			
DAC-9	3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	12.50	12.50
DAC-9	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	12.5	12.50	12.50
DAC-9	3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-9	3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-9	3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-9	3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-9	3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-9	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	0	0	0
DAC-9	3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-9	3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-9	3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-9	<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-9	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	0	0	0

DAC-9	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	16. 67	16. 67	16. 67
DAC-9	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	16. 67	16. 67	16. 67
DAC-9	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-9	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-9	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-9	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-9	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-9	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-9	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-9	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-9	<b>Total-3</b>		<b>208</b>	<b>208</b>	<b>208</b>
DAC-9	<b>4</b>	<b>E-Governance</b>			
DAC-9	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-9	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-9	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-9	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-9	4. 2. 1	Last date of Annual updation	28. 57	14. 29	14. 29
DAC-9	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-9	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-9	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-9	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-9	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-9	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-9	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-9	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-9	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-9	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-9	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-9	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-9	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-9	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57

DAC-9	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	3. 57	3. 57
DAC-9	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-9	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-9	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	3. 57	3. 57
DAC-9	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-9	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-9	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-9	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-9	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-9	<b>Total-4</b>		<b>200</b>	<b>186</b>	<b>186</b>
DAC-9	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-9	<b>5. 1</b>	<b>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]</b>			
DAC-9	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-9	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	20. 00	20. 00
DAC-9	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	10. 00	10. 00
DAC-9	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	20. 00	20. 00
DAC-9	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	20. 00	20. 00
DAC-9	<b>Total-5</b>		<b>100</b>	<b>90</b>	<b>90</b>
DAC-9	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-9	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-9	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-9	<b>6. 2</b>	<b>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</b>			
DAC-9	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-9	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	12. 50
DAC-9	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>50</b>
DAC-9	<b>Grand Total</b>		<b>905</b>	<b>876</b>	<b>876</b>

Public Authority Name: DAC-11: Directorate of Economics and Statistics – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-11	<b>1</b>	<b>Organisation and Function</b>			
DAC-11	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-11	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-11	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-11	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-11	1.1.4	Function and duties	1.28	1.28	1.28
DAC-11	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-11	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	1.28	1.28
DAC-11	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-11	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-11	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-11	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-11	1.2.4	Exercised	1.54	1.54	0.77
DAC-11	1.2.5	Work allocation	1.54	1.54	0.77
DAC-11	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-11	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-11	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-11	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-11	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0.77
DAC-11	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-11	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-11	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-11	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-11	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-11	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-11	1.4.5	Process of redress of grievances	1.54	0.77	0.77
DAC-11	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-11	1.5.1	Title and nature of the record/ manual /instruction.	0	0	0
DAC-11	1.5.2	List of Rules, regulations, instructions manuals and records.	0	0	0
DAC-11	1.5.3	Acts/ Rules manuals etc.	0	0	0
DAC-11	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96

DAC-11	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-11	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-11	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-11	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-11	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0. 96
DAC-11	1. 7. 2	Composition	0	0	0. 96
DAC-11	1. 7. 3	Dates from which constituted	0	0	0. 96
DAC-11	1. 7. 4	Term/ Tenure	0	0	0. 96
DAC-11	1. 7. 5	Powers and functions	0	0	0. 96
DAC-11	1. 7. 6	Whether their meetings are open to the public?	0	0	0. 96
DAC-11	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0. 96
DAC-11	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0. 96
DAC-11	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-11	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-11	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-11	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-11	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-11	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-11	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-11	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-11	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-11	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-11	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-11	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-11	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-11	1. 12. 1	Educational programmes	1. 92	1. 92	0
DAC-11	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	0
DAC-11	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0
DAC-11	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0. 96
DAC-11	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-11	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	3. 85
DAC-11	<b>Total-1</b>		<b>83</b>	<b>82</b>	<b>76</b>

DAC-11	<b>2</b>	<b>Budget and Programme</b>			
DAC-11	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-11	2.1.1	Total Budget for the public authority	0	0	0
DAC-11	2.1.2	Budget for each agency and plan & programmes	0	0	0
DAC-11	2.1.3	Proposed expenditures	0	0	0
DAC-11	2.1.4	Revised budget for each agency, if any	0	0	0
DAC-11	2.1.5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-11	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-11	2.2.1	Budget	16. 67	8. 34	8. 34
DAC-11	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	8. 34	8. 34
DAC-11	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	16. 67	8. 34
DAC-11	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-11	2.3.1	Name of the programme of activity	0	0	0
DAC-11	2.3.2	Objective of the programme	0	0	0
DAC-11	2.3.3	Procedure to avail benefits	0	0	0
DAC-11	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-11	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-11	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-11	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-11	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-11	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-11	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-11	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-11	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-11	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-11	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	0	0	0



		recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations			
DAC-11	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-11	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.	0	0	0
DAC-11	<b>Total-2</b>		<b>50</b>	<b>33</b>	<b>25</b>
DAC-11	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-11	<b>3. 1</b>	<b>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]</b>			
DAC-11	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-11	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	0	0
DAC-11	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-11	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-11	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-11	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-11	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-11	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	0	0	0
DAC-11	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-11	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-11	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-11	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-11	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	16. 67	16. 67
DAC-11	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	16. 67	16. 67	16. 67

DAC-11	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	16. 67	16. 67	16. 67
DAC-11	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-11	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-11	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-11	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-11	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-11	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-11	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-11	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-11	<b>Total-3</b>		<b>200</b>	<b>200</b>	<b>200</b>
DAC-11	<b>4</b>	<b>E-Governance</b>			
DAC-11	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-11	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-11	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-11	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-11	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-11	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-11	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-11	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-11	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-11	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-11	4. 4. 1	Name & location of the faculty	7. 14	3. 57	3. 57
DAC-11	4. 4. 2	Details of information made available	7. 14	3. 57	3. 57
DAC-11	4. 4. 3	Working hours of the facility	7. 14	3. 57	3. 57
DAC-11	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	3. 57	3. 57
DAC-11	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-11	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-11	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-11	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-11	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-11	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	3. 57	3. 57

DAC-11	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-11	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-11	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	0	0	0
DAC-11	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-11	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-11	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-11	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-11	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-11	<b>Total-4</b>		<b>186</b>	<b>171</b>	<b>171</b>
DAC-11	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-11	<b>5. 1</b>	<b>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]</b>			
DAC-11	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-11	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	0	0
DAC-11	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	0	0	0
DAC-11	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	0	0
DAC-11	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	0	0
DAC-11	<b>Total-5</b>		<b>80</b>	<b>20</b>	<b>20</b>
DAC-11	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-11	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-11	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-11	<b>6. 2</b>	<b>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</b>			
DAC-11	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-11	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-11	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-11	<b>Grand Total</b>		<b>648</b>	<b>557</b>	<b>517</b>

Public Authority Name: DAC-12: Directorate of Extension – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-12	<b>1</b>	<b>Organisation and Function</b>			
DAC-12	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-12	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-12	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-12	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-12	1.1.4	Function and duties	1.28	1.28	1.28
DAC-12	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-12	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	1.28	1.28
DAC-12	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-12	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-12	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-12	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-12	1.2.4	Exercised	1.54	1.54	1.54
DAC-12	1.2.5	Work allocation	1.54	0	0
DAC-12	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-12	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-12	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-12	1.3.3	Related provisions, acts, rules etc.	1.54	0	0
DAC-12	1.3.4	Time limit for taking a decisions, if any	1.54	0	0
DAC-12	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-12	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-12	1.4.1	Nature of functions/ services offered	1.54	1.54	0.77
DAC-12	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	0.77
DAC-12	1.4.3	Process by which these services can be accessed	1.54	1.54	0.77
DAC-12	1.4.4	Time-limit for achieving the targets	0	0	0
DAC-12	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-12	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-12	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	0.96
DAC-12	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	0.96
DAC-12	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	0.96
DAC-12	1.5.4	Transfer policy and transfer orders	1.92	1.92	0

DAC-12	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-12	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-12	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-12	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-12	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0
DAC-12	1. 7. 2	Composition	0. 96	0. 96	0
DAC-12	1. 7. 3	Dates from which constituted	0. 96	0. 96	0
DAC-12	1. 7. 4	Term/ Tenure	0. 96	0. 96	0
DAC-12	1. 7. 5	Powers and functions	0. 96	0. 96	0
DAC-12	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0
DAC-12	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0
DAC-12	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0
DAC-12	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-12	1. 8. 1	Name and designation	3. 85	1. 93	1. 93
DAC-12	1. 8. 2	Telephone , fax and email ID	3. 85	1. 93	1. 93
DAC-12	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-12	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-12	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-12	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-12	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-12	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-12	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-12	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-12	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-12	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-12	1. 12. 1	Educational programmes	0	0	0
DAC-12	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-12	1. 12. 3	Training of CPIO/ APIO	0	0	0
DAC-12	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-12	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-12	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	0
DAC-12	<b>Total-1</b>		<b>87</b>	<b>75</b>	<b>52</b>

DAC-12	<b>2</b>	<b>Budget and Programme</b>			
DAC-12	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-12	2.1.1	Total Budget for the public authority	10	0	0
DAC-12	2.1.2	Budget for each agency and plan & programmes	10	0	0
DAC-12	2.1.3	Proposed expenditures	10	0	0
DAC-12	2.1.4	Revised budget for each agency, if any	10	0	0
DAC-12	2.1.5	Report on disbursements made and place where the related reports are available	10	0	0
DAC-12	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-12	2.2.1	Budget	0	0	0
DAC-12	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	0	0	0
DAC-12	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	16.67	16.67
DAC-12	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-12	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-12	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-12	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-12	2.3.4	Duration of the programme/ scheme	6.25	3.13	3.13
DAC-12	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-12	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-12	2.3.7	Eligibility criteria for grant of subsidy	6.25	0	0
DAC-12	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	0	0
DAC-12	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>			
DAC-12	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	0	0
DAC-12	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	0	0
DAC-12	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-12	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-12	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	0	0	0

DAC-12	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-12	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.	0	0	0
DAC-12	<b>Total-2</b>		<b>167</b>	<b>51</b>	<b>51</b>
DAC-12	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-12	<b>3. 1</b>	<b>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]</b>			
DAC-12	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-12	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	12. 5	12. 50	12. 50
DAC-12	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-12	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-12	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-12	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-12	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-12	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	0	0	0
DAC-12	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-12	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-12	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-12	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-12	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	0	0	0
DAC-12	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	0	0
DAC-12	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	0	0

DAC-12	<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-12	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-12	<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-12	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-12	3.4.2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-12	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-12	3.5.1	List of materials available Free of cost	25	25.00	25.00
DAC-12	3.5.2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-12	<b>Total-3</b>		<b>138</b>	<b>138</b>	<b>138</b>
DAC-12	<b>4</b>	<b>E-Governance</b>			
DAC-12	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-12	4.1.1	English	14.29	14.29	14.29
DAC-12	4.1.2	Vernacular/ Local Language	14.29	14.29	14.29
DAC-12	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-12	4.2.1	Last date of Annual updation	28.57	28.57	28.57
DAC-12	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-12	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-12	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-12	4.3.3	Location where available	9.52	9.52	9.52
DAC-12	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-12	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-12	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-12	4.4.3	Working hours of the facility	7.14	7.14	7.14
DAC-12	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-12	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-12	4.5.1	Grievance redressal mechanism	3.57	3.57	3.57
DAC-12	4.5.2	Details of applications received under RTI and information provided	3.57	3.57	3.57
DAC-12	4.5.3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-12	4.5.4	List of schemes/ projects/ programme underway	3.57	3.57	3.57
DAC-12	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	3.57	3.57
DAC-12	4.5.6	Annual Report	3.57	3.57	3.57



DAC-12	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	1. 79	1. 79
DAC-12	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	1. 79	1. 79
DAC-12	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-12	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-12	4. 6. 2	Details of appeals received and orders issued	14. 29	7. 15	7. 15
DAC-12	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-12	4. 7. 1	Details of questions asked and replies given	28. 57	0	0
DAC-12	<b>Total-4</b>		<b>200</b>	<b>161</b>	<b>161</b>
DAC-12	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-12	<b>5. 1</b>	<b>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]</b>			
DAC-12	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-12	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	0	0
DAC-12	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	20. 00	20. 00
DAC-12	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	0	0
DAC-12	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	0	0
DAC-12	<b>Total-5</b>		<b>100</b>	<b>40</b>	<b>40</b>
DAC-12	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-12	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-12	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	12. 50
DAC-12	<b>6. 2</b>	<b>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</b>			
DAC-12	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	6. 25
DAC-12	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	6. 25
DAC-12	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-12	<b>Grand Total</b>		<b>741</b>	<b>514</b>	<b>466</b>

Public Authority Name: DAC-13: Directorate of Jute Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Auditor Marks
DAC-13	<b>1</b>	<b>Organisation and Function</b>			
DAC-13	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-13	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-13	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-13	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-13	1.1.4	Function and duties	1.28	1.28	1.28
DAC-13	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-13	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	1.28	1.28
DAC-13	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-13	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-13	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-13	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-13	1.2.4	Exercised	1.54	1.54	1.54
DAC-13	1.2.5	Work allocation	1.54	1.54	1.54
DAC-13	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-13	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-13	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-13	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-13	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-13	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-13	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-13	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-13	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-13	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-13	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-13	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-13	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-13	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-13	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-13	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-13	1.5.4	Transfer policy and transfer orders	0	0	0

DAC-13	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-13	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-13	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-13	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-13	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-13	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-13	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-13	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-13	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-13	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-13	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-13	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-13	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-13	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-13	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-13	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-13	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-13	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-13	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-13	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-13	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-13	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-13	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-13	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-13	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-13	1. 12. 1	Educational programmes	0	0	0
DAC-13	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0. 96	0. 96
DAC-13	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-13	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-13	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-13	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-13	<b>Total-1</b>		<b>87</b>	<b>86</b>	<b>84</b>

DAC-13	<b>2</b>	<b>Budget and Programme</b>			
DAC-13	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-13	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-13	2.1.2	Budget for each agency and plan & programmes	0	0	0
DAC-13	2.1.3	Proposed expenditures	0	0	0
DAC-13	2.1.4	Revised budget for each agency, if any	0	0	0
DAC-13	2.1.5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-13	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-13	2.2.1	Budget	16.67	16.67	16.67
DAC-13	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	0	0	0
DAC-13	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	16.67	8.34
DAC-13	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-13	2.3.1	Name of the programme of activity	0	0	6.25
DAC-13	2.3.2	Objective of the programme	0	0	6.25
DAC-13	2.3.3	Procedure to avail benefits	0	0	6.25
DAC-13	2.3.4	Duration of the programme/ scheme	0	0	6.25
DAC-13	2.3.5	Physical and financial targets of the programme	0	0	6.25
DAC-13	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	6.25
DAC-13	2.3.7	Eligibility criteria for grant of subsidy	0	0	6.25
DAC-13	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	6.25
DAC-13	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-13	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-13	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-13	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-13	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	25.00

DAC-13	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	0	0	25.00
DAC-13	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-13	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	50.00	50.00
DAC-13	<b>Total-2</b>		<b>93</b>	<b>93</b>	<b>185</b>
DAC-13	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-13	<b>3. 1</b>	<b>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]</b>			
DAC-13	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-13	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	0	0
DAC-13	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-13	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-13	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-13	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-13	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-13	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	0	0	0
DAC-13	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-13	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	0	0
DAC-13	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-13	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-13	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	0	0	0
DAC-13	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	0	0

DAC-13	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	0	0
DAC-13	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-13	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-13	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-13	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-13	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-13	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-13	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-13	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-13	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-13	<b>4</b>	<b>E-Governance</b>			
DAC-13	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-13	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-13	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-13	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-13	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-13	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-13	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-13	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-13	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-13	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-13	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-13	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-13	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-13	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-13	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i)(b)(xvii)</b>			
DAC-13	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-13	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-13	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-13	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-13	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0

DAC-13	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-13	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-13	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	3. 57	3. 57
DAC-13	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-13	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	0
DAC-13	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	0
DAC-13	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-13	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-13	<b>Total-4</b>		<b>189</b>	<b>189</b>	<b>129</b>
DAC-13	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-13	<b>5. 1</b>	<b>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]</b>			
DAC-13	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-13	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	0	0
DAC-13	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	20. 00	20. 00
DAC-13	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	0	0
DAC-13	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	0	0	0
DAC-13	<b>Total-5</b>		<b>80</b>	<b>40</b>	<b>40</b>
DAC-13	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-13	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-13	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-13	<b>6. 2</b>	<b>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</b>			
DAC-13	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-13	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-13	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-13	<b>Grand Total</b>		<b>649</b>	<b>608</b>	<b>612</b>

Public Authority Name: DAC-14: Directorate of Marketing And Inspection – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-14	<b>1</b>	<b>Organisation and Function</b>			
DAC-14	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-14	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-14	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-14	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-14	1.1.4	Function and duties	1.28	1.28	1.28
DAC-14	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-14	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	1.28	1.28
DAC-14	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-14	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	0.77	1.54
DAC-14	1.2.2	Power and duties of other employees	1.54	0.77	1.54
DAC-14	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	0.77	1.54
DAC-14	1.2.4	Exercised	1.54	0.77	1.54
DAC-14	1.2.5	Work allocation	1.54	0.77	1.54
DAC-14	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-14	1.3.1	Process of decision making Identify key decision making points	1.54	0.77	1.54
DAC-14	1.3.2	Final decision making authority	1.54	0.77	1.54
DAC-14	1.3.3	Related provisions, acts, rules etc.	1.54	0.77	1.54
DAC-14	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-14	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-14	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-14	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-14	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-14	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-14	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-14	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-14	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-14	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-14	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-14	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-14	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96



DAC-14	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-14	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-14	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-14	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-14	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-14	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-14	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-14	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-14	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-14	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-14	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-14	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-14	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-14	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-14	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-14	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-14	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-14	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-14	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-14	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-14	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-14	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-14	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-14	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-14	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-14	1. 12. 1	Educational programmes	1. 92	0. 96	0. 96
DAC-14	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0. 96	0. 96
DAC-14	1. 12. 3	Training of CPIO/APIO	1. 92	0. 96	0. 96
DAC-14	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0. 96	0. 96
DAC-14	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-14	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	3. 85
DAC-14	<b>Total-1</b>		<b>100</b>	<b>82</b>	<b>84</b>

DAC-14	<b>2</b>	<b>Budget and Programme</b>			
DAC-14	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-14	2.1.1	Total Budget for the public authority	10	0	0
DAC-14	2.1.2	Budget for each agency and plan & programmes	10	0	0
DAC-14	2.1.3	Proposed expenditures	10	0	0
DAC-14	2.1.4	Revised budget for each agency, if any	10	0	0
DAC-14	2.1.5	Report on disbursements made and place where the related reports are available	10	0	0
DAC-14	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-14	2.2.1	Budget	16.67	0	0
DAC-14	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	0	0
DAC-14	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	8.34	8.34
DAC-14	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-14	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-14	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-14	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-14	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-14	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-14	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-14	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-14	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-14	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-14	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25.00	25.00
DAC-14	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-14	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-14	2.5.1	Concessions, permits or authorizations granted by public authority	25	0	0
DAC-14	2.5.2	For each concessions, permit or authorization granted - (a)	25	0	0

		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			
DAC-14	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-14	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	0	0
DAC-14	<b>Total-2</b>		<b>300</b>	<b>108</b>	<b>108</b>
DAC-14	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-14	<b>3. 1</b>	<b>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]</b>			
DAC-14	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-14	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	12. 5	12. 50	6. 25
DAC-14	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	0	0
DAC-14	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	0	0
DAC-14	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	0	0
DAC-14	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	0	0
DAC-14	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	0	0
DAC-14	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	0	0
DAC-14	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	0	0
DAC-14	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	0	0
DAC-14	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	0	0
DAC-14	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-14	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	16. 67	16. 67
DAC-14	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	16. 67	16. 67	16. 67

