

Self appraisal report for Year (2019-20)

Auditor Agency: ISTM

Ministry Name: Ministry of Personnel, Public Grievances & Pensions

Department Name: Department of Personnel & Training

Public Authority Name: Central Information Commission

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://cic.gov.in/contact	Fully Met	1.28	.
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28i%29_0.pdf	Fully Met	1.28	.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28i%29_0.pdf	Partially Met	0.64	Though the link provides for general information about the PA incl sections 18, 19, 20 & 25 of RTI Act, however there is a need to

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								upload specific entry regarding vision, mission and key objectives of the PA.
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.28	.
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://cic.gov.in/organizational-structure	Fully Met	1.28	.
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	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Partially Met	0.64	The link opens to procedure for filing appeal in CIC. Details regarding genesis, inception and details of HODs besides committees constituted from time to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL time may be provided.
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)	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.54	.
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.54	.
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.54	.
1.2.4	Exercised	Fully Met	1.54	1.54	https://cic.gov.in/sites/default	Fully Met	1.54	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf			
1.2.5	Work allocation	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/Circulars%20&Noification/pa.pdf	Fully Met	1.54	.
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	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Partially Met	0.77	Link opens to procedure for filing appeal with CIC. Details regarding process of decision making by identifying key decision making points may be uploaded.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-	Fully Met	1.54	.

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					4%281%29%28b%29%28iii%29.pdf			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Fully Met	1.54	.
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Met	0	Time limit for taking a decision may be provided.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Partially Met	0.77	The link provides detail for filing appeal with CIC. Detatils of channel of supervision and accountability may be provided.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section	Fully Met	1.54	.

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					%204%281%29%28b%29%28iv%29_0.pdf			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%281%29%28b%29%28iv%29_0.pdf	Fully Met	1.54	.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%281%29%28b%29%28iv%29_0.pdf	Fully Met	1.54	.
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%281%29%28b%29%28iv%29_0.pdf	Fully Met	1.54	.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	DARPG	Fully Met	1.54	.

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					guidelines are followed by the Commission which are available on darp.gov.in			
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.	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29_0.pdf	Fully Met	1.92	.
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29_0.pdf	Fully Met	1.92	.
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29_0.pdf	Fully Met	1.92	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Met	0	Details of transfer policy, if any and transfer order of the functionaries may be uploaded.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28vi%29_0.pdf	Fully Met	3.85	.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28vi%29_0.pdf	Partially Met	1.93	Details of custodion of documents may be provided.
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.	Fully Met	0.96	0.96	https://cic.gov.in/sites/default/files/RTI%20Disclosure/fin al%20Section-4%281%29%28b%29%28vi%29_0.pdf	Partially Met	0.48	The link provides details of reconstitution of Internal Complaints

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					28b%29%28vi ii%29_0.pdf			Committee. Details of internal purchase committee or other committees, if any may also be provided.
1.7.2	Composition	Fully Met	0.96	0.96	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28vi%29_0.pdf	Fully Met	0.96	.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28vi%29_0.pdf	Fully Met	0.96	.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28vi%29_0.pdf	Fully Met	0.96	.

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					28b%29%28vi ii%29_0.pdf			
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28vi ii%29_0.pdf	Fully Met	0.96	.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	,
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://cic.gov.in/circulars-and-mom/27	Fully Met	0.96	.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://cic.gov.in/circulars-and-mom/27	Fully Met	0.96	.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28ix%29_1%20%281%29.pdf	Fully Met	3.85	.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-	Fully Met	3.85	If possible, email ID of staff may also be uploaded.

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					4%281%29%28b%29%28ix%29_1%20%281%29.pdf			
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	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28x%29.pdf	Fully Met	3.85	.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28x%29.pdf	Fully Met	3.85	.
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	Fully Met	3.85	3.85	https://cic.gov.in/appellate-authority-cpio-s-of-the-commission	Fully Met	3.85	.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://cic.gov.in/appellate-authority-cpio-s-of-the-commission	Fully Met	3.85	.

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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	Fully Met	3.85	3.85	NIL	Partially Met	1.93	Details may be provided.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Fully Met	3.85	.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://cic.gov.in/node/3279	Fully Met	1.92	.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://cic.gov.in/node/3279	Fully Met	1.92	.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://cic.gov.in/node/3279	Fully Met	1.92	.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://cic.gov.in/node/3279	Fully Met	1.92	.
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]	Fully Met	7.69	7.69	https://cic.gov.in/node/3279	Partially Met	3.85	Details of transfer policy, if any, and transfer orders of officials may be uploaded.
Total			96	96			85	
2	Budget and Programme							
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	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-	Fully Met	10.00	Budget expenditure for 2019-20 may also be provided.

