

Self appraisal report Of Public Authority By Auditor

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Sl. No	Details of disclosure	Total Marks	Selecte d Category by PA	Marks Obtain ed by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remark s/URL
1.1	Particulars of its organisation,functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.1.2	Head of the organization	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.1.4	Function and duties	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.1.5	Organization Chart	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	1.28	Fully Met	1.28	www.cgda.nic.in	Fully Met	1.28	A
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							

1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.2.3	Rules/orders under which powers and duty are derived and	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.2.4	Exercised	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.2.5	Work allocation	1.54	Partially Met	0.77	www.cgda.nic.in	Partially Met	0.77	A

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	www.cgda.nic.in	Not Met	0	A
1.3.2	Final decision making authority	1.54	Fully Met	1.54	www.cgda.nic.in	Not Met	0	A
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	www.cgda.nic.in	Partially Met	0.77	ONLY MANUALS AND DEFENCE AC CODES

1.3.4	for taking a decisions, if any	1.54	Fully Met	1.54	www.cgda.nic.in	Not Met	0	A
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	www.cgda.nic.in	Fully Met	1.54	A
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	www.cgda.nic.in	Not Met	0	A
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	www.cgda.nic.in	Not Met	0	A
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A
1.5.2	List of Rules, regulations, instructions manuals and records	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A

1.5.3	Acts/ Rules manuals etc.	<input type="text" value="1.92"/>	Fully Met	<input type="text" value="1.92"/>	www.cgda.nic.in	Partially Met	0.96	ACTS NOT GIVEN RULES UPLOA DED
1.5.4	Transfer policy and transfer orders	<input type="text" value="1.92"/>	Fully Met	<input type="text" value="1.92"/>	www.cgda.nic.in	Fully Met	1.92	A

1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1	Categories of documents	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	www.cgda.nic.in	Not Met	0	A
1.6.2	Custodian of documents/categories	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	www.cgda.nic.in	Not Met	0	A

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1	Name of Boards, Council, Committee etc.	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A
1.7.2	Composition	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A
1.7.3	Dates from which constituted	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A
1.7.4	Term/ Tenure	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A
1.7.5	Powers and functions	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A
1.7.6	Whether their meetings are open to the public?	<input type="text" value="0"/>	Not Applica ble	<input type="text" value="0"/>		Not Applica ble	0	A

1.7.7	the minutes of the meetings are open to the public?	0	Not Applicable	0		Not Applicable	0	A
1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0		Not Applicable	0	A

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

1.8.1	Name and designation	3.85	Fully Met	3.85	www.cgda.nic.in	Fully Met	3.85	A
1.8.2	Telephone, fax and email ID	3.85	Fully Met	3.85	www.cgda.nic.in	Partially Met	1.93	EMAILS OF SENIOR OFFICERS ONLY

1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]

1.9.1	List of employees with Gross monthly remuneration	3.85	Not Met	0		Not Met	0	A
1.9.2	System of compensation as provided in its regulations	3.85	Not Met	0		Not Met	0	A

1.10 Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]

1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3.85	Fully Met	3.85	www.cgda.nic.in	Fully Met	3.85	T
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	www.cgda.nic.in	Partially Met	1.93	EMAILS NOT GIVEN
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Not Met	0		Not Met	0	A
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Not Met	0		Not Met	0	A
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A

1.12.2	encourage public authority to participate in these programmes	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	www.cgda.nic.in	Fully Met	1.92	A
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	www.cgda.nic.in	Fully Met	7.69	A
Total		92		76		92	55	

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2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	10	Partially Met	5.00	www.cgda.nic.in	Not Met	0	A
2.1.2	Budget for each agency and plan & programmes	10	Partially Met	5.00	www.cgda.nic.in	Not Met	0	A
2.1.3	Proposed expenditures	10	Partially Met	5.00	www.cgda.nic.in	Not Met	0	A
2.1.4	Revised budget for each agency, if any	10	Partially Met	5.00	www.cgda.nic.in	Not Met	0	A
2.1.5	Report on disbursements made and place where the related reports are available	10	Partially Met	5.00	www.cgda.nic.in	Not Met	0	A
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	16.67	Partially Met	8.34	www.cgda.nic.in	Not Met	0	A

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	Partially Met	8.34	www.cgda.nic.in	Not Met	0	A
2.2.3		16.67	Partially Met	8.34	www.cgda.nic.in	Not Met	0	A

related to procurements- (a) Notice/tender enquires; and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