DAC-14	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	16. 67	16. 67	16. 67
DAC-14	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-14	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-14	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-14	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-14	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-14	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-14	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-14	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-14	<b>Total-3</b>		<b>250</b>	<b>225</b>	<b>219</b>
DAC-14	<b>4</b>	<b>E-Governance</b>			
DAC-14	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-14	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-14	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-14	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-14	4. 2. 1	Last date of Annual updation	28. 57	0	28. 57
DAC-14	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-14	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-14	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-14	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-14	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-14	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-14	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-14	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-14	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-14	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-14	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-14	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	1. 79
DAC-14	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	1. 79
DAC-14	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	1. 79
DAC-14	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	3. 57	3. 57

DAC-14	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-14	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	0
DAC-14	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	3. 57	3. 57
DAC-14	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-14	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	7. 15
DAC-14	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	7. 15
DAC-14	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-14	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-14	<b>Total-4</b>		<b>200</b>	<b>171</b>	<b>177</b>
DAC-14	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-14	<b>5. 1</b>	<b>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]</b>			
DAC-14	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-14	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	0	0
DAC-14	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	0	0
DAC-14	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	0	0
DAC-14	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	0	0
DAC-14	<b>Total-5</b>		<b>100</b>	<b>20</b>	<b>20</b>
DAC-14	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-14	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-14	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-14	<b>6. 2</b>	<b>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</b>			
DAC-14	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-14	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-14	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>38</b>
DAC-14	<b>Grand Total</b>		<b>1000</b>	<b>657</b>	<b>645</b>

Public Authority Name: DAC-15: Directorate of Millets Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Mark s	Obtai ned Mark	Audit or Marks
DAC-15	<b>1</b>	<b>Organisation and Function</b>			
DAC-15	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-15	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-15	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-15	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-15	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-15	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-15	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	1. 28	1. 28
DAC-15	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-15	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-15	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-15	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-15	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-15	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-15	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-15	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-15	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-15	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-15	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	1. 54
DAC-15	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-15	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-15	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-15	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-15	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-15	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	1. 54
DAC-15	1. 4. 5	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-15	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-15	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-15	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-15	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	0. 96
DAC-15	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	0. 96

DAC-15	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-15	1. 6. 1	Categories of documents	0	0	0
DAC-15	1. 6. 2	Custodian of documents/categories	0	0	0
DAC-15	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-15	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-15	1. 7. 2	Composition	0	0	0
DAC-15	1. 7. 3	Dates from which constituted	0	0	0
DAC-15	1. 7. 4	Term/ Tenure	0	0	0
DAC-15	1. 7. 5	Powers and functions	0	0	0
DAC-15	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-15	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-15	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-15	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-15	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-15	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-15	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-15	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-15	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-15	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-15	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-15	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-15	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-15	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-15	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-15	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-15	1. 12. 1	Educational programmes	1. 92	0	0
DAC-15	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0	0
DAC-15	1. 12. 3	Training of CPIO/APIO	1. 92	0	0
DAC-15	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0	0
DAC-15	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-15	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	0
DAC-15	<b>Total-1</b>		<b>73</b>	<b>65</b>	<b>56</b>

DAC-15	<b>2</b>	<b>Budget and Programme</b>			
DAC-15	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-15	2.1.1	Total Budget for the public authority	10	10.00	5.00
DAC-15	2.1.2	Budget for each agency and plan & programmes	10	10.00	5.00
DAC-15	2.1.3	Proposed expenditures	10	10.00	5.00
DAC-15	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-15	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-15	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-15	2.2.1	Budget	0	0	0
DAC-15	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	0	0	0
DAC-15	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.	0	0	0
DAC-15	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-15	2.3.1	Name of the programme of activity	0	0	0
DAC-15	2.3.2	Objective of the programme	0	0	0
DAC-15	2.3.3	Procedure to avail benefits	0	0	0
DAC-15	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-15	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-15	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-15	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-15	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-15	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-15	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-15	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-15	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-15	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-15	2.5.2	For each concessions, permit or authorization granted - (a)	0	0	0



		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			
DAC-15	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-15	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.	0	0	0
DAC-15	<b>Total-2</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-15	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-15	<b>3. 1</b>	<b>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]</b>			
DAC-15	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-15	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	0	0
DAC-15	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-15	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-15	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-15	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-15	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-15	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	0	0	0
DAC-15	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-15	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-15	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-15	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-15	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	0	0	0
DAC-15	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	0	0

DAC-15	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	0	0
DAC-15	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-15	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-15	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-15	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-15	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-15	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-15	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-15	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-15	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-15	<b>4</b>	<b>E-Governance</b>			
DAC-15	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-15	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-15	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-15	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-15	4. 2. 1	Last date of Annual updation	28. 57	14. 29	0
DAC-15	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-15	4. 3. 1	Details of information available in electronic form	9. 52	0	0
DAC-15	4. 3. 2	Name/ title of the document/record/ other information	9. 52	0	0
DAC-15	4. 3. 3	Location where available	9. 52	0	0
DAC-15	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-15	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-15	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-15	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-15	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-15	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-15	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	0
DAC-15	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-15	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-15	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-15	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0

DAC-15	4. 5. 6	Annual Report	3. 57	0	0
DAC-15	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	0	0
DAC-15	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	3. 57	3. 57
DAC-15	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-15	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	0
DAC-15	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	0
DAC-15	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-15	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-15	<b>Total-4</b>		<b>168</b>	<b>118</b>	<b>68</b>
DAC-15	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-15	<b>5. 1</b>	<b>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]</b>			
DAC-15	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-15	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	20. 00	20. 00
DAC-15	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	0	0	0
DAC-15	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	0	0	0
DAC-15	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	0	0
DAC-15	<b>Total-5</b>		<b>60</b>	<b>40</b>	<b>40</b>
DAC-15	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-15	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-15	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-15	<b>6. 2</b>	<b>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</b>			
DAC-15	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-15	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-15	<b>Total-6</b>		<b>50</b>	<b>38</b>	<b>38</b>
DAC-15	<b>Grand Total</b>		<b>551</b>	<b>461</b>	<b>376</b>

Public Authority Name: DAC-16: Directorate of Oilseeds Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Mark s	Obtai ned Mark	Audit or Marks
DAC-16	<b>1</b>	<b>Organisation and Function</b>			
DAC-16	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-16	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-16	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-16	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-16	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-16	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-16	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	1. 28	1. 28
DAC-16	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-16	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-16	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-16	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-16	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-16	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-16	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-16	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-16	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-16	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-16	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	1. 54
DAC-16	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-16	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-16	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-16	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-16	1. 4. 3	Process by which these services can be accessed	1. 54	0	0
DAC-16	1. 4. 4	Time-limit for achieving the targets	0	0	0
DAC-16	1. 4. 5	Process of redress of grievances	0	0	0
DAC-16	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-16	1. 5. 1	Title and nature of the record/ manual /instruction.	0	0	0
DAC-16	1. 5. 2	List of Rules, regulations, instructions manuals and records.	0	0	0
DAC-16	1. 5. 3	Acts/ Rules manuals etc.	0	0	0
DAC-16	1. 5. 4	Transfer policy and transfer orders	1. 92	0	0

DAC-16	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-16	1. 6. 1	Categories of documents	0	0	0
DAC-16	1. 6. 2	Custodian of documents/categories	0	0	0
DAC-16	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-16	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-16	1. 7. 2	Composition	0	0	0
DAC-16	1. 7. 3	Dates from which constituted	0	0	0
DAC-16	1. 7. 4	Term/ Tenure	0	0	0
DAC-16	1. 7. 5	Powers and functions	0	0	0
DAC-16	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-16	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-16	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-16	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-16	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-16	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-16	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-16	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-16	1. 9. 2	System of compensation as provided in its regulations	3. 85	0	0
DAC-16	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-16	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	1. 93	1. 93
DAC-16	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-16	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-16	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-16	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-16	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-16	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-16	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-16	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-16	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0
DAC-16	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-16	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	0	0
DAC-16	<b>Total-1</b>		<b>68</b>	<b>51</b>	<b>49</b>

DAC-16	<b>2</b>	<b>Budget and Programme</b>			
DAC-16	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-16	2.1.1	Total Budget for the public authority	0	0	0
DAC-16	2.1.2	Budget for each agency and plan & programmes	10	10.00	0
DAC-16	2.1.3	Proposed expenditures	10	10.00	0
DAC-16	2.1.4	Revised budget for each agency, if any	10	10.00	0
DAC-16	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	0
DAC-16	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-16	2.2.1	Budget	0	0	0
DAC-16	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	0	0	0
DAC-16	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.	0	0	0
DAC-16	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-16	2.3.1	Name of the programme of activity	0	0	0
DAC-16	2.3.2	Objective of the programme	0	0	0
DAC-16	2.3.3	Procedure to avail benefits	0	0	0
DAC-16	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-16	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-16	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-16	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-16	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-16	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-16	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-16	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-16	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-16	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-16	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	0	0	0
DAC-16	<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-16	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.	0	0	0
DAC-16	<b>Total-2</b>		<b>40</b>	<b>40</b>	<b>0</b>
DAC-16	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-16	<b>3.1</b>	<b>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]</b>			
DAC-16	3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-16	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	0	0
DAC-16	3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-16	3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-16	3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-16	3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-16	3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-16	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	0	0	0
DAC-16	3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2.78	0	0
DAC-16	3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-16	3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-16	<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-16	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	0	0	0

DAC-16	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	0	0
DAC-16	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	0	0
DAC-16	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-16	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-16	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-16	3. 4. 1	Information manual/handbook available in Electronic format	25	0	0
DAC-16	3. 4. 2	Information manual/handbook available in Printed format	0	0	0
DAC-16	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-16	3. 5. 1	List of materials available Free of cost	0	0	0
DAC-16	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-16	<b>Total-3</b>		<b>78</b>	<b>50</b>	<b>50</b>
DAC-16	<b>4</b>	<b>E-Governance</b>			
DAC-16	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-16	4. 1. 1	English	14. 29	0	14. 29
DAC-16	4. 1. 2	Vernacular/ Local Language	14. 29	0	0
DAC-16	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-16	4. 2. 1	Last date of Annual updation	28. 57	0	28. 57
DAC-16	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-16	4. 3. 1	Details of information available in electronic form	9. 52	0	9. 52
DAC-16	4. 3. 2	Name/ title of the document/record/ other information	9. 52	0	9. 52
DAC-16	4. 3. 3	Location where available	9. 52	0	9. 52
DAC-16	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-16	4. 4. 1	Name & location of the faculty	7. 14	0	7. 14
DAC-16	4. 4. 2	Details of information made available	7. 14	0	7. 14
DAC-16	4. 4. 3	Working hours of the facility	7. 14	0	7. 14
DAC-16	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	0	7. 14
DAC-16	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-16	4. 5. 1	Grievance redressal mechanism	3. 57	0	0
DAC-16	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-16	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-16	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	0



DAC-16	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0
DAC-16	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-16	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-16	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	3. 57	3. 57
DAC-16	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-16	4. 6. 1	Details of applications received and disposed	14. 29	0	0
DAC-16	4. 6. 2	Details of appeals received and orders issued	14. 29	0	0
DAC-16	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-16	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-16	<b>Total-4</b>		<b>193</b>	<b>46</b>	<b>111</b>
DAC-16	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-16	<b>5. 1</b>	<b>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]</b>			
DAC-16	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-16	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-16	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	0	0	0
DAC-16	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	0	0	0
DAC-16	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	0	0	0
DAC-16	<b>Total-5</b>		<b>20</b>	<b>20</b>	<b>20</b>
DAC-16	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-16	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-16	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	12. 50
DAC-16	<b>6. 2</b>	<b>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</b>			
DAC-16	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	6. 25	0
DAC-16	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-16	<b>Total-6</b>		<b>50</b>	<b>31</b>	<b>13</b>
DAC-16	<b>Grand Total</b>		<b>449</b>	<b>239</b>	<b>242</b>

Public Authority Name: DAC-18: Directorate of Pulses Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audi tor Mar ks
DAC-18	<b>1</b>	<b>Organisation and Function</b>			
DAC-18	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-18	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-18	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-18	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-18	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-18	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-18	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	1. 28	1. 28
DAC-18	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-18	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-18	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-18	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-18	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-18	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-18	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-18	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-18	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-18	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-18	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	1. 54
DAC-18	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-18	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-18	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	0
DAC-18	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	0
DAC-18	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	0
DAC-18	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	0
DAC-18	1. 4. 5	Process of redress of grievances	1. 54	1. 54	0
DAC-18	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-18	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-18	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	0. 96
DAC-18	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	0. 96
DAC-18	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	0. 96

DAC-18	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-18	1. 6. 1	Categories of documents	3. 85	3. 85	0
DAC-18	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	0
DAC-18	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-18	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0
DAC-18	1. 7. 2	Composition	0. 96	0. 96	0
DAC-18	1. 7. 3	Dates from which constituted	0. 96	0. 96	0
DAC-18	1. 7. 4	Term/ Tenure	0. 96	0. 96	0
DAC-18	1. 7. 5	Powers and functions	0. 96	0. 96	0
DAC-18	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0
DAC-18	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0
DAC-18	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0
DAC-18	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-18	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-18	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-18	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-18	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-18	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-18	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-18	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-18	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-18	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-18	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	0
DAC-18	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	0
DAC-18	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-18	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-18	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-18	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-18	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0
DAC-18	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-18	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-18	<b>Total-1</b>		<b>100</b>	<b>100</b>	<b>64</b>
DAC-18	<b>2</b>	<b>Budget and Programme</b>			
DAC-18	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made</b>			

		<b>etc. [Section 4(1)(b)(xi)]</b>			
DAC-18	2. 1. 1	Total Budget for the public authority	10	10. 00	10. 00
DAC-18	2. 1. 2	Budget for each agency and plan & programmes	10	10. 00	10. 00
DAC-18	2. 1. 3	Proposed expenditures	10	10. 00	10. 00
DAC-18	2. 1. 4	Revised budget for each agency, if any	10	10. 00	10. 00
DAC-18	2. 1. 5	Report on disbursements made and place where the related reports are available	10	10. 00	10. 00
DAC-18	<b>2. 2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-18	2. 2. 1	Budget	16. 67	16. 67	16. 67
DAC-18	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	16. 67	16. 67
DAC-18	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	16. 67	0
DAC-18	<b>2. 3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-18	2. 3. 1	Name of the programme of activity	6. 25	6. 25	0
DAC-18	2. 3. 2	Objective of the programme	6. 25	6. 25	0
DAC-18	2. 3. 3	Procedure to avail benefits	6. 25	6. 25	0
DAC-18	2. 3. 4	Duration of the programme/ scheme	6. 25	6. 25	0
DAC-18	2. 3. 5	Physical and financial targets of the programme	6. 25	6. 25	0
DAC-18	2. 3. 6	Nature/ scale of subsidy /amount allotted	6. 25	6. 25	0
DAC-18	2. 3. 7	Eligibility criteria for grant of subsidy	6. 25	6. 25	0
DAC-18	2. 3. 8	Details of beneficiaries of subsidy programme (number, profile etc)	6. 25	6. 25	0
DAC-18	<b>2. 4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-18	2. 4. 1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25. 00	0
DAC-18	2. 4. 2	Annual accounts of all legal entities who are provided grants by public authorities	25	25. 00	0
DAC-18	<b>2. 5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-18	2. 5. 1	Concessions, permits or authorizations granted by public authority	25	25. 00	0
DAC-18	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,	25	25. 00	0

		(d) Date of award of concessions/ permits of authorizations			
DAC-18	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-18	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	50. 00	0
DAC-18	<b>Total-2</b>		<b>300</b>	<b>300</b>	<b>83</b>
DAC-18	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-18	<b>3. 1</b>	<b>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]</b>			
DAC-18	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	0
DAC-18	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	12. 5	12. 50	0
DAC-18	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	2. 78	0
DAC-18	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	2. 78	0
DAC-18	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	2. 78	0
DAC-18	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	2. 78	0
DAC-18	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	2. 78	0
DAC-18	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	2. 78	0
DAC-18	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	2. 78	0
DAC-18	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	2. 78	0
DAC-18	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	2. 78	0
DAC-18	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-18	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	16. 67	0
DAC-18	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	16. 67	16. 67	0
DAC-18	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	16. 67	16. 67	0
DAC-18	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			

DAC-18	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-18	<b>3.4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-18	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-18	3.4.2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-18	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-18	3.5.1	List of materials available Free of cost	25	25.00	25.00
DAC-18	3.5.2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-18	<b>Total-3</b>		<b>250</b>	<b>250</b>	<b>150</b>
DAC-18	<b>4</b>	<b>E-Governance</b>			
DAC-18	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-18	4.1.1	English	14.29	14.29	14.29
DAC-18	4.1.2	Vernacular/ Local Language	14.29	14.29	14.29
DAC-18	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-18	4.2.1	Last date of Annual updation	28.57	28.57	28.57
DAC-18	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-18	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-18	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-18	4.3.3	Location where available	9.52	9.52	9.52
DAC-18	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-18	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-18	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-18	4.4.3	Working hours of the facility	7.14	7.14	7.14
DAC-18	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-18	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-18	4.5.1	Grievance redressal mechanism	3.57	3.57	3.57
DAC-18	4.5.2	Details of applications received under RTI and information provided	3.57	3.57	3.57
DAC-18	4.5.3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-18	4.5.4	List of schemes/ projects/ programme underway	3.57	3.57	0
DAC-18	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	3.57	0
DAC-18	4.5.6	Annual Report	3.57	3.57	3.57
DAC-18	4.5.7	Frequently Asked Question (FAQs)	3.57	3.57	3.57

DAC-18	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	3. 57	3. 57
DAC-18	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-18	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-18	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	0
DAC-18	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-18	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-18	<b>Total-4</b>		<b>200</b>	<b>200</b>	<b>179</b>
DAC-18	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-18	<b>5. 1</b>	<b>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]</b>			
DAC-18	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-18	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	20. 00	20. 00
DAC-18	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	20. 00	20. 00
DAC-18	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	20. 00	20. 00
DAC-18	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	20. 00	10. 00
DAC-18	<b>Total-5</b>		<b>100</b>	<b>100</b>	<b>90</b>
DAC-18	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-18	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-18	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-18	<b>6. 2</b>	<b>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</b>			
DAC-18	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-18	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	12. 50
DAC-18	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>50</b>
DAC-18	<b>Grand Total</b>		<b>1000</b>	<b>1000</b>	<b>616</b>

Public Authority Name: DAC-19: Directorate of Rice Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Mark s	Obtain ed Mark	Audit orMar ks
DAC-19	<b>1</b>	<b>Organisation and Function</b>			
DAC-19	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-19	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-19	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-19	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-19	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-19	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-19	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	1. 28	1. 28
DAC-19	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-19	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-19	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-19	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-19	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-19	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-19	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-19	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-19	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-19	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-19	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	1. 54
DAC-19	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-19	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-19	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	0
DAC-19	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	0
DAC-19	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	0
DAC-19	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	0
DAC-19	1. 4. 5	Process of redress of grievances	1. 54	1. 54	0
DAC-19	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-19	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-19	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-19	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92
DAC-19	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92



DAC-19	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-19	1. 6. 1	Categories of documents	3. 85	3. 85	0
DAC-19	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	0
DAC-19	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-19	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0
DAC-19	1. 7. 2	Composition	0. 96	0. 96	0
DAC-19	1. 7. 3	Dates from which constituted	0. 96	0. 96	0
DAC-19	1. 7. 4	Term/ Tenure	0. 96	0. 96	0
DAC-19	1. 7. 5	Powers and functions	0. 96	0. 96	0
DAC-19	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0
DAC-19	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0
DAC-19	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0
DAC-19	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-19	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-19	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-19	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-19	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-19	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-19	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-19	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-19	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-19	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-19	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-19	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-19	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-19	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-19	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-19	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0
DAC-19	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0
DAC-19	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-19	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-19	<b>Total-1</b>		<b>100</b>	<b>100</b>	<b>73</b>

DAC-19	<b>2</b>	<b>Budget and Programme</b>			
DAC-19	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-19	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-19	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-19	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-19	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-19	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-19	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-19	2.2.1	Budget	16.67	16.67	16.67
DAC-19	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	16.67	8.34
DAC-19	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	16.67	8.34
DAC-19	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-19	2.3.1	Name of the programme of activity	6.25	6.25	0
DAC-19	2.3.2	Objective of the programme	6.25	6.25	0
DAC-19	2.3.3	Procedure to avail benefits	6.25	6.25	0
DAC-19	2.3.4	Duration of the programme/ scheme	6.25	6.25	0
DAC-19	2.3.5	Physical and financial targets of the programme	6.25	6.25	0
DAC-19	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	0
DAC-19	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	0
DAC-19	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	0
DAC-19	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-19	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25.00	0
DAC-19	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	0
DAC-19	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-19	2.5.1	Concessions, permits or authorizations granted by public authority	25	25.00	0

DAC-19	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	25.00	0
DAC-19	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-19	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	50.00	0
DAC -19	<b>Total-2</b>		<b>300</b>	<b>300</b>	<b>83</b>
DAC-19	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-19	<b>3. 1</b>	<b>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]</b>			
DAC-19	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	0
DAC-19	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	12. 5	12. 50	0
DAC-19	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	2. 78	0
DAC-19	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	2. 78	0
DAC-19	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	2. 78	0
DAC-19	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	2. 78	0
DAC-19	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	2. 78	0
DAC-19	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	2. 78	0
DAC-19	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	2. 78	0
DAC-19	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	2. 78	0
DAC-19	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	2. 78	0
DAC-19	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-19	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	16. 67	0
DAC-19	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	16. 67	16. 67	0

		process			
DAC-19	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	16. 67	16. 67	0
DAC-19	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-19	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	0
DAC-19	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-19	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-19	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-19	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-19	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-19	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-19	<b>Total-3</b>		<b>250</b>	<b>250</b>	<b>100</b>
DAC-19	<b>4</b>	<b>E-Governance</b>			
DAC-19	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-19	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-19	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-19	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-19	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-19	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-19	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-19	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-19	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-19	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-19	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-19	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-19	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-19	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-19	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-19	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-19	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-19	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-19	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	0
DAC-19	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	3. 57	0

DAC-19	4. 5. 6	Annual Report	3. 57	3. 57	0
DAC-19	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	0
DAC-19	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	3. 57	3. 57
DAC-19	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-19	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	0
DAC-19	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	0
DAC-19	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-19	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-19	<b>Total-4</b>		<b>200</b>	<b>200</b>	<b>157</b>
DAC-19	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-19	<b>5. 1</b>	<b>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]</b>			
DAC-19	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-19	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	0	0
DAC-19	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	20. 00	20. 00
DAC-19	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	20. 00	20. 00
DAC-19	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	20. 00	20. 00
DAC-19	<b>Total-5</b>		<b>100</b>	<b>80</b>	<b>80</b>
DAC-19	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-19	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-19	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	12. 50
DAC-19	<b>6. 2</b>	<b>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</b>			
DAC-19	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-19	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-19	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>13</b>
DAC-19	<b>Grand Total</b>		<b>1000</b>	<b>955</b>	<b>506</b>

Public Authority Name: DAC-20: Directorate of Sugarcane Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-20	<b>1</b>	<b>Organisation and Function</b>			
DAC-20	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-20	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-20	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-20	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-20	1.1.4	Function and duties	1.28	1.28	1.28
DAC-20	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-20	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	1.28	1.28
DAC-20	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-20	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-20	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-20	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-20	1.2.4	Exercised	1.54	1.54	1.54
DAC-20	1.2.5	Work allocation	1.54	1.54	1.54
DAC-20	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-20	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-20	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-20	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	0.77
DAC-20	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0.77
DAC-20	1.3.5	Channel of supervision and accountability	1.54	1.54	0.77
DAC-20	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-20	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-20	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-20	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-20	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-20	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-20	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-20	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-20	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-20	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-20	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96

DAC-20	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-20	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-20	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-20	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-20	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-20	1. 7. 2	Composition	0	0	0
DAC-20	1. 7. 3	Dates from which constituted	0	0	0
DAC-20	1. 7. 4	Term/ Tenure	0	0	0
DAC-20	1. 7. 5	Powers and functions	0	0	0
DAC-20	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-20	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-20	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-20	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-20	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-20	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-20	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-20	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-20	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-20	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-20	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-20	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-20	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-20	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-20	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-20	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-20	1. 12. 1	Educational programmes	1. 92	0. 96	0. 96
DAC-20	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0. 96	0. 96
DAC-20	1. 12. 3	Training of CPIO/ APIO	1. 92	0. 96	0. 96
DAC-20	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-20	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-20	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	0
DAC-20	<b>Total-1</b>		<b>92</b>	<b>89</b>	<b>78</b>

DAC-20	<b>2</b>	<b>Budget and Programme</b>			
DAC-20	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-20	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-20	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-20	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-20	2.1.4	Revised budget for each agency, if any	0	0	0
DAC-20	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-20	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-20	2.2.1	Budget	16.67	16.67	16.67
DAC-20	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	8.34	0
DAC-20	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.	0	0	0
DAC-20	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-20	2.3.1	Name of the programme of activity	0	0	0
DAC-20	2.3.2	Objective of the programme	0	0	0
DAC-20	2.3.3	Procedure to avail benefits	0	0	0
DAC-20	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-20	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-20	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-20	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-20	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-20	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-20	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-20	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-20	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-20	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0



DAC-20	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	0	0	0
DAC-20	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-20	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.	0	0	0
DAC-20	<b>Total-2</b>		<b>73</b>	<b>65</b>	<b>57</b>
DAC-20	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-20	<b>3. 1</b>	<b>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]</b>			
DAC-20	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-20	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	0	0
DAC-20	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-20	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-20	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-20	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-20	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-20	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	0	0	0
DAC-20	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-20	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-20	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-20	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-20	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	0	0	0
DAC-20	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	0	0

DAC-20	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	0	0
DAC-20	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-20	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-20	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-20	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-20	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-20	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-20	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-20	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-20	<b>Total-3</b>		<b>138</b>	<b>138</b>	<b>138</b>
DAC-20	<b>4</b>	<b>E-Governance</b>			
DAC-20	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-20	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-20	4. 1. 2	Vernacular/ Local Language	14. 29	7. 15	7. 15
DAC-20	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-20	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-20	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-20	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-20	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-20	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-20	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-20	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-20	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-20	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-20	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-20	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-20	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	0
DAC-20	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	0
DAC-20	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	0
DAC-20	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	0
DAC-20	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of	0	0	0

		completion of contract			
DAC-20	4. 5. 6	Annual Report	0	0	0
DAC-20	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-20	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	3. 57	3. 57
DAC-20	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-20	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-20	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-20	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-20	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-20	<b>Total-4</b>		<b>161</b>	<b>154</b>	<b>139</b>
DAC-20	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-20	<b>5. 1</b>	<b>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]</b>			
DAC-20	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-20	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	0	0
DAC-20	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	20. 00	10. 00
DAC-20	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	0	0	0
DAC-20	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	0	0	0
DAC-20	<b>Total-5</b>		<b>60</b>	<b>40</b>	<b>30</b>
DAC-20	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-20	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-20	6. 1. 1	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	25	25. 00	25. 00
DAC-20	<b>6. 2</b>	<b>Whether STQC certification obtained and its validity</b>			
DAC-20	6. 2. 1	Does the website show the certificate on the Website?	12. 5	0	0
DAC-20	6. 2. 2	Organisation and Function	12. 5	0	0
DAC-20	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>25</b>
DAC-20	<b>Grand Total</b>		<b>574</b>	<b>511</b>	<b>467</b>

Public Authority Name: DAC-21: Directorate of Wheat Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-21	<b>1</b>	<b>Organisation and Function</b>			
DAC-21	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-21	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-21	1.1.4	Head of the organization	1.28	1.28	1.28
DAC-21	1.1.5	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-21	1.1.8	Function and duties	1.28	1.28	1.28
DAC-21	1.1.9	Organization Chart	1.28	1.28	1.28
DAC-21	1.1.12	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	1.28	1.28
DAC-21	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-21	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-21	1.2.4	Power and duties of other employees	1.54	1.54	1.54
DAC-21	1.2.6	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-21	1.2.7	Exercised	1.54	1.54	1.54
DAC-21	1.2.10	Work allocation	1.54	1.54	1.54
DAC-21	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-21	1.3.1	Process of decision making Identify key decision making points	1.54	0	0
DAC-21	1.3.4	Final decision making authority	1.54	0	0
DAC-21	1.3.6	Related provisions, acts, rules etc.	1.54	0	0
DAC-21	1.3.7	Time limit for taking a decisions, if any	1.54	0	0
DAC-21	1.3.10	Channel of supervision and accountability	1.54	0	0
DAC-21	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-21	1.4.1	Nature of functions/ services offered	0	0	0
DAC-21	1.4.3	Norms/ standards for functions/ service delivery	0	0	0
DAC-21	1.4.6	Process by which these services can be accessed	0	0	0
DAC-21	1.4.7	Time-limit for achieving the targets	0	0	0
DAC-21	1.4.10	Process of redress of grievances	0	0	0
DAC-21	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-21	1.5.1	Title and nature of the record/ manual /instruction.	1.92	0	1.92
DAC-21	1.5.4	List of Rules, regulations, instructions manuals and records.	1.92	0	0
DAC-21	1.5.5	Acts/ Rules manuals etc.	0	0	0
DAC-21	1.5.8	Transfer policy and transfer orders	0	0	0

DAC-21	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-21	1. 6. 1	Categories of documents	3. 85	0	3. 85
DAC-21	1. 6. 4	Custodian of documents/categories	3. 85	0	0
DAC-21	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-21	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-21	1. 7. 3	Composition	0	0	0
DAC-21	1. 7. 5	Dates from which constituted	0	0	0
DAC-21	1. 7. 7	Term/ Tenure	0	0	0
DAC-21	1. 7. 9	Powers and functions	0	0	0
DAC-21	1. 7. 11	Whether their meetings are open to the public?	0	0	0
DAC-21	1. 7. 13	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-21	1. 7. 15	Place where the minutes if open to the public are available?	0	0	0
DAC-21	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-21	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-21	1. 8. 4	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-21	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-21	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	1. 93	3. 85
DAC-21	1. 9. 4	System of compensation as provided in its regulations	3. 85	1. 93	1. 93
DAC-21	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-21	1. 10. 2	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-21	1. 10. 4	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-21	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-21	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-21	1. 11. 3	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-21	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-21	1. 12. 1	Educational programmes	1. 92	0	0
DAC-21	1. 12. 3	Efforts to encourage public authority to participate in these programmes	1. 92	0	0
DAC-21	1. 12. 5	Training of CPIO/APIO	1. 92	0	0
DAC-21	1. 12. 7	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0	0
DAC-21	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-21	1. 13. 2	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-21	<b>Total-1</b>		<b>73</b>	<b>42</b>	<b>46</b>
DAC-21	<b>2</b>	<b>Budget and Programme</b>			

DAC-21	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-21	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-21	2.1.3	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-21	2.1.5	Proposed expenditures	10	10.00	10.00
DAC-21	2.1.7	Revised budget for each agency, if any	10	10.00	10.00
DAC-21	2.1.9	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-21	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-21	2.2.2	Budget	16.67	0	0
DAC-21	2.2.4	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	0	0
DAC-21	2.2.6	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.	0	0	0
DAC-21	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-21	2.3.2	Name of the programme of activity	0	0	0
DAC-21	2.3.4	Objective of the programme	0	0	0
DAC-21	2.3.6	Procedure to avail benefits	0	0	0
DAC-21	2.3.8	Duration of the programme/ scheme	0	0	0
DAC-21	2.3.10	Physical and financial targets of the programme	0	0	0
DAC-21	2.3.12	Nature/ scale of subsidy / amount allotted	0	0	0
DAC-21	2.3.14	Eligibility criteria for grant of subsidy	0	0	0
DAC-21	2.3.16	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-21	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-21	2.4.2	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/ other institutions	0	0	0
DAC-21	2.4.4	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-21	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-21	2.5.2	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-21	2.5.4	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	0

		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			
DAC-21	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-21	2. 6. 2	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	0	0	0
DAC-21	<b>Total-2</b>		<b>83</b>	<b>50</b>	<b>50</b>
DAC-21	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-21	<b>3. 1</b>	<b>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]</b>			
DAC-21	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-21	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	0	0
DAC-21	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-21	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-21	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-21	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-21	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-21	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	0	0	0
DAC-21	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-21	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-21	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-21	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-21	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	0	0	0
DAC-21	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	0	0
DAC-21	3. 2. 3	Publish all relevant facts while formulating important policies	0	0	0

		or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy			
DAC-21	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-21	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	25. 00	25. 00
DAC-21	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-21	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-21	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-21	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-21	3. 5. 1	List of materials available Free of cost	0	0	0
DAC-21	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-21	<b>Total-3</b>		<b>100</b>	<b>75</b>	<b>75</b>
DAC-21	<b>4</b>	<b>E-Governance</b>			
DAC-21	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-21	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-21	4. 1. 2	Vernacular/ Local Language	14. 29	0	0
DAC-21	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-21	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-21	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-21	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-21	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-21	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-21	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-21	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-21	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-21	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-21	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-21	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-21	4. 5. 1	Grievance redressal mechanism	3. 57	0	0
DAC-21	4. 5. 2	Details of applications received under RTI and information provided	3. 57	0	0
DAC-21	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-21	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-21	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0



DAC-21	4. 5. 6	Annual Report	0	0	0
DAC-21	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-21	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	0	0	0
DAC-21	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-21	4. 6. 1	Details of applications received and disposed	14. 29	0	0
DAC-21	4. 6. 2	Details of appeals received and orders issued	14. 29	0	0
DAC-21	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-21	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-21	<b>Total-4</b>		<b>150</b>	<b>100</b>	<b>100</b>
DAC-21	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-21	<b>5. 1</b>	<b>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]</b>			
DAC-21	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	10. 00	10. 00
DAC-21	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	0	0
DAC-21	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	0	0	0
DAC-21	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	0	0	0
DAC-21	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	0	0	0
DAC-21	<b>Total-5</b>		<b>40</b>	<b>10</b>	<b>10</b>
DAC-21	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-21	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-21	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	0
DAC-21	<b>6. 2</b>	<b>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</b>			
DAC-21	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-21	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-21	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>0</b>
DAC-21	<b>Grand Total</b>		<b>496</b>	<b>302</b>	<b>281</b>

Public Authority Name: DAC-22: Mahalanobis National Crop Forecast Centre – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-22	<b>1</b>	<b>Organisation and Function</b>			
DAC-22	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-22	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-22	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-22	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-22	1.1.4	Function and duties	1.28	1.28	0.64
DAC-22	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-22	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	1.28	1.28
DAC-22	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-22	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-22	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-22	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	0.77	0.77
DAC-22	1.2.4	Exercised	1.54	0.77	0.77
DAC-22	1.2.5	Work allocation	1.54	1.54	0.77
DAC-22	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-22	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-22	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-22	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-22	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0.77
DAC-22	1.3.5	Channel of supervision and accountability	1.54	1.54	0.77
DAC-22	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-22	1.4.1	Nature of functions/ services offered	1.54	0.77	0.77
DAC-22	1.4.2	Norms/ standards for functions/ service delivery	1.54	0.77	0.77
DAC-22	1.4.3	Process by which these services can be accessed	1.54	0.77	0.77
DAC-22	1.4.4	Time-limit for achieving the targets	1.54	0.77	0.77
DAC-22	1.4.5	Process of redress of grievances	1.54	0.77	0.77
DAC-22	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-22	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	0.96
DAC-22	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	0.96
DAC-22	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	0.96
DAC-22	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96

DAC-22	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-22	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-22	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-22	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-22	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-22	1. 7. 2	Composition	0	0	0
DAC-22	1. 7. 3	Dates from which constituted	0	0	0
DAC-22	1. 7. 4	Term/ Tenure	0	0	0
DAC-22	1. 7. 5	Powers and functions	0	0	0
DAC-22	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-22	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-22	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-22	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-22	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-22	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-22	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-22	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-22	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-22	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-22	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-22	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-22	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-22	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-22	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-22	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-22	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-22	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-22	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0. 96
DAC-22	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0. 96
DAC-22	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-22	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-22	<b>Total-1</b>		<b>92</b>	<b>87</b>	<b>72</b>

DAC-22	<b>2</b>	<b>Budget and Programme</b>			
DAC-22	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-22	2.1.1	Total Budget for the public authority	10	5.00	5.00
DAC-22	2.1.2	Budget for each agency and plan & programmes	10	5.00	5.00
DAC-22	2.1.3	Proposed expenditures	10	5.00	5.00
DAC-22	2.1.4	Revised budget for each agency, if any	10	5.00	5.00
DAC-22	2.1.5	Report on disbursements made and place where the related reports are available	10	5.00	5.00
DAC-22	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-22	2.2.1	Budget	16.67	8.34	8.34
DAC-22	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	16.67	8.34
DAC-22	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	16.67	8.34
DAC-22	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-22	2.3.1	Name of the programme of activity	0	0	0
DAC-22	2.3.2	Objective of the programme	0	0	0
DAC-22	2.3.3	Procedure to avail benefits	0	0	0
DAC-22	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-22	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-22	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-22	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-22	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-22	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-22	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-22	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-22	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-22	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-22	2.5.2	For each concessions, permit or authorization granted - (a)	0	0	0

		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			
DAC-22	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-22	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.	0	0	0
DAC-22	<b>Total-2</b>		<b>100</b>	<b>67</b>	<b>50</b>
DAC-22	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-22	<b>3. 1</b>	<b>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]</b>			
DAC-22	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-22	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	0	0
DAC-22	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-22	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-22	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-22	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-22	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-22	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	0	0	0
DAC-22	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-22	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-22	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-22	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-22	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	0	0	0
DAC-22	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	0	0

DAC-22	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	0	0
DAC-22	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-22	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-22	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-22	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-22	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-22	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-22	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-22	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-22	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-22	<b>4</b>	<b>E-Governance</b>			
DAC-22	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-22	4. 1. 1	English	0	0	0
DAC-22	4. 1. 2	Vernacular/ Local Language	0	0	0
DAC-22	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-22	4. 2. 1	Last date of Annual updation	0	0	0
DAC-22	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-22	4. 3. 1	Details of information available in electronic form	9.52	9.52	9.52
DAC-22	4. 3. 2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-22	4. 3. 3	Location where available	9.52	9.52	9.52
DAC-22	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-22	4. 4. 1	Name & location of the faculty	0	0	0
DAC-22	4. 4. 2	Details of information made available	0	0	0
DAC-22	4. 4. 3	Working hours of the facility	0	0	0
DAC-22	4. 4. 4	Contact person & contact details (Phone, fax email)	0	0	0
DAC-22	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-22	4. 5. 1	Grievance redressal mechanism	3.57	3.57	1.79
DAC-22	4. 5. 2	Details of applications received under RTI and information provided	3.57	3.57	1.79
DAC-22	4. 5. 3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-22	4. 5. 4	List of schemes/ projects/ programme underway	3.57	3.57	3.57
DAC-22	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	3.57	0