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

2.3.1	Name of the programme of activity <input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	A
2.3.2	Objective of the programme <input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	A
2.3.3	Procedure to avail benefits <input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	A
2.3.4	Duration of the programme/ scheme <input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	A

2.3.5	Physical and financial targets of the programme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A
2.3.6	Nature/ scale of subsidy /amount allotted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A
2.3.7	Eligibility criteria for grant of subsidy	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]

2.5.1	Concessions, permits or authorizations granted by public authority	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Applicable	0	A
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2.5.2	<p>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</p>	Not Applicable	0	Not Applicable	0	A
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2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

2.6.1	<p>CAG and PAC paras and the action taken reports (ATRs) after these 50 have been laid on the table of both houses of the parliament.</p>	Not Met	0	Not Met	0	A
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Total	150	50	150	0	
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3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	Not Applicable	0		Not Applicable	0	S
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	0	Not Applicable	0		Not Applicable	0	A

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

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	Not Applicable	0	Not Applicable	0	A
3.1.9	Public-private partnerships (PPP) - Information relating to outputs and outcomes	0	Not Applicable	0	Not Applicable	0	A
3.1.10	Public-private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0	Not Applicable	0	A
3.1.11	Public-private partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0	Not Applicable	0	A

3.2 Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]

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	Not Applicable	0		Not Applicable	0	A
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	0	Not Applicable	0		Not Applicable	0	A

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

3.5.2	LIST OF materials available: At a reasonable cost of the medium	25	Fully Met	25.00	www.cgda.nic.in	Not Applicable	0	A
Total		150		150		125	75	

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4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	14.29	Fully Met	14.29	www.cgda.nic.in	Fully Met	14.29	A
4.1.2	Vernacular/ Local Language	14.29	Partially Met	7.15	www.cgda.nic.in	Partially Met	7.15	A
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	28.57	Partially Met	14.29	www.cgda.nic.in	Partially Met	14.29	A
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	www.cgda.nic.in	Fully Met	9.52	A
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	www.cgda.nic.in	Fully Met	9.52	A
4.3.3	Location where available	9.52	Fully Met	9.52	www.cgda.nic.in	Fully Met	9.52	A
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	www.cgda.nic.in	Fully Met	7.14	A

4.4.2	Details of information made available	7.14	Fully Met	7.14	www.cgda.nic.in	Fully Met	7.14	A
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	www.cgda.nic.in	Not Met	0	A
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	www.cgda.nic.in	Partially Met	3.57	EMAIL UNAVAILABLE

4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)

4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	www.cgda.nic.in	Not Met	0	A
4.5.2	Details of applications received under RTI and information provided	3.57	Not Met	0		Not Met	0	A
4.5.3	List of completed schemes/projects/ Programmes	0	Not Applicable	0		Not Applicable	0	A
4.5.4	List of schemes/projects/ programme underway	0	Not Applicable	0		Not Applicable	0	A

4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0		Not Applicable	0	A
4.5.6	Annual Report	0	Not Applicable	0		Not Met	0	A
4.5.7	Frequently Asked Question (FAQs)	0	Not Applicable	0		Not Met	0	A
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	Fully Met	3.57	www.cgda.nic.in	Partially Met	1.79	CITIZENS CHARTER AVAILABLE
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	14.29	Not Met	0		Not Met	0	A

4.6.2	Details of appeals received and orders issued	14.29	Not Met	0	Not Met	0	A
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]						
4.7.1	Details of questions asked and replies given	28.57	Not Met	0	Not Met	0	A
Total		182		100		189	84

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5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	www.cgda.nic.in	Partially Met	10.00	FAA, PREVIOUS CPIOs UNAVAILABLE
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	Partially Met	10.00	www.cgda.nic.in	Not Met	0	A

5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	20	Not Met	0		Not Met	0	A
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted, (b) Name & Designation of the officers	20	Not Met	0		Not Met	0	A
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	20	Not Met	0		Not Met	0	A
Total		100		30		100	10	

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6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	Fully Met	25.00	www.cgda.nic.in	Partially Met	12.50	T
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	12.5	Not Met	0		Not Met	0	T
6.2.2	Does the website show the certificate on the Website?	12.5	Not Met	0		Not Met	0	T
Total		50		25		50	13	

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