DAC-22	4. 5. 6	Annual Report	3. 57	1. 79	1. 79
DAC-22	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-22	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	1. 79	1. 79
DAC-22	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-22	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	0
DAC-22	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	0
DAC-22	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-22	4. 7. 1	Details of questions asked and replies given	28. 57	14. 29	14. 29
DAC-22	<b>Total-4</b>		<b>111</b>	<b>93</b>	<b>57</b>
DAC-22	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-22	<b>5. 1</b>	<b>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]</b>			
DAC-22	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-22	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-22	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	0	0	0
DAC-22	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	0	0	0
DAC-22	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	0	0	0
DAC-22	<b>Total-5</b>		<b>20</b>	<b>20</b>	<b>20</b>
DAC-22	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-22	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-22	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-22	<b>6. 2</b>	<b>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</b>			
DAC-22	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	6. 25	12. 50
DAC-22	6. 2. 2	Does the website show the certificate on the Website?	12. 5	6. 25	0
DAC-22	<b>Total-6</b>		<b>50</b>	<b>38</b>	<b>38</b>
DAC-22	<b>Grand Total</b>		<b>523</b>	<b>454</b>	<b>387</b>

Public Authority Name: DAC-23: National Centre for Cold Chain Development – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audito r Marks
DAC-23	<b>1</b>	<b>Organisation and Function</b>			
DAC-23	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-23	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-23	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-23	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-23	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-23	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-23	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	1. 28	1. 28
DAC-23	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-23	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-23	1. 2. 2	Power and duties of other employees	1. 54	1. 54	0. 77
DAC-23	1. 2. 3	Rules/ orders under which powers and duty are derived and	0	0	0
DAC-23	1. 2. 4	Exercised	0	0	0
DAC-23	1. 2. 5	Work allocation	0	0	0
DAC-23	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-23	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-23	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-23	1. 3. 3	Related provisions, acts, rules etc.	0	0	0
DAC-23	1. 3. 4	Time limit for taking a decisions, if any	0	0	0
DAC-23	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-23	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-23	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-23	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-23	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	0. 77
DAC-23	1. 4. 4	Time-limit for achieving the targets	0	0	0
DAC-23	1. 4. 5	Process of redress of grievances	0	0	0
DAC-23	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-23	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-23	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-23	1. 5. 3	Acts/ Rules manuals etc.	0	0	0
DAC-23	1. 5. 4	Transfer policy and transfer orders	0	0	0



DAC-23	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-23	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-23	1. 6. 2	Custodian of documents/categories	0	0	0
DAC-23	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-23	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-23	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-23	1. 7. 3	Dates from which constituted	0	0	0
DAC-23	1. 7. 4	Term/ Tenure	0	0	0
DAC-23	1. 7. 5	Powers and functions	0	0	0
DAC-23	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-23	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-23	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-23	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-23	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-23	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	0
DAC-23	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-23	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	1. 93
DAC-23	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-23	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-23	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	0
DAC-23	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	0
DAC-23	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-23	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-23	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-23	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-23	1. 12. 1	Educational programmes	0	0	0
DAC-23	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-23	1. 12. 3	Training of CPIO/APIO	0	0	0
DAC-23	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-23	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-23	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-23	<b>Total-1</b>		<b>49</b>	<b>49</b>	<b>34</b>

DAC-23	<b>2</b>	<b>Budget and Programme</b>			
DAC-23	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-23	2.1.2	Total Budget for the public authority	0	0	0
DAC-23	2.1.4	Budget for each agency and plan & programmes	0	0	0
DAC-23	2.1.6	Proposed expenditures	0	0	0
DAC-23	2.1.8	Revised budget for each agency, if any	0	0	0
DAC-23	2.1.10	Report on disbursements made and place where the related reports are available	0	0	0
DAC-23	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-23	2.2.1	Budget	0	0	0
DAC-23	2.2.3	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	0	0	0
DAC-23	2.2.5	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.	0	0	0
DAC-23	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-23	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-23	2.3.3	Objective of the programme	6.25	6.25	6.25
DAC-23	2.3.5	Procedure to avail benefits	6.25	6.25	6.25
DAC-23	2.3.7	Duration of the programme/ scheme	0	0	0
DAC-23	2.3.9	Physical and financial targets of the programme	0	0	0
DAC-23	2.3.11	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-23	2.3.13	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-23	2.3.15	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-23	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-23	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-23	2.4.4	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-23	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-23	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-23	2.5.4	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	0	0	0

		address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations			
DAC-23	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-23	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.	0	0	0
DAC-23	<b>Total-2</b>		<b>31</b>	<b>31</b>	<b>31</b>
DAC-23	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-23	<b>3. 1</b>	<b>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]</b>			
DAC-23	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-23	3. 1. 3	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	0	0
DAC-23	3. 1. 5	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-23	3. 1. 7	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-23	3. 1. 10	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-23	3. 1. 12	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-23	3. 1. 14	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	2. 78	2. 78
DAC-23	3. 1. 16	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	0	0	0
DAC-23	3. 1. 18	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-23	3. 1. 20	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-23	3. 1. 22	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-23	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-23	3. 2. 2	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	0	0	0
DAC-23	3. 2. 4	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	0	0
DAC-23	3. 2. 6	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	0	0

DAC-23	<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-23	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-23	<b>3.4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-23	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-23	3.4.4	Information manual/handbook available in Printed format	25	25.00	0
DAC-23	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-23	3.5.1	List of materials available Free of cost	0	0	0
DAC-23	3.5.4	List of materials available At a reasonable cost of the medium	0	0	0
DAC-23	<b>Total-3</b>		<b>115</b>	<b>115</b>	<b>90</b>
DAC-23	<b>4</b>	<b>E-Governance</b>			
DAC-23	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-23	4.1.1	English	14.29	14.29	14.29
DAC-23	4.1.2	Vernacular/ Local Language	0	0	0
DAC-23	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-23	4.2.1	Last date of Annual updation	28.57	28.57	14.29
DAC-23	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-23	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-23	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-23	4.3.3	Location where available	9.52	9.52	9.52
DAC-23	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-23	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-23	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-23	4.4.3	Working hours of the facility	0	0	0
DAC-23	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-23	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-23	4.5.1	Grievance redressal mechanism	0	0	0
DAC-23	4.5.2	Details of applications received under RTI and information provided	0	0	0
DAC-23	4.5.3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-23	4.5.4	List of schemes/ projects/ programme underway	0	0	0
DAC-23	4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0
DAC-23	4.5.6	Annual Report	3.57	3.57	3.57
DAC-23	4.5.7	Frequently Asked Question (FAQs)	3.57	3.57	3.57

DAC-23	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	0	0	0
DAC-23	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-23	4. 6. 1	Details of applications received and disposed	0	0	0
DAC-23	4. 6. 2	Details of appeals received and orders issued	0	0	0
DAC-23	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-23	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-23	<b>Total-4</b>		<b>100</b>	<b>100</b>	<b>86</b>
DAC-23	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-23	<b>5. 1</b>	<b>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]</b>			
DAC-23	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	0
DAC-23	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-23	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	0	0	0
DAC-23	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	0	0	0
DAC-23	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	0	0	0
DAC-23	<b>Total-5</b>		<b>20</b>	<b>20</b>	<b>0</b>
DAC-23	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-23	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-23	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-23	<b>6. 2</b>	<b>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</b>			
DAC-23	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-23	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-23	<b>Total-6</b>		<b>38</b>	<b>38</b>	<b>25</b>
DAC-23	<b>Grand Total</b>		<b>353</b>	<b>353</b>	<b>266</b>

Public Authority Name: DAC-24: National Centre of Organic Farming – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-24	<b>1</b>	<b>Organisation and Function</b>			
DAC-24	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-24	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-24	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-24	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-24	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-24	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-24	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	1. 28	1. 28
DAC-24	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-24	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-24	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-24	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-24	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-24	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-24	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-24	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-24	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-24	1. 3. 3	Related provisions, acts, rules etc.	1. 54	0. 77	0. 77
DAC-24	1. 3. 4	Time limit for taking a decisions, if any	1. 54	0. 77	0. 77
DAC-24	1. 3. 5	Channel of supervision and accountability	1. 54	0. 77	0. 77
DAC-24	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-24	1. 4. 1	Nature of functions/ services offered	1. 54	0. 77	0. 77
DAC-24	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	0. 77	0. 77
DAC-24	1. 4. 3	Process by which these services can be accessed	1. 54	0. 77	0. 77
DAC-24	1. 4. 4	Time-limit for achieving the targets	1. 54	0. 77	0. 77
DAC-24	1. 4. 5	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-24	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-24	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	0. 96	0. 96
DAC-24	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	0. 96	0. 96
DAC-24	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92

DAC-24	1. 5. 4	Transfer policy and transfer orders	1. 92	0. 96	0. 96
DAC-24	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-24	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-24	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-24	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-24	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-24	1. 7. 2	Composition	0	0	0
DAC-24	1. 7. 3	Dates from which constituted	0	0	0
DAC-24	1. 7. 4	Term/ Tenure	0	0	0
DAC-24	1. 7. 5	Powers and functions	0	0	0
DAC-24	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-24	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-24	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-24	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-24	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-24	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-24	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-24	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-24	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-24	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-24	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-24	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-24	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-24	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	1. 93	1. 93
DAC-24	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	1. 93	1. 93
DAC-24	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-24	1. 12. 1	Educational programmes	0	0	0
DAC-24	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-24	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0. 96
DAC-24	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-24	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-24	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	3. 85	3. 85
DAC-24	<b>Total-1</b>		<b>83</b>	<b>67</b>	<b>64</b>

DAC-24	<b>2</b>	<b>Budget and Programme</b>			
DAC-24	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-24	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-24	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-24	2.1.3	Proposed expenditures	0	0	0
DAC-24	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-24	2.1.5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-24	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-24	2.2.1	Budget	16.67	16.67	16.67
DAC-24	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	16.67	16.67
DAC-24	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	16.67	16.67
DAC-24	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-24	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-24	2.3.2	Objective of the programme	6.25	3.13	6.25
DAC-24	2.3.3	Procedure to avail benefits	6.25	3.13	6.25
DAC-24	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-24	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-24	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	3.13	3.13
DAC-24	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-24	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	3.13	3.13
DAC-24	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-24	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-24	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-24	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-24	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-24	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	0



		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			
DAC-24	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-24	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.	0	0	0
DAC-24	<b>Total-2</b>		<b>118</b>	<b>105</b>	<b>111</b>
DAC-24	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-24	<b>3. 1</b>	<b>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]</b>			
DAC-24	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-24	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	12. 5	12. 50	12. 50
DAC-24	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-24	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-24	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-24	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-24	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-24	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	0	0	0
DAC-24	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-24	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-24	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-24	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-24	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	0	0	0
DAC-24	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	0	0
DAC-24	3. 2. 3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make	0	0	0

		the process more interactive- Outline the arrangement for consultation before formulation of policy			
DAC-24	<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-24	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-24	<b>3.4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-24	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-24	3.4.2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-24	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-24	3.5.1	List of materials available Free of cost	25	25.00	25.00
DAC-24	3.5.2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-24	<b>Total-3</b>		<b>138</b>	<b>138</b>	<b>138</b>
DAC-24	<b>4</b>	<b>E-Governance</b>			
DAC-24	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-24	4.1.1	English	14.29	14.29	14.29
DAC-24	4.1.2	Vernacular/ Local Language	14.29	7.15	7.15
DAC-24	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-24	4.2.1	Last date of Annual updation	28.57	28.57	28.57
DAC-24	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-24	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-24	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-24	4.3.3	Location where available	9.52	9.52	9.52
DAC-24	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-24	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-24	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-24	4.4.3	Working hours of the facility	7.14	7.14	7.14
DAC-24	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-24	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-24	4.5.1	Grievance redressal mechanism	3.57	3.57	3.57
DAC-24	4.5.2	Details of applications received under RTI and information provided	3.57	3.57	3.57
DAC-24	4.5.3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-24	4.5.4	List of schemes/ projects/ programme underway	3.57	3.57	3.57
DAC-24	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	3.57	3.57
DAC-24	4.5.6	Annual Report	3.57	3.57	3.57

DAC-24	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-24	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	3. 57	1. 79
DAC-24	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-24	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-24	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-24	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-24	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-24	<b>Total-4</b>		<b>171</b>	<b>164</b>	<b>162</b>
DAC-24	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-24	<b>5. 1</b>	<b>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]</b>			
DAC-24	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-24	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	20. 00	20. 00
DAC-24	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	0	0	0
DAC-24	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	0	0	0
DAC-24	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	0	0	0
DAC-24	<b>Total-5</b>		<b>40</b>	<b>40</b>	<b>40</b>
DAC-24	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-24	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-24	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-24	<b>6. 2</b>	<b>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</b>			
DAC-24	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	0
DAC-24	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	0
DAC-24	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>25</b>
DAC-24	<b>Grand Total</b>		<b>599</b>	<b>564</b>	<b>540</b>

Public Authority Name: DAC-25: National Cooperative Development Corporation – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audito r Marks
DAC-25	<b>1</b>	<b>Organisation and Function</b>			
DAC-25	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-25	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-25	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-25	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-25	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-25	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-25	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	1. 28	1. 28
DAC-25	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-25	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-25	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-25	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-25	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-25	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-25	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-25	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-25	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-25	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-25	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	1. 54
DAC-25	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-25	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-25	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-25	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-25	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-25	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	1. 54
DAC-25	1. 4. 5	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-25	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-25	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-25	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-25	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92
DAC-25	1. 5. 4	Transfer policy and transfer orders	0	0	0

DAC-25	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-25	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-25	1. 6. 2	Custodian of documents/ categories	3. 85	3. 85	3. 85
DAC-25	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-25	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-25	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-25	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 48
DAC-25	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 48
DAC-25	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-25	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-25	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-25	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-25	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-25	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-25	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-25	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-25	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	1. 93
DAC-25	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	1. 93
DAC-25	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-25	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-25	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-25	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-25	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-25	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	1. 93
DAC-25	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-25	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-25	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-25	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-25	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-25	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-25	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-25	<b>Total-1</b>		<b>90</b>	<b>90</b>	<b>82</b>

DAC-25	<b>2</b>	<b>Budget and Programme</b>			
DAC-25	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-25	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-25	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-25	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-25	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-25	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-25	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-25	2.2.1	Budget	0	0	0
DAC-25	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	0	0	0
DAC-25	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	16.67	16.67
DAC-25	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-25	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-25	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-25	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-25	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-25	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-25	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-25	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-25	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-25	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-25	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	25.00	25.00
DAC-25	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-25	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-25	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-25	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	25.00

		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			
DAC-25	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-25	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	50.00	25.00
DAC-25	<b>Total-2</b>		<b>217</b>	<b>217</b>	<b>217</b>
DAC-25	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-25	<b>3. 1</b>	<b>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]</b>			
DAC-25	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-25	3. 1. 3	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	12. 5	12. 50	12. 50
DAC-25	3. 1. 5	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	2. 78	2. 78
DAC-25	3. 1. 7	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	2. 78	2. 78
DAC-25	3. 1. 9	Public- private partnerships (PPP)- Concession agreements.	2. 78	2. 78	2. 78
DAC-25	3. 1. 11	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	2. 78	2. 78
DAC-25	3. 1. 14	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	2. 78	2. 78
DAC-25	3. 1. 15	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	2. 78	2. 78
DAC-25	3. 1. 18	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	2. 78	2. 78
DAC-25	3. 1. 20	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	2. 78	2. 78
DAC-25	3. 1. 21	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	2. 78	2. 78
DAC-25	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-25	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	0	0	0
DAC-25	3. 2. 4	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	0	0
DAC-25	3. 2. 5	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make	0	0	0

		the process more interactive- Outline the arrangement for consultation before formulation of policy			
DAC-25	<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-25	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-25	<b>3.4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-25	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-25	3.4.3	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-25	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-25	3.5.1	List of materials available Free of cost	25	25.00	25.00
DAC-25	3.5.4	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-25	<b>Total-3</b>		<b>200</b>	<b>200</b>	<b>200</b>
DAC-25	<b>4</b>	<b>E-Governance</b>			
DAC-25	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-25	4.1.1	English	14.29	14.29	14.29
DAC-25	4.1.2	Vernacular/ Local Language	14.29	14.29	14.29
DAC-25	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-25	4.2.1	Last date of Annual updation	28.57	28.57	28.57
DAC-25	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-25	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-25	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-25	4.3.3	Location where available	9.52	9.52	9.52
DAC-25	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-25	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-25	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-25	4.4.3	Working hours of the facility	7.14	7.14	7.14
DAC-25	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-25	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-25	4.5.1	Grievance redressal mechanism	3.57	3.57	1.79
DAC-25	4.5.2	Details of applications received under RTI and information provided	3.57	3.57	3.57
DAC-25	4.5.3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-25	4.5.4	List of schemes/ projects/ programme underway	3.57	3.57	3.57
DAC-25	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	3.57	3.57
DAC-25	4.5.6	Annual Report	3.57	3.57	3.57



DAC-25	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-25	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	0	0	0
DAC-25	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-25	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-25	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-25	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-25	4. 7. 1	Details of questions asked and replies given	28. 57	14. 29	14. 29
DAC-25	<b>Total-4</b>		<b>196</b>	<b>182</b>	<b>180</b>
DAC-25	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-25	<b>5. 1</b>	<b>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]</b>			
DAC-25	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-25	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	20. 00	20. 00
DAC-25	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	0	0	0
DAC-25	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	0	0	0
DAC-25	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	0	0	0
DAC-25	<b>Total-5</b>		<b>40</b>	<b>40</b>	<b>40</b>
DAC-25	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-25	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-25	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-25	<b>6. 2</b>	<b>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</b>			
DAC-25	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-25	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-25	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>25</b>
DAC-25	<b>Grand Total</b>		<b>769</b>	<b>754</b>	<b>744</b>

Public Authority Name: DAC-26: National Horticulture Board(NHB) – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-26	<b>1</b>	<b>Organisation and Function</b>			
DAC-26	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-26	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-26	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-26	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-26	1.1.4	Function and duties	1.28	1.28	1.28
DAC-26	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-26	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	0.64	0
DAC-26	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-26	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-26	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-26	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-26	1.2.4	Exercised	1.54	1.54	1.54
DAC-26	1.2.5	Work allocation	1.54	1.54	1.54
DAC-26	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-26	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-26	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-26	1.3.3	Related provisions, acts, rules etc.	0	0	0
DAC-26	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0
DAC-26	1.3.5	Channel of supervision and accountability	1.54	1.54	0
DAC-26	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-26	1.4.1	Nature of functions/ services offered	1.54	1.54	0.77
DAC-26	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	0.77
DAC-26	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-26	1.4.4	Time-limit for achieving the targets	1.54	1.54	0
DAC-26	1.4.5	Process of redress of grievances	1.54	1.54	0
DAC-26	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-26	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-26	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-26	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92

DAC-26	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92
DAC-26	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-26	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-26	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-26	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-26	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-26	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-26	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-26	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-26	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-26	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-26	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-26	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-26	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-26	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-26	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-26	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-26	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-26	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-26	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-26	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-26	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-26	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-26	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-26	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-26	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-26	1. 12. 1	Educational programmes	0	0	0
DAC-26	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-26	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-26	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-26	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-26	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-26	<b>Total-1</b>		<b>89</b>	<b>88</b>	<b>78</b>

DAC-26	<b>2</b>	<b>Budget and Programme</b>			
DAC-26	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-26	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-26	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-26	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-26	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-26	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-26	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-26	2.2.1	Budget	16.67	16.67	16.67
DAC-26	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	16.67	8.34
DAC-26	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	16.67	16.67
DAC-26	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-26	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-26	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-26	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-26	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-26	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-26	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-26	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-26	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-26	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-26	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-26	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-26	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-26	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-26	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	0	0	0
DAC-26	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-26	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	50.00	50.00
DAC-26	<b>Total-2</b>		<b>225</b>	<b>225</b>	<b>217</b>
DAC-26	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-26	<b>3. 1</b>	<b>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]</b>			
DAC-26	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-26	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	0	0
DAC-26	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-26	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-26	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-26	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-26	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-26	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	0	0	0
DAC-26	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-26	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-26	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-26	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-26	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	16. 67	16. 67
DAC-26	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	0	0

DAC-26	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	0	0
DAC-26	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-26	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-26	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-26	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-26	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-26	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-26	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-26	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-26	<b>Total-3</b>		<b>167</b>	<b>167</b>	<b>167</b>
DAC-26	<b>4</b>	<b>E-Governance</b>			
DAC-26	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-26	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-26	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-26	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-26	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-26	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-26	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-26	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-26	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-26	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-26	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-26	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-26	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-26	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-26	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-26	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-26	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-26	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-26	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-26	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	3. 57	3. 57

DAC-26	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-26	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-26	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	3. 57	3. 57
DAC-26	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-26	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-26	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-26	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-26	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-26	<b>Total-4</b>		<b>200</b>	<b>200</b>	<b>200</b>
DAC-26	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-26	<b>5. 1</b>	<b>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]</b>			
DAC-26	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-26	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-26	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	10. 00	0
DAC-26	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	0	0
DAC-26	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	0	0
DAC-26	<b>Total-5</b>		<b>80</b>	<b>30</b>	<b>20</b>
DAC-26	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-26	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-26	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-26	<b>6. 2</b>	<b>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</b>			
DAC-26	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-26	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-26	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>25</b>
DAC-26	<b>Grand Total</b>		<b>811</b>	<b>735</b>	<b>706</b>

Public Authority Name: DAC-27: National Institute of Agricultural Extension Mgmt. (MANAGE) – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-27	<b>1</b>	<b>Organisation and Function</b>			
DAC-27	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-27	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-27	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-27	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-27	1.1.4	Function and duties	1.28	1.28	1.28
DAC-27	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-27	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	1.28	1.28
DAC-27	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-27	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-27	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-27	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-27	1.2.4	Exercised	1.54	1.54	1.54
DAC-27	1.2.5	Work allocation	1.54	1.54	1.54
DAC-27	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-27	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-27	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-27	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-27	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0.77
DAC-27	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-27	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-27	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-27	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-27	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-27	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-27	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-27	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-27	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-27	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-27	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-27	1.5.4	Transfer policy and transfer orders	1.92	1.92	1.92



DAC-27	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-27	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-27	1. 6. 2	Custodian of documents/ categories	3. 85	3. 85	3. 85
DAC-27	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-27	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-27	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-27	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-27	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-27	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-27	1. 7. 6	Whether their meetings are open to the public?	0. 96	0. 96	0
DAC-27	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0
DAC-27	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-27	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-27	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-27	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-27	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-27	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-27	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-27	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-27	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-27	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-27	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-27	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	0
DAC-27	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	0
DAC-27	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-27	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-27	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-27	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-27	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-27	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-27	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-27	<b>Total-1</b>		<b>95</b>	<b>95</b>	<b>85</b>

DAC-27	<b>2</b>	<b>Budget and Programme</b>			
DAC-27	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-27	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-27	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-27	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-27	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-27	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-27	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-27	2.2.1	Budget	16.67	16.67	16.67
DAC-27	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	16.67	16.67
DAC-27	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	16.67	16.67
DAC-27	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-27	2.3.1	Name of the programme of activity	0	0	0
DAC-27	2.3.2	Objective of the programme	0	0	0
DAC-27	2.3.3	Procedure to avail benefits	0	0	0
DAC-27	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-27	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-27	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-27	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-27	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-27	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-27	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-27	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-27	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-27	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0
DAC-27	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	0

		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			
DAC-27	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-27	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	50.00	50.00
DAC-27	<b>Total-2</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-27	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-27	<b>3. 1</b>	<b>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]</b>			
DAC-27	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-27	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	0	0
DAC-27	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-27	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-27	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-27	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-27	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-27	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	0	0	0
DAC-27	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-27	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-27	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-27	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-27	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	0	0	0
DAC-27	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	0	0

DAC-27	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	0	0
DAC-27	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-27	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-27	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-27	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-27	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-27	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-27	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-27	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-27	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-27	<b>4</b>	<b>E-Governance</b>			
DAC-27	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-27	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-27	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-27	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-27	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-27	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-27	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-27	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-27	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-27	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-27	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-27	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-27	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-27	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-27	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-27	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-27	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-27	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-27	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-27	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	3. 57	3. 57

DAC-27	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-27	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-27	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	3. 57	3. 57
DAC-27	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-27	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-27	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-27	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-27	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-27	<b>Total-4</b>		<b>200</b>	<b>200</b>	<b>171</b>
DAC-27	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-27	<b>5. 1</b>	<b>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]</b>			
DAC-27	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-27	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	20. 00	20. 00
DAC-27	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	20. 00	10. 00
DAC-27	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	20. 00	10. 00
DAC-27	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	20. 00	10. 00
DAC-27	<b>Total-5</b>		<b>100</b>	<b>100</b>	<b>70</b>
DAC-27	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-27	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-27	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-27	<b>6. 2</b>	<b>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</b>			
DAC-27	6. 2. 1	Whether STQC certification obtained and its validity	0	0	12. 50
DAC-27	6. 2. 2	Does the website show the certificate on the Website?	0	0	12. 50
DAC-27	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>50</b>
DAC-27	<b>Grand Total</b>		<b>720</b>	<b>720</b>	<b>676</b>

Public Authority Name: DAC-28: National Institute of Agricultural Marketing(NIAM) – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-28	<b>1</b>	<b>Organisation and Function</b>			
DAC-28	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-28	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-28	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-28	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-28	1.1.4	Function and duties	1.28	1.28	1.28
DAC-28	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-28	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	1.28	1.28
DAC-28	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-28	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-28	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-28	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-28	1.2.4	Exercised	0	0	0
DAC-28	1.2.5	Work allocation	1.54	1.54	1.54
DAC-28	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-28	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-28	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-28	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-28	1.3.4	Time limit for taking a decisions, if any	1.54	0	0
DAC-28	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-28	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-28	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-28	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	0.77
DAC-28	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-28	1.4.4	Time-limit for achieving the targets	1.54	1.54	0.77
DAC-28	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-28	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-28	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-28	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-28	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-28	1.5.4	Transfer policy and transfer orders	0	0	0

DAC-28	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-28	1. 6. 1	Categories of documents	3. 85	3. 85	1. 93
DAC-28	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-28	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-28	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-28	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-28	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-28	1. 7. 4	Term/ Tenure	0	0	0
DAC-28	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-28	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-28	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-28	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-28	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-28	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-28	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-28	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-28	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-28	1. 9. 2	System of compensation as provided in its regulations	3. 85	0	0
DAC-28	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-28	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	1. 93
DAC-28	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	1. 93
DAC-28	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-28	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-28	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-28	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-28	1. 12. 1	Educational programmes	1. 92	0	0
DAC-28	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0	0
DAC-28	1. 12. 3	Training of CPIO/APIO	1. 92	0	0
DAC-28	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	0	0
DAC-28	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-28	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-28	<b>Total-1</b>		<b>77</b>	<b>64</b>	<b>55</b>

DAC-28	<b>2</b>	<b>Budget and Programme</b>			
DAC-28	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-28	2.1.1	Total Budget for the public authority	10	10.00	5.00
DAC-28	2.1.2	Budget for each agency and plan & programmes	10	10.00	5.00
DAC-28	2.1.3	Proposed expenditures	10	10.00	5.00
DAC-28	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-28	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-28	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-28	2.2.1	Budget	16.67	0	0
DAC-28	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	0	0
DAC-28	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	0	0
DAC-28	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-28	2.3.1	Name of the programme of activity	0	0	0
DAC-28	2.3.2	Objective of the programme	0	0	0
DAC-28	2.3.3	Procedure to avail benefits	0	0	0
DAC-28	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-28	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-28	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-28	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-28	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-28	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-28	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-28	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-28	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-28	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0



DAC-28	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	0	0	0
DAC-28	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-28	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	50.00	0
DAC-28	<b>Total-2</b>		<b>150</b>	<b>100</b>	<b>25</b>
DAC-28	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-28	<b>3. 1</b>	<b>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 of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-28	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-28	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	0	0
DAC-28	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2. 78	2. 78	2. 78
DAC-28	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2. 78	2. 78	2. 78
DAC-28	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	2. 78	2. 78	2. 78
DAC-28	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	2. 78	2. 78
DAC-28	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2. 78	2. 78	2. 78
DAC-28	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	0	0	0
DAC-28	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	2. 78	2. 78
DAC-28	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-28	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-28	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-28	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	16. 67	16. 67
DAC-28	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	16. 67	16. 67	8. 34

DAC-28	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	16. 67	16. 67	8. 34
DAC-28	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-28	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-28	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-28	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-28	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-28	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-28	3. 5. 1	List of materials available Free of cost	0	0	0
DAC-28	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-28	<b>Total-3</b>		<b>179</b>	<b>179</b>	<b>163</b>
DAC-28	<b>4</b>	<b>E-Governance</b>			
DAC-28	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-28	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-28	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-28	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-28	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-28	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-28	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-28	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-28	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-28	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-28	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-28	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-28	4. 4. 3	Working hours of the facility	7. 14	7. 14	0
DAC-28	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-28	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-28	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-28	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-28	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-28	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-28	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	3. 57	3. 57

DAC-28	4. 5. 6	Annual Report	3. 57	3. 57	1. 79
DAC-28	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-28	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	3. 57	3. 57
DAC-28	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-28	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	7. 15
DAC-28	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	7. 15
DAC-28	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-28	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	14. 29
DAC-28	<b>Total-4</b>		<b>189</b>	<b>189</b>	<b>152</b>
DAC-28	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-28	<b>5. 1</b>	<b>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]</b>			
DAC-28	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-28	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	0	0
DAC-28	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	20. 00	10. 00
DAC-28	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	20. 00	10. 00
DAC-28	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	20. 00	10. 00
DAC-28	<b>Total-5</b>		<b>100</b>	<b>80</b>	<b>50</b>
DAC-28	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-28	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-28	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	0	25. 00
DAC-28	<b>6. 2</b>	<b>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</b>			
DAC-28	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-28	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-28	<b>Total-6</b>		<b>25</b>	<b>0</b>	<b>25</b>
DAC-28	<b>Grand Total</b>		<b>721</b>	<b>613</b>	<b>469</b>

Public Authority Name: DAC-29: National Institute of Plant Health Management – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-29	<b>1</b>	<b>Organisation and Function</b>			
DAC-29	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-29	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-29	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-29	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-29	1.1.4	Function and duties	1.28	1.28	1.28
DAC-29	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-29	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	0.64	0.64
DAC-29	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-29	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-29	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-29	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-29	1.2.4	Exercised	1.54	1.54	1.54
DAC-29	1.2.5	Work allocation	1.54	1.54	1.54
DAC-29	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-29	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-29	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-29	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-29	1.3.4	Time limit for taking a decisions, if any	1.54	0.77	0.77
DAC-29	1.3.5	Channel of supervision and accountability	1.54	0.77	0.77
DAC-29	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-29	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-29	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-29	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-29	1.4.4	Time-limit for achieving the targets	1.54	0.77	0.77
DAC-29	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-29	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-29	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-29	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-29	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-29	1.5.4	Transfer policy and transfer orders	0	0	0

DAC-29	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-29	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-29	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-29	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-29	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-29	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-29	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-29	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-29	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-29	1. 7. 6	Whether their meetings are open to the public?	0. 96	0	0
DAC-29	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0	0
DAC-29	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-29	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-29	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-29	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-29	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-29	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-29	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-29	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-29	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-29	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-29	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-29	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-29	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-29	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-29	1. 12. 1	Educational programmes	1. 92	0. 96	0. 96
DAC-29	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	0. 96	0. 96
DAC-29	1. 12. 3	Training of CPIO/APIO	1. 92	0. 96	0. 96
DAC-29	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-29	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-29	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-29	<b>Total-1</b>		<b>84</b>	<b>76</b>	<b>76</b>

DAC-29	<b>2</b>	<b>Budget and Programme</b>			
DAC-29	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-29	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-29	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-29	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-29	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-29	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-29	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-29	2.2.1	Budget	16.67	16.67	16.67
DAC-29	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	16.67	16.67
DAC-29	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	16.67	16.67
DAC-29	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-29	2.3.1	Name of the programme of activity	0	0	0
DAC-29	2.3.2	Objective of the programme	0	0	0
DAC-29	2.3.3	Procedure to avail benefits	0	0	0
DAC-29	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-29	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-29	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-29	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-29	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-29	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-29	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-29	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-29	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>			
DAC-29	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-29	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	0	0	0
DAC-29	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-29	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	50.00	50.00
DAC-29	<b>Total-2</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-29	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-29	<b>3. 1</b>	<b>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]</b>			
DAC-29	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-29	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	0	0
DAC-29	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-29	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-29	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-29	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-29	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-29	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	0	0	0
DAC-29	3. 1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-29	3. 1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-29	3. 1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-29	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-29	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	0	0	0
DAC-29	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	0	0

DAC-29	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	0	0
DAC-29	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-29	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-29	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-29	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-29	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-29	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-29	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-29	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-29	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-29	<b>4</b>	<b>E-Governance</b>			
DAC-29	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-29	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-29	4. 1. 2	Vernacular/ Local Language	0	0	0
DAC-29	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-29	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-29	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-29	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-29	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-29	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-29	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-29	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-29	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-29	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-29	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	3. 57
DAC-29	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-29	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-29	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-29	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-29	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-29	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	3. 57	3. 57



DAC-29	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-29	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-29	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	3. 57	3. 57
DAC-29	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-29	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-29	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-29	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-29	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-29	<b>Total-4</b>		<b>186</b>	<b>186</b>	<b>182</b>
DAC-29	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-29	<b>5. 1</b>	<b>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]</b>			
DAC-29	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-29	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	20. 00	20. 00
DAC-29	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	20. 00	20. 00
DAC-29	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	0	0
DAC-29	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	0	0
DAC-29	<b>Total-5</b>		<b>100</b>	<b>60</b>	<b>60</b>
DAC-29	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-29	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-29	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-29	<b>6. 2</b>	<b>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</b>			
DAC-29	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-29	6. 2. 2	Does the website show the certificate on the Website?	12. 5	12. 50	12. 50
DAC-29	<b>Total-6</b>		<b>50</b>	<b>50</b>	<b>50</b>
DAC-29	<b>Grand Total</b>		<b>719</b>	<b>672</b>	<b>668</b>

Public Authority Name: DAC-30: National Seeds Corporation Ltd. – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-30	<b>1</b>	<b>Organisation and Function</b>			
DAC-30	<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-30	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-30	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-30	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-30	1.1.4	Function and duties	1.28	1.28	1.28
DAC-30	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-30	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	1.28	1.28
DAC-30	<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-30	1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	1.54
DAC-30	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-30	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-30	1.2.4	Exercised	1.54	1.54	1.54
DAC-30	1.2.5	Work allocation	1.54	1.54	1.54
DAC-30	<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-30	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	0.77
DAC-30	1.3.2	Final decision making authority	1.54	1.54	0.77
DAC-30	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	0.77
DAC-30	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	0.77
DAC-30	1.3.5	Channel of supervision and accountability	1.54	1.54	0.77
DAC-30	<b>1.4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-30	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-30	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-30	1.4.3	Process by which these services can be accessed	1.54	1.54	0.77
DAC-30	1.4.4	Time-limit for achieving the targets	1.54	1.54	0.77
DAC-30	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-30	<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-30	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-30	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-30	1.5.3	Acts/ Rules manuals etc.	0	0	0
DAC-30	1.5.4	Transfer policy and transfer orders	1.92	1.92	0.96

DAC-30	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-30	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-30	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-30	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-30	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-30	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-30	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-30	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-30	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-30	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-30	1. 7. 7	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-30	1. 7. 8	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-30	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-30	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-30	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-30	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-30	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-30	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-30	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-30	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-30	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-30	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-30	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-30	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-30	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-30	1. 12. 1	Educational programmes	1. 92	1. 92	1. 92
DAC-30	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	1. 92
DAC-30	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-30	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	1. 92
DAC-30	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-30	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	3. 85
DAC-30	<b>Total-1</b>		<b>97</b>	<b>97</b>	<b>87</b>

DAC-30	<b>2</b>	<b>Budget and Programme</b>			
DAC-30	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-30	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-30	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-30	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-30	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-30	2.1.5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-30	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-30	2.2.1	Budget	16.67	16.67	16.67
DAC-30	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	16.67	16.67
DAC-30	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	16.67	16.67
DAC-30	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-30	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-30	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-30	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-30	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-30	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-30	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-30	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-30	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-30	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-30	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-30	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-30	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-30	2.5.1	Concessions, permits or authorizations granted by public authority	25	25.00	25.00
DAC-30	2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/	0	0	0

		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			
DAC-30	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-30	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	50.00	25.00
DAC-30	<b>Total-2</b>		<b>215</b>	<b>215</b>	<b>190</b>
DAC-30	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-30	<b>3. 1</b>	<b>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]</b>			
DAC-30	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-30	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	12. 5	12. 50	12. 50
DAC-30	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-30	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-30	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-30	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	2. 78	2. 78	0
DAC-30	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-30	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	0	0	0
DAC-30	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2. 78	2. 78	2. 78
DAC-30	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	2. 78	2. 78	2. 78
DAC-30	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	2. 78	2. 78	2. 78
DAC-30	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-30	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	16. 67	16. 67
DAC-30	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	16. 67	16. 67	16. 67
DAC-30	3. 2. 3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make	16. 67	16. 67	16. 67

		the process more interactive- Outline the arrangement for consultation before formulation of policy			
DAC-30	<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-30	3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-30	<b>3.4</b>	<b>Form of accessibility of information manual/handbook[Section 4(1)(b)]</b>			
DAC-30	3.4.1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-30	3.4.2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-30	<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-30	3.5.1	List of materials available Free of cost	25	25.00	25.00
DAC-30	3.5.2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-30	<b>Total-3</b>		<b>236</b>	<b>236</b>	<b>233</b>
DAC-30	<b>4</b>	<b>E-Governance</b>			
DAC-30	<b>4.1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-30	4.1.1	English	14.29	14.29	14.29
DAC-30	4.1.2	Vernacular/ Local Language	14.29	14.29	14.29
DAC-30	<b>4.2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-30	4.2.1	Last date of Annual updation	28.57	28.57	28.57
DAC-30	<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-30	4.3.1	Details of information available in electronic form	9.52	9.52	9.52
DAC-30	4.3.2	Name/ title of the document/record/ other information	9.52	9.52	9.52
DAC-30	4.3.3	Location where available	9.52	9.52	9.52
DAC-30	<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-30	4.4.1	Name & location of the faculty	7.14	7.14	7.14
DAC-30	4.4.2	Details of information made available	7.14	7.14	7.14
DAC-30	4.4.3	Working hours of the facility	7.14	7.14	7.14
DAC-30	4.4.4	Contact person & contact details (Phone, fax email)	7.14	7.14	7.14
DAC-30	<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-30	4.5.1	Grievance redressal mechanism	3.57	3.57	3.57
DAC-30	4.5.2	Details of applications received under RTI and information provided	3.57	3.57	1.79
DAC-30	4.5.3	List of completed schemes/ projects/ Programmes	3.57	3.57	3.57
DAC-30	4.5.4	List of schemes/ projects/ programme underway	3.57	3.57	3.57
DAC-30	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	3.57	3.57
DAC-30	4.5.6	Annual Report	3.57	3.57	3.57

DAC-30	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-30	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	3. 57	3. 57
DAC-30	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-30	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-30	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-30	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-30	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-30	<b>Total-4</b>		<b>168</b>	<b>168</b>	<b>166</b>
DAC-30	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-30	<b>5. 1</b>	<b>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]</b>			
DAC-30	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-30	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	10. 00	10. 00
DAC-30	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	0	0	0
DAC-30	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	20. 00	20. 00
DAC-30	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	20. 00	20. 00
DAC-30	<b>Total-5</b>		<b>80</b>	<b>70</b>	<b>70</b>
DAC-30	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-30	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-30	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-30	<b>6. 2</b>	<b>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</b>			
DAC-30	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	6. 25	0
DAC-30	6. 2. 2	Does the website show the certificate on the Website?	12. 5	6. 25	0
DAC-30	<b>Total-6</b>		<b>50</b>	<b>38</b>	<b>25</b>
DAC-30	<b>Grand Total</b>		<b>846</b>	<b>824</b>	<b>771</b>

Public Authority Name: DAC-31: National Seeds Research & Traing Centre (NSRTC) - Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-31	<b>1</b>	<b>Organisation and Function</b>			
DAC-31	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-31	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-31	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-31	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-31	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-31	1. 1. 5	Organization Chart	1. 28	0. 64	0. 64
DAC-31	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	0. 64	0. 64
DAC-31	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-31	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	0	0
DAC-31	1. 2. 2	Power and duties of other employees	1. 54	0	0
DAC-31	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	0	0
DAC-31	1. 2. 4	Exercised	1. 54	0	0
DAC-31	1. 2. 5	Work allocation	1. 54	0	0
DAC-31	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-31	1. 3. 1	Process of decision making Identify key decision making points	1. 54	0	0
DAC-31	1. 3. 2	Final decision making authority	1. 54	0	0
DAC-31	1. 3. 3	Related provisions, acts, rules etc.	1. 54	0	0
DAC-31	1. 3. 4	Time limit for taking a decisions, if any	1. 54	0	0
DAC-31	1. 3. 5	Channel of supervision and accountability	1. 54	0	0
DAC-31	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-31	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-31	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	0	0
DAC-31	1. 4. 3	Process by which these services can be accessed	1. 54	0	0
DAC-31	1. 4. 4	Time-limit for achieving the targets	1. 54	0	0
DAC-31	1. 4. 5	Process of redress of grievances	1. 54	0	0
DAC-31	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-31	1. 5. 1	Title and nature of the record/ manual / instruction.	1. 92	0	0
DAC-31	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	0	0
DAC-31	1. 5. 3	Acts/ Rules manuals etc.	1. 92	0	0
DAC-31	1. 5. 4	Transfer policy and transfer orders	1. 92	0	0



DAC-31	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-31	1. 6. 1	Categories of documents	0	0	0
DAC-31	1. 6. 2	Custodian of documents/ categories	0	0	0
DAC-31	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-31	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-31	1. 7. 2	Composition	0	0	0
DAC-31	1. 7. 3	Dates from which constituted	0	0	0
DAC-31	1. 7. 4	Term/ Tenure	0	0	0
DAC-31	1. 7. 5	Powers and functions	0	0	0
DAC-31	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-31	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-31	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-31	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-31	1. 8. 1	Name and designation	3. 85	1. 93	1. 93
DAC-31	1. 8. 2	Telephone , fax and email ID	3. 85	1. 93	3. 85
DAC-31	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-31	1. 9. 1	List of employees with Gross monthly remuneration	0	0	0
DAC-31	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-31	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-31	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-31	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-31	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-31	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-31	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-31	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-31	1. 12. 1	Educational programmes	0	0	0
DAC-31	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-31	1. 12. 3	Training of CPIO/APIO	0	0	0
DAC-31	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-31	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-31	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-31	<b>Total-1</b>		<b>54</b>	<b>20</b>	<b>21</b>

DAC-31	<b>2</b>	<b>Budget and Programme</b>			
DAC-31	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-31	2.1.1	Total Budget for the public authority	0	0	0
DAC-31	2.1.2	Budget for each agency and plan & programmes	0	0	0
DAC-31	2.1.3	Proposed expenditures	0	0	0
DAC-31	2.1.4	Revised budget for each agency, if any	0	0	0
DAC-31	2.1.5	Report on disbursements made and place where the related reports are available	0	0	0
DAC-31	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-31	2.2.1	Budget	0	0	0
DAC-31	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	0	0	0
DAC-31	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.	0	0	0
DAC-31	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-31	2.3.1	Name of the programme of activity	0	0	0
DAC-31	2.3.2	Objective of the programme	0	0	0
DAC-31	2.3.3	Procedure to avail benefits	0	0	0
DAC-31	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-31	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-31	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-31	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-31	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-31	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-31	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-31	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-31	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b) (xiii)]</b>			
DAC-31	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-31	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	0	0	0
DAC-31	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-31	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.	0	0	0
DAC-31	<b>Total-2</b>		<b>0</b>	<b>0</b>	<b>0</b>
DAC-31	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-31	<b>3. 1</b>	<b>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]</b>			
DAC-31	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-31	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	0	0
DAC-31	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-31	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-31	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-31	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-31	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-31	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	0	0	0
DAC-31	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-31	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-31	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-31	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-31	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	0	0	0
DAC-31	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	0	0

DAC-31	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	0	0
DAC-31	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-31	3. 3. 1	Use of the most effective means of communication - Internet (website)	0	0	0
DAC-31	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-31	3. 4. 1	Information manual/handbook available in Electronic format	0	0	0
DAC-31	3. 4. 2	Information manual/handbook available in Printed format	0	0	0
DAC-31	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-31	3. 5. 1	List of materials available Free of cost	0	0	0
DAC-31	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-31	<b>Total-3</b>		<b>0</b>	<b>0</b>	<b>0</b>
DAC-31	<b>4</b>	<b>E-Governance</b>			
DAC-31	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-31	4. 1. 1	English	0	0	0
DAC-31	4. 1. 2	Vernacular/ Local Language	0	0	0
DAC-31	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-31	4. 2. 1	Last date of Annual updation	0	0	0
DAC-31	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-31	4. 3. 1	Details of information available in electronic form	0	0	0
DAC-31	4. 3. 2	Name/ title of the document/record/ other information	0	0	0
DAC-31	4. 3. 3	Location where available	0	0	0
DAC-31	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-31	4. 4. 1	Name & location of the faculty	0	0	0
DAC-31	4. 4. 2	Details of information made available	0	0	0
DAC-31	4. 4. 3	Working hours of the facility	0	0	0
DAC-31	4. 4. 4	Contact person & contact details (Phone, fax email)	0	0	0
DAC-31	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-31	4. 5. 1	Grievance redressal mechanism	3. 57	0	0
DAC-31	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	1. 79
DAC-31	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	0	0
DAC-31	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	0	0
DAC-31	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	0	0

DAC-31	4. 5. 6	Annual Report	3. 57	0	0
DAC-31	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	0	0
DAC-31	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	1. 79	1. 79
DAC-31	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-31	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	7. 15
DAC-31	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	7. 15
DAC-31	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-31	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-31	<b>Total-4</b>		<b>57</b>	<b>34</b>	<b>18</b>
DAC-31	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-31	<b>5. 1</b>	<b>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]</b>			
DAC-31	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-31	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	0	0
DAC-31	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	0	0
DAC-31	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	0	0
DAC-31	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	0	0
DAC-31	<b>Total-5</b>		<b>100</b>	<b>20</b>	<b>20</b>
DAC-31	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-31	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-31	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	0
DAC-31	<b>6. 2</b>	<b>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</b>			
DAC-31	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-31	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-31	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>0</b>
DAC-31	<b>Grand Total</b>		<b>236</b>	<b>98</b>	<b>59</b>

**Public Authority Name: DAC-32: North Eastern Regional Farm Machinery Training & Testing Instt. – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audito r Marks
DAC-32	<b>1</b>	<b>Organisation and Function</b>			
DAC-32	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-32	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-32	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-32	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-32	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-32	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-32	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	0	0	0
DAC-32	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-32	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-32	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-32	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	0. 77
DAC-32	1. 2. 4	Exercised	1. 54	1. 54	0. 77
DAC-32	1. 2. 5	Work allocation	1. 54	1. 54	0. 77
DAC-32	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-32	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-32	1. 3. 2	Final decision making authority	1. 54	0. 77	1. 54
DAC-32	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-32	1. 3. 4	Time limit for taking a decisions, if any	0	0	0
DAC-32	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-32	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-32	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-32	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-32	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-32	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	1. 54
DAC-32	1. 4. 5	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-32	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-32	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-32	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-32	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92
DAC-32	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92

DAC-32	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-32	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-32	1. 6. 2	Custodian of documents/ categories	3. 85	3. 85	3. 85
DAC-32	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-32	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-32	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-32	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-32	1. 7. 4	Term/ Tenure	0. 96	0. 48	0. 48
DAC-32	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-32	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-32	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-32	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-32	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-32	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-32	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-32	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-32	1. 9. 1	List of employees with Gross monthly remuneration	0	0	0
DAC-32	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-32	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-32	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-32	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-32	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-32	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	0	0
DAC-32	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-32	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-32	1. 12. 1	Educational programmes	1. 92	0. 96	0
DAC-32	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	0
DAC-32	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0
DAC-32	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0
DAC-32	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-32	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	3. 85
DAC-32	<b>Total-1</b>		<b>87</b>	<b>81</b>	<b>68</b>

DAC-32	<b>2</b>	<b>Budget and Programme</b>			
DAC-32	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-32	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-32	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-32	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-32	2.1.4	Revised budget for each agency, if any	10	10.00	10.00
DAC-32	2.1.5	Report on disbursements made and place where the related reports are available	0	0	10.00
DAC-32	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-32	2.2.1	Budget	16.67	16.67	0
DAC-32	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	16.67	0
DAC-32	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	16.67	0
DAC-32	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-32	2.3.1	Name of the programme of activity	6.25	6.25	6.25
DAC-32	2.3.2	Objective of the programme	6.25	6.25	6.25
DAC-32	2.3.3	Procedure to avail benefits	6.25	6.25	6.25
DAC-32	2.3.4	Duration of the programme/ scheme	6.25	6.25	6.25
DAC-32	2.3.5	Physical and financial targets of the programme	6.25	6.25	6.25
DAC-32	2.3.6	Nature/ scale of subsidy /amount allotted	6.25	6.25	6.25
DAC-32	2.3.7	Eligibility criteria for grant of subsidy	6.25	6.25	6.25
DAC-32	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	6.25	6.25
DAC-32	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-32	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-32	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	25.00	25.00
DAC-32	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-32	2.5.1	Concessions, permits or authorizations granted by public authority	25	25.00	25.00



DAC-32	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	25. 00	25. 00
DAC-32	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-32	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.	0	0	0
DAC-32	<b>Total-2</b>		<b>215</b>	<b>215</b>	<b>175</b>
DAC-32	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-32	<b>3. 1</b>	<b>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]</b>			
DAC-32	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-32	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	12. 5	12. 50	12. 50
DAC-32	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-32	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-32	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-32	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-32	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-32	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	0	0	0
DAC-32	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-32	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-32	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-32	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-32	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	8. 34	8. 34
DAC-32	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	0	0

DAC-32	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	0	0
DAC-32	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-32	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-32	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-32	3. 4. 1	Information manual/handbook available in Electronic format	25	12. 50	12. 50
DAC-32	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-32	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-32	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-32	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-32	<b>Total-3</b>		<b>192</b>	<b>171</b>	<b>171</b>
DAC-32	<b>4</b>	<b>E-Governance</b>			
DAC-32	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-32	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-32	4. 1. 2	Vernacular/ Local Language	14. 29	7. 15	7. 15
DAC-32	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-32	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-32	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-32	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-32	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-32	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-32	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-32	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-32	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-32	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-32	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-32	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-32	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-32	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-32	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-32	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-32	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	3. 57	3. 57

DAC-32	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-32	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-32	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	1. 79	1. 79
DAC-32	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-32	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-32	4. 6. 2	Details of appeals received and orders issued	14. 29	7. 15	7. 15
DAC-32	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-32	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-32	<b>Total-4</b>		<b>200</b>	<b>184</b>	<b>184</b>
DAC-32	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-32	<b>5. 1</b>	<b>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]</b>			
DAC-32	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-32	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	20. 00	20. 00
DAC-32	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	20. 00	20. 00
DAC-32	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	20. 00	20. 00
DAC-32	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	20. 00	20. 00
DAC-32	<b>Total-5</b>		<b>100</b>	<b>100</b>	<b>100</b>
DAC-32	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-32	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-32	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-32	<b>6. 2</b>	<b>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</b>			
DAC-32	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-32	6. 2. 2	Does the website show the certificate on the Website?	12. 5	0	0
DAC-32	<b>Total-6</b>		<b>50</b>	<b>25</b>	<b>25</b>
DAC-32	<b>Grand Total</b>		<b>843</b>	<b>775</b>	<b>723</b>

Public Authority Name: DAC-33: Northern Region Farm Machinery Training & Testing Institute – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audito r Marks
DAC-33	<b>1</b>	<b>Organisation and Function</b>			
DAC-33	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-33	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-33	1. 1. 6	Head of the organization	1. 28	1. 28	1. 28
DAC-33	1. 1. 7	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-33	1. 1. 12	Function and duties	1. 28	1. 28	1. 28
DAC-33	1. 1. 13	Organization Chart	1. 28	1. 28	1. 28
DAC-33	1. 1. 18	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	1. 28	1. 28
DAC-33	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-33	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-33	1. 2. 6	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-33	1. 2. 7	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-33	1. 2. 10	Exercised	1. 54	1. 54	1. 54
DAC-33	1. 2. 15	Work allocation	1. 54	1. 54	1. 54
DAC-33	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-33	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	0. 77
DAC-33	1. 3. 6	Final decision making authority	1. 54	1. 54	0. 77
DAC-33	1. 3. 7	Related provisions, acts, rules etc.	1. 54	1. 54	0. 77
DAC-33	1. 3. 12	Time limit for taking a decisions, if any	1. 54	1. 54	0. 77
DAC-33	1. 3. 13	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-33	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-33	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-33	1. 4. 6	Norms/ standards for functions/ service delivery	0	0	0
DAC-33	1. 4. 7	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-33	1. 4. 12	Time-limit for achieving the targets	1. 54	1. 54	0. 77
DAC-33	1. 4. 13	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-33	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-33	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	0	0
DAC-33	1. 5. 6	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	0. 96
DAC-33	1. 5. 7	Acts/ Rules manuals etc.	1. 92	1. 92	0. 96
DAC-33	1. 5. 12	Transfer policy and transfer orders	1. 92	1. 92	1. 92

DAC-33	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-33	1. 6. 1	Categories of documents	3. 85	3. 85	1. 93
DAC-33	1. 6. 6	Custodian of documents/categories	3. 85	3. 85	1. 93
DAC-33	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-33	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-33	1. 7. 6	Composition	0	0	0
DAC-33	1. 7. 7	Dates from which constituted	0	0	0
DAC-33	1. 7. 12	Term/ Tenure	0	0	0
DAC-33	1. 7. 13	Powers and functions	0	0	0
DAC-33	1. 7. 18	Whether their meetings are open to the public?	0	0	0
DAC-33	1. 7. 19	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-33	1. 7. 24	Place where the minutes if open to the public are available?	0	0	0
DAC-33	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-33	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-33	1. 8. 6	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-33	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-33	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-33	1. 9. 6	System of compensation as provided in its regulations	0	0	0
DAC-33	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-33	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-33	1. 10. 6	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-33	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-33	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-33	1. 11. 6	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-33	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-33	1. 12. 1	Educational programmes	0	0	0
DAC-33	1. 12. 6	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-33	1. 12. 7	Training of CPIO/APIO	1. 92	1. 92	1. 92
DAC-33	1. 12. 12	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-33	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-33	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-33	<b>Total-1</b>		<b>81</b>	<b>79</b>	<b>70</b>

DAC-33	<b>2</b>	<b>Budget and Programme</b>			
DAC-33	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-33	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-33	2.1.2	Budget for each agency and plan & programmes	0	0	0
DAC-33	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-33	2.1.4	Revised budget for each agency, if any	0	0	0
DAC-33	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	10.00
DAC-33	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-33	2.2.1	Budget	16.67	16.67	16.67
DAC-33	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	16.67	16.67
DAC-33	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	16.67	16.67
DAC-33	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-33	2.3.1	Name of the programme of activity	0	0	0
DAC-33	2.3.2	Objective of the programme	0	0	0
DAC-33	2.3.3	Procedure to avail benefits	0	0	0
DAC-33	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-33	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-33	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-33	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-33	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-33	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-33	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-33	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-33	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b) (xiii)]</b>			
DAC-33	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-33	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	0	0	0
DAC-33	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-33	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.	0	0	0
DAC-33	<b>Total-2</b>		<b>80</b>	<b>80</b>	<b>80</b>
DAC-33	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-33	<b>3. 1</b>	<b>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]</b>			
DAC-33	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-33	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	0	0
DAC-33	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-33	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-33	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-33	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-33	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-33	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	0	0	0
DAC-33	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-33	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-33	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-33	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-33	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	0	0	0
DAC-33	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	0	0

DAC-33	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	0	0
DAC-33	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-33	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-33	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-33	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-33	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-33	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-33	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-33	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-33	<b>Total-3</b>		<b>125</b>	<b>125</b>	<b>125</b>
DAC-33	<b>4</b>	<b>E-Governance</b>			
DAC-33	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-33	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-33	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-33	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-33	4. 2. 1	Last date of Annual updation	0	0	0
DAC-33	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-33	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-33	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-33	4. 3. 3	Location where available	9. 52	9. 52	4. 76
DAC-33	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-33	4. 4. 1	Name & location of the faculty	7. 14	7. 14	3. 57
DAC-33	4. 4. 2	Details of information made available	7. 14	7. 14	3. 57
DAC-33	4. 4. 3	Working hours of the facility	7. 14	7. 14	3. 57
DAC-33	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	3. 57
DAC-33	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-33	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-33	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-33	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-33	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-33	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0



DAC-33	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-33	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-33	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	0	0	0
DAC-33	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-33	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	7. 15
DAC-33	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	7. 15
DAC-33	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-33	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	14. 29
DAC-33	<b>Total-4</b>		<b>157</b>	<b>157</b>	<b>110</b>
DAC-33	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-33	<b>5. 1</b>	<b>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]</b>			
DAC-33	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-33	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	0	0
DAC-33	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	20. 00	20. 00
DAC-33	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	0	0	0
DAC-33	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	0	0	0
DAC-33	<b>Total-5</b>		<b>60</b>	<b>40</b>	<b>40</b>
DAC-33	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-33	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-33	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-33	<b>6. 2</b>	<b>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</b>			
DAC-33	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-33	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-33	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>25</b>
DAC-33	<b>Grand Total</b>		<b>528</b>	<b>506</b>	<b>450</b>

Public Authority Name: DAC-34: Protection of Plant Varieties and Farmers Rights Authority – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-34	<b>1</b>	<b>Organisation and Function</b>			
DAC-34	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-34	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-34	1. 1. 3	Head of the organization	1. 28	1. 28	1. 28
DAC-34	1. 1. 5	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-34	1. 1. 7	Function and duties	1. 28	1. 28	1. 28
DAC-34	1. 1. 9	Organization Chart	1. 28	1. 28	1. 28
DAC-34	1. 1. 11	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	1. 28	1. 28
DAC-34	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-34	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-34	1. 2. 3	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-34	1. 2. 5	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-34	1. 2. 7	Exercised	1. 54	1. 54	1. 54
DAC-34	1. 2. 9	Work allocation	1. 54	1. 54	1. 54
DAC-34	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-34	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-34	1. 3. 3	Final decision making authority	1. 54	1. 54	1. 54
DAC-34	1. 3. 5	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-34	1. 3. 7	Time limit for taking a decisions, if any	1. 54	1. 54	0. 77
DAC-34	1. 3. 9	Channel of supervision and accountability	1. 54	1. 54	1. 54
DAC-34	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-34	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-34	1. 4. 3	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-34	1. 4. 5	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-34	1. 4. 7	Time-limit for achieving the targets	1. 54	1. 54	1. 54
DAC-34	1. 4. 9	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-34	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-34	1. 5. 1	Title and nature of the record/ manual / instruction.	1. 92	1. 92	1. 92
DAC-34	1. 5. 3	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-34	1. 5. 5	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92
DAC-34	1. 5. 7	Transfer policy and transfer orders	0	0	0

DAC-34	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-34	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-34	1. 6. 3	Custodian of documents/ categories	3. 85	3. 85	3. 85
DAC-34	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-34	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-34	1. 7. 3	Composition	0. 96	0. 96	0. 96
DAC-34	1. 7. 5	Dates from which constituted	0. 96	0. 96	0. 96
DAC-34	1. 7. 7	Term/ Tenure	0. 96	0. 96	0. 96
DAC-34	1. 7. 9	Powers and functions	0. 96	0. 96	0. 96
DAC-34	1. 7. 11	Whether their meetings are open to the public?	0. 96	0. 96	0. 96
DAC-34	1. 7. 13	Whether the minutes of the meetings are open to the public?	0. 96	0. 96	0. 96
DAC-34	1. 7. 15	Place where the minutes if open to the public are available?	0. 96	0. 96	0. 96
DAC-34	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-34	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-34	1. 8. 3	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-34	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-34	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-34	1. 9. 3	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-34	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-34	1. 10. 2	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-34	1. 10. 3	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-34	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-34	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-34	1. 11. 4	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-34	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-34	1. 12. 1	Educational programmes	0	0	0
DAC-34	1. 12. 3	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-34	1. 12. 5	Training of CPIO/APIO	0	0	0
DAC-34	1. 12. 7	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-34	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-34	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-34	<b>Total-1</b>		<b>83</b>	<b>83</b>	<b>82</b>

DAC-34	<b>2</b>	<b>Budget and Programme</b>			
DAC-34	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-34	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-34	2.1.2	Budget for each agency and plan & programmes	10	10.00	5.00
DAC-34	2.1.3	Proposed expenditures	10	10.00	5.00
DAC-34	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-34	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-34	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-34	2.2.1	Budget	16.67	16.67	0
DAC-34	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	16.67	0
DAC-34	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	16.67	8.34
DAC-34	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-34	2.3.1	Name of the programme of activity	0	0	0
DAC-34	2.3.2	Objective of the programme	0	0	0
DAC-34	2.3.3	Procedure to avail benefits	0	0	0
DAC-34	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-34	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-34	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-34	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-34	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-34	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-34	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-34	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-34	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b) (xiii)]</b>			
DAC-34	2.5.1	Concessions, permits or authorizations granted by public authority	25	25.00	25.00

DAC-34	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	25. 00	12. 50
DAC-34	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-34	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	50. 00	50. 00
DAC-34	<b>Total-2</b>		<b>200</b>	<b>200</b>	<b>126</b>
DAC-34	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-34	<b>3. 1</b>	<b>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]</b>			
DAC-34	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12. 5	12. 50	12. 50
DAC-34	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	12. 5	12. 50	12. 50
DAC-34	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-34	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-34	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-34	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-34	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-34	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	0	0	0
DAC-34	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-34	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-34	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-34	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-34	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	0	0	0
DAC-34	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	0	0

DAC-34	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	0	0
DAC-34	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-34	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-34	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-34	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-34	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-34	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-34	3. 5. 1	List of materials available Free of cost	0	0	0
DAC-34	3. 5. 2	List of materials available At a reasonable cost of the medium	0	0	0
DAC-34	<b>Total-3</b>		<b>125</b>	<b>125</b>	<b>125</b>
DAC-34	<b>4</b>	<b>E-Governance</b>			
DAC-34	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-34	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-34	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-34	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-34	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-34	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-34	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-34	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-34	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-34	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-34	4. 4. 1	Name & location of the faculty	7. 14	7. 14	3. 57
DAC-34	4. 4. 2	Details of information made available	7. 14	7. 14	3. 57
DAC-34	4. 4. 3	Working hours of the facility	7. 14	7. 14	3. 57
DAC-34	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	3. 57
DAC-34	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-34	4. 5. 1	Grievance redressal mechanism	0	0	0
DAC-34	4. 5. 2	Details of applications received under RTI and information provided	0	0	0
DAC-34	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-34	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-34	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0

DAC-34	4. 5. 6	Annual Report	3. 57	3. 57	3. 57
DAC-34	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-34	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	3. 57	3. 57
DAC-34	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-34	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-34	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-34	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-34	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-34	<b>Total-4</b>		<b>154</b>	<b>154</b>	<b>139</b>
DAC-34	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-34	<b>5. 1</b>	<b>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]</b>			
DAC-34	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-34	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-34	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	0	0	0
DAC-34	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	0	0	0
DAC-34	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	0	0	0
DAC-34	<b>Total-5</b>		<b>20</b>	<b>20</b>	<b>20</b>
DAC-34	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-34	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-34	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-34	<b>6. 2</b>	<b>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</b>			
DAC-34	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	0	0
DAC-34	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-34	<b>Total-6</b>		<b>38</b>	<b>25</b>	<b>25</b>
DAC-34	<b>Grand Total</b>		<b>620</b>	<b>607</b>	<b>517</b>

Public Authority Name: DAC-35: Small Farmers Agri Business Consortium – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtain ed Mark	Audito r Marks
DAC-35	<b>1</b>	<b>Organisation and Function</b>			
DAC-35	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-35	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-35	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-35	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-35	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-35	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-35	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	1. 28	1. 28
DAC-35	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-35	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-35	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-35	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-35	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-35	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-35	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-35	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-35	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-35	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-35	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	0. 77
DAC-35	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	0. 77
DAC-35	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-35	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-35	1. 4. 2	Norms/ standards for functions/ service delivery	1. 54	1. 54	1. 54
DAC-35	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-35	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	0. 77
DAC-35	1. 4. 5	Process of redress of grievances	1. 54	1. 54	0. 77
DAC-35	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-35	1. 5. 1	Title and nature of the record/ manual /instruction.	1. 92	1. 92	1. 92
DAC-35	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	1. 92
DAC-35	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	1. 92
DAC-35	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92



DAC-35	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-35	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-35	1. 6. 2	Custodian of documents/ categories	3. 85	3. 85	3. 85
DAC-35	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-35	1. 7. 1	Name of Boards, Council, Committee etc.	0. 96	0. 96	0. 96
DAC-35	1. 7. 2	Composition	0. 96	0. 96	0. 96
DAC-35	1. 7. 3	Dates from which constituted	0. 96	0. 96	0. 96
DAC-35	1. 7. 4	Term/ Tenure	0. 96	0. 96	0. 96
DAC-35	1. 7. 5	Powers and functions	0. 96	0. 96	0. 96
DAC-35	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-35	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-35	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-35	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-35	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-35	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-35	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-35	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-35	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-35	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-35	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-35	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-35	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-35	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	0	0	0
DAC-35	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	0	0	0
DAC-35	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-35	1. 12. 1	Educational programmes	1. 92	1. 92	0. 96
DAC-35	1. 12. 2	Efforts to encourage public authority to participate in these programmes	1. 92	1. 92	0. 96
DAC-35	1. 12. 3	Training of CPIO/APIO	1. 92	1. 92	0. 96
DAC-35	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	1. 92	1. 92	0. 96
DAC-35	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-35	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-35	<b>Total-1</b>		<b>82</b>	<b>82</b>	<b>75</b>

DAC-35	<b>2</b>	<b>Budget and Programme</b>			
DAC-35	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-35	2.1.1	Total Budget for the public authority	10	10.00	5.00
DAC-35	2.1.2	Budget for each agency and plan & programmes	10	10.00	5.00
DAC-35	2.1.3	Proposed expenditures	10	10.00	5.00
DAC-35	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-35	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-35	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-35	2.2.1	Budget	0	0	0
DAC-35	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	0	0	0
DAC-35	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	16.67	0
DAC-35	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-35	2.3.1	Name of the programme of activity	0	0	6.25
DAC-35	2.3.2	Objective of the programme	0	0	6.25
DAC-35	2.3.3	Procedure to avail benefits	0	0	6.25
DAC-35	2.3.4	Duration of the programme/ scheme	0	0	6.25
DAC-35	2.3.5	Physical and financial targets of the programme	0	0	6.25
DAC-35	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	6.25
DAC-35	2.3.7	Eligibility criteria for grant of subsidy	0	0	6.25
DAC-35	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	6.25
DAC-35	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-35	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-35	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-35	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-35	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-35	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	0	0	0
DAC-35	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-35	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.	0	0	0
DAC-35	<b>Total-2</b>		<b>67</b>	<b>67</b>	<b>75</b>
DAC-35	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-35	<b>3. 1</b>	<b>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]</b>			
DAC-35	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-35	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	0	0
DAC-35	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-35	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-35	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-35	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-35	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-35	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	0	0	0
DAC-35	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-35	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-35	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-35	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-35	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	0	0	0
DAC-35	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	0	0

DAC-35	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	0	0
DAC-35	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-35	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-35	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-35	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-35	3. 4. 2	Information manual/handbook available in Printed format	25	25.00	25.00
DAC-35	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-35	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-35	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-35	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>150</b>
DAC-35	<b>4</b>	<b>E-Governance</b>			
DAC-35	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-35	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-35	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-35	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-35	4. 2. 1	Last date of Annual updation	28. 57	14. 29	14. 29
DAC-35	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-35	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-35	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-35	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-35	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-35	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-35	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-35	4. 4. 3	Working hours of the facility	7. 14	7. 14	3. 57
DAC-35	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	3. 57
DAC-35	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-35	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-35	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-35	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-35	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-35	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	3. 57	1. 79

DAC-35	4. 5. 6	Annual Report	3. 57	1. 79	3. 57
DAC-35	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-35	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	3. 57	3. 57
DAC-35	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-35	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-35	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-35	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-35	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	0
DAC-35	<b>Total-4</b>		<b>200</b>	<b>184</b>	<b>148</b>
DAC-35	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-35	<b>5. 1</b>	<b>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]</b>			
DAC-35	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-35	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	0	0
DAC-35	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	20. 00	20. 00
DAC-35	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	0	0
DAC-35	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	20. 00	10. 00
DAC-35	<b>Total-5</b>		<b>100</b>	<b>60</b>	<b>50</b>
DAC-35	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-35	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-35	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-35	<b>6. 2</b>	<b>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</b>			
DAC-35	6. 2. 1	Whether STQC certification obtained and its validity	12. 5	12. 50	12. 50
DAC-35	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-35	<b>Total-6</b>		<b>38</b>	<b>38</b>	<b>38</b>
DAC-35	<b>Grand Total</b>		<b>636</b>	<b>580</b>	<b>536</b>

**Public Authority Name: DAC-36: Southern Region Farm Machinery Training and Testing Institute – Self Appraisal**

PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-36	<b>1</b>	<b>Organisation and Function</b>			
DAC-36	<b>1. 1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-36	1. 1. 1	Name and address of the Organization	1. 28	1. 28	1. 28
DAC-36	1. 1. 2	Head of the organization	1. 28	1. 28	1. 28
DAC-36	1. 1. 3	Vision, Mission and Key objectives	1. 28	1. 28	1. 28
DAC-36	1. 1. 4	Function and duties	1. 28	1. 28	1. 28
DAC-36	1. 1. 5	Organization Chart	1. 28	1. 28	1. 28
DAC-36	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	1. 28	1. 28
DAC-36	<b>1. 2</b>	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-36	1. 2. 1	Powers and duties of officers (administrative, financial and judicial)	1. 54	1. 54	1. 54
DAC-36	1. 2. 2	Power and duties of other employees	1. 54	1. 54	1. 54
DAC-36	1. 2. 3	Rules/ orders under which powers and duty are derived and	1. 54	1. 54	1. 54
DAC-36	1. 2. 4	Exercised	1. 54	1. 54	1. 54
DAC-36	1. 2. 5	Work allocation	1. 54	1. 54	1. 54
DAC-36	<b>1. 3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-36	1. 3. 1	Process of decision making Identify key decision making points	1. 54	1. 54	1. 54
DAC-36	1. 3. 2	Final decision making authority	1. 54	1. 54	1. 54
DAC-36	1. 3. 3	Related provisions, acts, rules etc.	1. 54	1. 54	1. 54
DAC-36	1. 3. 4	Time limit for taking a decisions, if any	1. 54	1. 54	0. 77
DAC-36	1. 3. 5	Channel of supervision and accountability	1. 54	1. 54	0. 77
DAC-36	<b>1. 4</b>	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>			
DAC-36	1. 4. 1	Nature of functions/ services offered	1. 54	1. 54	1. 54
DAC-36	1. 4. 2	Norms/ standards for functions/ service delivery	0	0	0
DAC-36	1. 4. 3	Process by which these services can be accessed	1. 54	1. 54	1. 54
DAC-36	1. 4. 4	Time-limit for achieving the targets	1. 54	1. 54	1. 54
DAC-36	1. 4. 5	Process of redress of grievances	1. 54	1. 54	1. 54
DAC-36	<b>1. 5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>			
DAC-36	1. 5. 1	Title and nature of the record/ manual /instruction.	0	0	0
DAC-36	1. 5. 2	List of Rules, regulations, instructions manuals and records.	1. 92	1. 92	0. 96
DAC-36	1. 5. 3	Acts/ Rules manuals etc.	1. 92	1. 92	0. 96
DAC-36	1. 5. 4	Transfer policy and transfer orders	1. 92	1. 92	1. 92

DAC-36	<b>1. 6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>			
DAC-36	1. 6. 1	Categories of documents	3. 85	3. 85	1. 93
DAC-36	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	1. 93
DAC-36	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-36	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-36	1. 7. 2	Composition	0	0	0
DAC-36	1. 7. 3	Dates from which constituted	0	0	0
DAC-36	1. 7. 4	Term/ Tenure	0	0	0
DAC-36	1. 7. 5	Powers and functions	0	0	0
DAC-36	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-36	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-36	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-36	<b>1. 8</b>	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>			
DAC-36	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-36	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	1. 93
DAC-36	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-36	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	1. 93
DAC-36	1. 9. 2	System of compensation as provided in its regulations	0	0	0
DAC-36	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>			
DAC-36	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-36	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	1. 93
DAC-36	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>			
DAC-36	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-36	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-36	<b>1. 12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>			
DAC-36	1. 12. 1	Educational programmes	0	0	0
DAC-36	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-36	1. 12. 3	Training of CPIO/APIO	0	0	0
DAC-36	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-36	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-36	1. 13. 1	Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15. 4. 2013]	7. 69	7. 69	7. 69
DAC-36	<b>Total-1</b>		<b>77</b>	<b>77</b>	<b>64</b>

DAC-36	<b>2</b>	<b>Budget and Programme</b>			
DAC-36	<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-36	2.1.1	Total Budget for the public authority	10	10.00	10.00
DAC-36	2.1.2	Budget for each agency and plan & programmes	10	10.00	10.00
DAC-36	2.1.3	Proposed expenditures	10	10.00	10.00
DAC-36	2.1.4	Revised budget for each agency, if any	10	10.00	5.00
DAC-36	2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	5.00
DAC-36	<b>2.2</b>	<b>Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-36	2.2.1	Budget	0	0	0
DAC-36	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	0	0	0
DAC-36	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.	0	0	0
DAC-36	<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-36	2.3.1	Name of the programme of activity	0	0	0
DAC-36	2.3.2	Objective of the programme	0	0	0
DAC-36	2.3.3	Procedure to avail benefits	0	0	0
DAC-36	2.3.4	Duration of the programme/ scheme	0	0	0
DAC-36	2.3.5	Physical and financial targets of the programme	0	0	0
DAC-36	2.3.6	Nature/ scale of subsidy /amount allotted	0	0	0
DAC-36	2.3.7	Eligibility criteria for grant of subsidy	0	0	0
DAC-36	2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	0
DAC-36	<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-36	2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	0	0	0
DAC-36	2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-36	<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b)(xiii)]</b>			
DAC-36	2.5.1	Concessions, permits or authorizations granted by public authority	0	0	0



DAC-36	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	0	0	0
DAC-36	<b>2. 6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-36	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.	0	0	0
DAC-36	<b>Total-2</b>		<b>50</b>	<b>50</b>	<b>40</b>
DAC-36	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-36	<b>3. 1</b>	<b>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]</b>			
DAC-36	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	0
DAC-36	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	0	0
DAC-36	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	0
DAC-36	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	0
DAC-36	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	0
DAC-36	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	0
DAC-36	3. 1. 7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	0	0
DAC-36	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	0	0	0
DAC-36	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	0
DAC-36	3. 1. 10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	0
DAC-36	3. 1. 11	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	0
DAC-36	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>			
DAC-36	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	0	0	0
DAC-36	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	0	0

DAC-36	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	0	0
DAC-36	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-36	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50.00	50.00
DAC-36	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-36	3. 4. 1	Information manual/handbook available in Electronic format	25	25.00	25.00
DAC-36	3. 4. 2	Information manual/handbook available in Printed format	0	0	0
DAC-36	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-36	3. 5. 1	List of materials available Free of cost	25	25.00	25.00
DAC-36	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25.00	25.00
DAC-36	<b>Total-3</b>		<b>125</b>	<b>125</b>	<b>125</b>
DAC-36	<b>4</b>	<b>E-Governance</b>			
DAC-36	<b>4. 1</b>	<b>Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-36	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-36	4. 1. 2	Vernacular/ Local Language	14. 29	14. 29	14. 29
DAC-36	<b>4. 2</b>	<b>When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-36	4. 2. 1	Last date of Annual updation	0	0	0
DAC-36	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-36	4. 3. 1	Details of information available in electronic form	9. 52	9. 52	9. 52
DAC-36	4. 3. 2	Name/ title of the document/record/ other information	9. 52	9. 52	9. 52
DAC-36	4. 3. 3	Location where available	9. 52	9. 52	9. 52
DAC-36	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>			
DAC-36	4. 4. 1	Name & location of the faculty	7. 14	7. 14	7. 14
DAC-36	4. 4. 2	Details of information made available	7. 14	7. 14	7. 14
DAC-36	4. 4. 3	Working hours of the facility	7. 14	7. 14	7. 14
DAC-36	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	7. 14	7. 14
DAC-36	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-36	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-36	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-36	4. 5. 3	List of completed schemes/ projects/ Programmes	3. 57	3. 57	3. 57
DAC-36	4. 5. 4	List of schemes/ projects/ programme underway	3. 57	3. 57	3. 57
DAC-36	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0

DAC-36	4. 5. 6	Annual Report	0	0	0
DAC-36	4. 5. 7	Frequently Asked Question (FAQs)	3. 57	3. 57	3. 57
DAC-36	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	0	0	0
DAC-36	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-36	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-36	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-36	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-36	4. 7. 1	Details of questions asked and replies given	28. 57	28. 57	28. 57
DAC-36	<b>Total-4</b>		<b>161</b>	<b>161</b>	<b>161</b>
DAC-36	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-36	<b>5. 1</b>	<b>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]</b>			
DAC-36	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	20. 00	20. 00
DAC-36	5. 1. 2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	0	0
DAC-36	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	0	0	0
DAC-36	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	0	0	0
DAC-36	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	0	0	0
DAC-36	<b>Total-5</b>		<b>20</b>	<b>20</b>	<b>20</b>
DAC-36	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-36	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-36	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-36	<b>6. 2</b>	<b>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</b>			
DAC-36	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-36	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-36	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>25</b>
DAC-36	<b>Grand Total</b>		<b>458</b>	<b>458</b>	<b>435</b>

Public Authority Name: DAC-37: National Rainfed Area Authority – Self Appraisal					
PA Sr. No.	Sr. No	Details of disclosure	Marks	Obtained Mark	Audit or Marks
DAC-37	1	<b>Organisation and Function</b>			
DAC-37	1.1	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>			
DAC-37	1.1.1	Name and address of the Organization	1.28	1.28	1.28
DAC-37	1.1.2	Head of the organization	1.28	1.28	1.28
DAC-37	1.1.3	Vision, Mission and Key objectives	1.28	1.28	1.28
DAC-37	1.1.4	Function and duties	1.28	1.28	1.28
DAC-37	1.1.5	Organization Chart	1.28	1.28	1.28
DAC-37	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	1.28	1.28
DAC-37	1.2	<b>Power and duties of its officers and employees[Section 4(1)(b)(ii)]</b>			
DAC-37	1.2.1	Powers and duties of officers administrative, financial and judicial)	1.54	1.54	1.54
DAC-37	1.2.2	Power and duties of other employees	1.54	1.54	1.54
DAC-37	1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	1.54
DAC-37	1.2.4	Exercised	1.54	1.54	1.54
DAC-37	1.2.5	Work allocation	1.54	1.54	1.54
DAC-37	1.3	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>			
DAC-37	1.3.1	Process of decision making Identify key decision making points	1.54	1.54	1.54
DAC-37	1.3.2	Final decision making authority	1.54	1.54	1.54
DAC-37	1.3.3	Related provisions, acts, rules etc.	1.54	1.54	1.54
DAC-37	1.3.4	Time limit for taking a decisions, if any	1.54	1.54	1.54
DAC-37	1.3.5	Channel of supervision and accountability	1.54	1.54	1.54
DAC-37	1.4	<b>Norms for discharge of unctions[Section 4(1)(b)(iv)]</b>			
DAC-37	1.4.1	Nature of functions/ services offered	1.54	1.54	1.54
DAC-37	1.4.2	Norms/ standards for functions/ service delivery	1.54	1.54	1.54
DAC-37	1.4.3	Process by which these services can be accessed	1.54	1.54	1.54
DAC-37	1.4.4	Time-limit for achieving the targets	1.54	1.54	1.54
DAC-37	1.4.5	Process of redress of grievances	1.54	1.54	1.54
DAC-37	1.5	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>			
DAC-37	1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	1.92
DAC-37	1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	1.92
DAC-37	1.5.3	Acts/ Rules manuals etc.	1.92	1.92	1.92
DAC-37	1.5.4	Transfer policy and transfer orders	1.92	1.92	1.92

DAC-37	<b>1. 6</b>	<b>Categories of documents held by the authority under its control[Section 4 (1) (b) (vi)]</b>			
DAC-37	1. 6. 1	Categories of documents	3. 85	3. 85	3. 85
DAC-37	1. 6. 2	Custodian of documents/categories	3. 85	3. 85	3. 85
DAC-37	<b>1. 7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>			
DAC-37	1. 7. 1	Name of Boards, Council, Committee etc.	0	0	0
DAC-37	1. 7. 2	Composition	0	0	0
DAC-37	1. 7. 3	Dates from which constituted	0	0	0
DAC-37	1. 7. 4	Term/ Tenure	0	0	0
DAC-37	1. 7. 5	Powers and functions	0	0	0
DAC-37	1. 7. 6	Whether their meetings are open to the public?	0	0	0
DAC-37	1. 7. 7	Whether the minutes of the meetings are open to the public?	0	0	0
DAC-37	1. 7. 8	Place where the minutes if open to the public are available?	0	0	0
DAC-37	<b>1. 8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>			
DAC-37	1. 8. 1	Name and designation	3. 85	3. 85	3. 85
DAC-37	1. 8. 2	Telephone , fax and email ID	3. 85	3. 85	3. 85
DAC-37	<b>1. 9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>			
DAC-37	1. 9. 1	List of employees with Gross monthly remuneration	3. 85	3. 85	3. 85
DAC-37	1. 9. 2	System of compensation as provided in its regulations	3. 85	3. 85	3. 85
DAC-37	<b>1. 10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>			
DAC-37	1. 10. 1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3. 85	3. 85	3. 85
DAC-37	1. 10. 2	Address, telephone numbers and email ID of each designated official.	3. 85	3. 85	3. 85
DAC-37	<b>1. 11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>			
DAC-37	1. 11. 1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-37	1. 11. 2	(ii) Finalised for Minor penalty or major penalty proceedings	3. 85	3. 85	3. 85
DAC-37	<b>1. 12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>			
DAC-37	1. 12. 1	Educational programmes	0	0	0
DAC-37	1. 12. 2	Efforts to encourage public authority to participate in these programmes	0	0	0
DAC-37	1. 12. 3	Training of CPIO/APIO	1. 92	0. 96	0. 96
DAC-37	1. 12. 4	Update & publish guidelines on RTI by the Public Authorities concerned	0	0	0
DAC-37	<b>1. 13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-37	1. 13. 1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15. 4. 2013]	0	0	0
DAC-37	<b>Total-1</b>		<b>79</b>	<b>78</b>	<b>78</b>

DAC-37	<b>2</b>	<b>Budget and Programme</b>			
DAC-37	<b>2. 1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>			
DAC-37	2. 1. 1	Total Budget for the public authority	10	10. 00	10. 00
DAC-37	2. 1. 2	Budget for each agency and plan & programmes	10	10. 00	5. 00
DAC-37	2. 1. 3	Proposed expenditures	10	10. 00	5. 00
DAC-37	2. 1. 4	Revised budget for each agency, if any	10	10. 00	5. 00
DAC-37	2. 1. 5	Report on disbursements made and place where the related reports are available	10	10. 00	5. 00
DAC-37	<b>2. 2</b>	<b>Foreign and domestic tours(F. No. 1/8/2012- IR dt. 11. 9. 2012)</b>			
DAC-37	2. 2. 1	Budget	16. 67	16. 67	16. 67
DAC-37	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	0	0
DAC-37	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	0	0
DAC-37	<b>2. 3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>			
DAC-37	2. 3. 1	Name of the programme of activity	0	0	6. 25
DAC-37	2. 3. 2	Objective of the programme	0	0	6. 25
DAC-37	2. 3. 3	Procedure to avail benefits	0	0	6. 25
DAC-37	2. 3. 4	Duration of the programme/ scheme	0	0	6. 25
DAC-37	2. 3. 5	Physical and financial targets of the programme	0	0	6. 25
DAC-37	2. 3. 6	Nature/ scale of subsidy /amount allotted	0	0	6. 25
DAC-37	2. 3. 7	Eligibility criteria for grant of subsidy	0	0	6. 25
DAC-37	2. 3. 8	Details of beneficiaries of subsidy programme (number, profile etc)	0	0	6. 25
DAC-37	<b>2. 4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15. 04. 2013]</b>			
DAC-37	2. 4. 1	Discretionary and non-discretionary grants/ allocations to State Govt. / NGOs/other institutions	25	0	0
DAC-37	2. 4. 2	Annual accounts of all legal entities who are provided grants by public authorities	0	0	0
DAC-37	<b>2. 5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1)(b) (xiii)]</b>			
DAC-37	2. 5. 1	Concessions, permits or authorizations granted by public authority	0	0	0

DAC-37	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	0	0	0
DAC-37	2. 6	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15. 4. 2013]</b>			
DAC-37	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.	0	0	0
DAC-37	<b>Total-2</b>		<b>125</b>	<b>67</b>	<b>97</b>
DAC-37	<b>3</b>	<b>Publicity Band Public interface</b>			
DAC-37	<b>3. 1</b>	<b>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]</b>			
DAC-37	3. 1. 1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	0	12. 50
DAC-37	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	0	12. 50
DAC-37	3. 1. 3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	0	2. 78
DAC-37	3. 1. 4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	0	2. 78
DAC-37	3. 1. 5	Public- private partnerships (PPP)- Concession agreements.	0	0	2. 78
DAC-37	3. 1. 6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	0	2. 78
DAC-37	3. 1. 7	Public- private partnerships (PPP) - Other implementation of the PPP documents generated as part of the	0	0	2. 78
DAC-37	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	0	0	2. 78
DAC-37	3. 1. 9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	0	2. 78
DAC-37	3. 1. 2010	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc. )	0	0	2. 78
DAC-37	3. 1. 2011	Public- private partnerships (PPP) - All payment made under the PPP project	0	0	2. 78
DAC-37	<b>3. 2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>			
DAC-37	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	0	0	16. 67
DAC-37	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	0	16. 67

DAC-37	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	0	16. 67
DAC-37	<b>3. 3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>			
DAC-37	3. 3. 1	Use of the most effective means of communication - Internet (website)	50	50. 00	50. 00
DAC-37	<b>3. 4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>			
DAC-37	3. 4. 1	Information manual/handbook available in Electronic format	25	25. 00	25. 00
DAC-37	3. 4. 2	Information manual/handbook available in Printed format	25	25. 00	25. 00
DAC-37	<b>3. 5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>			
DAC-37	3. 5. 1	List of materials available Free of cost	25	25. 00	25. 00
DAC-37	3. 5. 2	List of materials available At a reasonable cost of the medium	25	25. 00	25. 00
DAC-37	<b>Total-3</b>		<b>150</b>	<b>150</b>	<b>250</b>
DAC-37	<b>4</b>	<b>E-Governance</b>			
DAC-37	<b>4. 1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15. 4. 2013]</b>			
DAC-37	4. 1. 1	English	14. 29	14. 29	14. 29
DAC-37	4. 1. 2	Vernacular/ Local Language	14. 29	7. 15	7. 15
DAC-37	<b>4. 2</b>	<b>When was the information annual/ Handbook last updated?[F No. 1/6/2011-IR dt 15. 4. 2013]</b>			
DAC-37	4. 2. 1	Last date of Annual updation	28. 57	28. 57	28. 57
DAC-37	<b>4. 3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>			
DAC-37	4. 3. 1	Details of information available in electronic form	9. 52	4. 76	4. 76
DAC-37	4. 3. 2	Name/ title of the document/record/ other information	9. 52	4. 76	4. 76
DAC-37	4. 3. 3	Location where available	9. 52	4. 76	4. 76
DAC-37	<b>4. 4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>			
DAC-37	4. 4. 1	Name & location of the faculty	7. 14	3. 57	3. 57
DAC-37	4. 4. 2	Details of information made available	7. 14	3. 57	3. 57
DAC-37	4. 4. 3	Working hours of the facility	7. 14	3. 57	3. 57
DAC-37	4. 4. 4	Contact person & contact details (Phone, fax email)	7. 14	3. 57	3. 57
DAC-37	<b>4. 5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>			
DAC-37	4. 5. 1	Grievance redressal mechanism	3. 57	3. 57	3. 57
DAC-37	4. 5. 2	Details of applications received under RTI and information provided	3. 57	3. 57	3. 57
DAC-37	4. 5. 3	List of completed schemes/ projects/ Programmes	0	0	0
DAC-37	4. 5. 4	List of schemes/ projects/ programme underway	0	0	0
DAC-37	4. 5. 5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	0	0



DAC-37	4. 5. 6	Annual Report	0	0	0
DAC-37	4. 5. 7	Frequently Asked Question (FAQs)	0	0	0
DAC-37	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	0	0
DAC-37	<b>4. 6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F. No 1/6/2011-IR dt. 15. 04. 2013]</b>			
DAC-37	4. 6. 1	Details of applications received and disposed	14. 29	14. 29	14. 29
DAC-37	4. 6. 2	Details of appeals received and orders issued	14. 29	14. 29	14. 29
DAC-37	<b>4. 7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>			
DAC-37	4. 7. 1	Details of questions asked and replies given	0	0	0
DAC-37	<b>Total-4</b>		<b>154</b>	<b>114</b>	<b>114</b>
DAC-37	<b>5</b>	<b>Information as may be prescribed</b>			
DAC-37	<b>5. 1</b>	<b>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]</b>			
DAC-37	5. 1. 1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1. 1. 2015	20	10. 00	10. 00
DAC-37	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	0	0
DAC-37	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	0	0	0
DAC-37	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	0	0
DAC-37	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	0	0	0
DAC-37	<b>Total-5</b>		<b>60</b>	<b>10</b>	<b>10</b>
DAC-37	<b>6</b>	<b>Information Disclosed on own Initiative</b>			
DAC-37	<b>6. 1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>			
DAC-37	6. 1. 1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25. 00	25. 00
DAC-37	<b>6. 2</b>	<b>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</b>			
DAC-37	6. 2. 1	Whether STQC certification obtained and its validity	0	0	0
DAC-37	6. 2. 2	Does the website show the certificate on the Website?	0	0	0
DAC-37	<b>Total-6</b>		<b>25</b>	<b>25</b>	<b>25</b>
DAC-37	<b>Grand Total</b>		<b>592</b>	<b>444</b>	<b>574</b>

Most Important  
RTI MATTER

No. 14-10/2013- RTI Cell (FTS-81453)  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture, Co-operation & Farmers Welfare  
\*\*\*

Room No.37C, Krishi Bhavan, New Delhi  
Dated 18<sup>th</sup> March, 2020

To,  
Director,  
ICAR-Indian Agriculture Research Institute,  
PUSA  
New Delhi – 110012

Subject: **Third Party Audit of proactive disclosure under RTI Act, 2005 - reg.**

Sir,

I am directed to refer to your letter No. TRP-2/2019/RTI dated 9<sup>th</sup> January, 2020 on the subject mentioned above and to convey the sanction of Rs. 11,39,880/- for conducting third Party Audit of Proactive Disclosure as per Section 4 of RTI Act, 2005 in respect of DAC&FW and its 36 Subordinate and Attached offices, as per the guidelines / direction of CIC. Funds will be released in three installments in the ratio of 40:40:20, subject to the condition that the 3<sup>rd</sup> Party Audit of all 37 Public Authorities is to be concluded within a specific time frame of preferably 3 months. The list of 37 Public Authorities (DAC&FW and Subordinate/Attached Offices) is attached.

In view of the above, you are requested to send your confirmation/acceptance to undertake this exercise and also send the bank details for RTGS for e-payment to this Department urgently.

Encls: As above

Yours faithfully,



(Sunil Kumar)

Under Secretary to Government of India

Copy to:

All Subordinate/Attached Offices under DAC&FW

Copy for information to:

Shri U.C. Joshi, Deputy Secretary, Central Information Commission, Baba Gangnath Marg, Munirka,  
New Delhi – 110067



## **List of Subordinate and Attached Offices under DAC&FW**

### **I. Attached Offices**

1. Directorate of Economics & Statistics, Shastri Bhavan, 'B' Wing, New Delhi.
2. Commission for Agricultural Costs and Prices, Shastri Bhavan, 'F' Wing, Second Floor, New Delhi.
3. Directorate of Plant Protection, Quarantine and Storage, N.H.IV, Faridabad (Haryana).
4. Directorate of Marketing & Inspection, N.H.IV, Faridabad (Haryana).
5. Mahalanobis National Crop Forecast Centre, Near Krishi Vistar Sadan, Pusa Campus, New Delhi.

### **II. Sub-Ordinate Offices**

1. Central Farm Machinery Training & Testing Institute, Tractor Nagar Colony, Budhni, Madhya Pradesh 466445
2. Northern Region Farm Machinery Training & Testing Institute, Tractor Nagar, Sirsa Road Hisar, (Haryana) - 125 001
3. Southern Region Farm Machinery Training & Testing Institute, Tractor Nagar, P.O. Garladinne-515731, Anantapur (Dist.) Andhra Pradesh
4. North Eastern Region Farm Machinery Training & Testing Institute, Biswnath Chariali, Distt. Sonitpur (Assam).
5. Directorate of Cotton Development, Bhoomi Sarvekshan Bhavan, Near Centre Point School, Seminary Hills, Katol Road, Nagpur -440013 (Maharashtra).
6. Directorate of Jute Development, 234/4, Acharya Jagdish Bose Road, Nizam Palace Campus, Kolkata- 700020 (West Bengal).
7. Directorate of Millets Development, Mini Secretariat Building, Room No. 710, 6<sup>th</sup> Floor, Bani Park, Jaipur (Rajasthan).
8. Directorate of Sugarcane Development, 8<sup>th</sup> Floor, Hall No.3, Kendriya Bhavan, Aliganj, Lucknow - 226024 (U.P).
9. Directorate of Rice Development, 5<sup>th</sup> Floor, 'G' Wing, Karpuri Thakur Station, Kendriya Karamchari Parisar (GPOA) Ashiana – Digha Road, Patna-800025 (Bihar).
10. Directorate of Wheat Development, CGO Building, Hapur Road Chauraha, Kamla Nehru Nagar, Ghaziabad (U.P).
11. Directorate of Extension, Krishi Vistar Bhavan, Dr. K.S. Krishna Marg, IARI Campus, Pusa, New Delhi-110 012.
12. Directorate of Oilseeds Development, Telhan Bhavan, Himayat Nagar, Hyderabad (A.P).
13. Directorate of Pulses Development, 8<sup>th</sup> Floor, Vindhyachal Bhavan, Bhopal-462004 (M.P).
14. Central Fertiliser Quality Control & Training Institute, N.H.IV, Faridabad (Haryana).
15. National Centre of Organic Farming, C.G.O. Complex, Kamla Nehru Nagar, Hapur Road Chungi, Ghaziabad (U.P).
16. Directorate of Cashewnut and Cocoa Development, M.G. Road, Kochi-682011 (Kerala).
17. Directorate of Arecanut and Spices Development, Cannanore Road, Kozhikode- 673005 (Kerala).
18. All India Soil and Land Use Survey, IARI Campus, Pusa, New Delhi-110 012.
19. National Seed Research & Training Centre (NSRTC) G.T. Road, Collectry Farm, P.O. Industrial Estate, Varanasi- 221 106 (U. P)
20. Central Institute of Horticulture, Agri Colony, Medziphema, Nagaland.

### **I. Public Sector Undertakings**

1. National Seeds Corporation, Beej Bhawan, Pusa Complex, New Delhi-110 012.



## II. Autonomous Bodies

1. Coconut Development Board, P.B. No.1021, Kera Bhavan, SRV Road (Near SRV High School), Kochi – 682 011, Ernakulam District, Kerala
2. National Horticulture Board, Plot No. 85, Institutional Area, Sector 18, Gurugram, Haryana 122015.
3. National Cooperative Development Corporation, 4, Siri Institutional Area, Block A, Nipccd Campus, Hauz Khas, New Delhi, Delhi 110016.
4. Small Farmers' Agri Business Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi, 110016.
5. National Institute for Agricultural Extension Management, MANAGE, Rajendranagar, Hyderabad - 500 030, Telangana
6. Chaudhary Charan Singh National Institute of Agricultural Marketing, Bambala, Kota Road, Jaipur-302033 (Rajasthan)
7. National Institute of Plant Health Management, Rajendranagar, Hyderabad - 500 030 (Telangana)
8. National Centre for Cold Chain Development, Nirman Bhawan, New Delhi.

## III. Authorities

1. Protection of Plant Varieties and Farmers' Rights Authority, NASC Complex, DPS Marg Opp. Todapur, Delhi-110012.
2. National Rainfed Area Authority, NASC Complex, Dev Prakash Shastri Marg, Pusa, New Delhi-110012.