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					4%281%29%28b%29%28xi%29_1.pdf			Details of Money, if any, received and spent under different Major and Minor Heads, may also be provided.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29_1.pdf	Fully Met	10.00	.
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29_1.pdf	Fully Met	10.00	.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29_1.pdf	Fully Met	10.00	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%29_1.pdf			
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29_1.pdf	Partially Met	8.34	The link opens to general budget figures of past two years. Specific details regarding budget for foreign and domestic tour may be provided.
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	Fully Met	16.67	16.67	https://cic.gov.in/sites/default/files/RTI%20Disclosure/foreign%20visit%20of%20commissioners.pdf	Fully Met	16.67	Details of four officers from Sep 17 to Oct 18 is provided.
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	Fully Met	16.67	16.67	https://cic.gov.in/tender-notification	Fully Met	16.67	Details wrt this parameter is provided from Jul 2017 to Sep 2019 .

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	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	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	.
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	Not Applicable	0	0	empty	Not Applicable	0	.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	.
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	Not Applicable	0	0	empty	Not Applicable	0	.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://cic.gov.in/sites/default/files/RTI%20	Fully Met	50.00	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Disclosure/Issue%20%281%29-51-68%20%281%29.pdf			
Total			140	140			132	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://cic.gov.in/rtnotifications	Fully Met	12.50	.
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	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of	Not Applicable	0	0	empty	Not Applicable	0	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	revenues that may be collected under authorisation from the government							
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	.
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	Fully Met	16.67	16.67	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Fully Met	16.67	The link provides for process of filing appeal with CIC.
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	Fully Met	16.67	16.67	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Fully Met	16.67	.
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	Fully Met	16.67	16.67	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Fully Met	16.67	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					28b%29%28iii%29.pdf			
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)	Fully Met	50	50.00	https://cic.gov.in/citizen-service	Fully Met	50.00	.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://cic.gov.in/rti-success-stories	Fully Met	25.00	.
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://cic.gov.in/rti-success-stories	Fully Met	25.00	.
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	Fully Met	25	25.00	All the Documents uploaded in public domain are in pdf and available to public	Fully Met	25.00	.
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	All the Documents uploaded in public domain are in pdf and available to public	Fully Met	25.00	.
Total			213	213			213	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://cic.gov.in	Fully Met	14.29	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in/sites/default/files/RTI-Act_English.pdf			
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://cic.gov.in/sites/default/files/rti-actinhindi.pdf	Fully Met	14.29	.
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	Fully Met	28.57	28.57	https://cic.gov.in/reports/37	Fully Met	28.57	.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://cic.gov.in/sitemap	Fully Met	9.52	.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://cic.gov.in/sitemap	Fully Met	9.52	.
4.3.3	Location where available	Fully Met	9.52	9.52	available on click	Fully Met	9.52	.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xv%29.pdf	Fully Met	7.14	.
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29	Fully Met	7.14	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%28xv%29.pdf			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xv%29.pdf	Partially Met	3.57	In the given list, working hours may be included.
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xv%29.pdf	Partially Met	3.57	Link provides tele No of facilitation counter. List of contact person and other details as required in parameter may also be uploaded.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://pgportal.gov.in/	Fully Met	3.57	.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://dsscic.nic.in/rti-request/	Partially Met	1.79	Some pdf files are not getting opened.
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://cic.gov.in/circulars-and-mom/27	Partially Met	1.79	The link provides link of the minutes of the meeting held at CIC.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								List of completed schemes , project, programmes, if any, alongwith relevant details may be uploaded.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://cic.gov.in/circulars-and-mom/27	Fully Met	3.57	The link provides link of the minutes of the meeting held at CIC. List of completed schemes , project, programmes, if any, alongwith relevant details may be uploaded.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Not Met	0	May upload this at the earliest.
4.5.6	Annual Report	Fully Met	3.57	3.57	https://cic.gov.in/reports/37	Fully Met	3.57	.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://cic.gov.in/faq	Fully Met	3.57	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Fully Met	3.57	3.57	https://cic.gov.in/annual-convention	Partially Met	1.79	Link provides details of annual conventions. It is suggested that details of citizen charter, RFD or such other details are required in the parameter may be uploaded.
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	Fully Met	14.29	14.29	https://cic.gov.in/rti-reply	Fully Met	14.29	A good search criteria is provided. However, some of the pdf files are not opening.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://cic.gov.in/decisions-first-appellate-authoritycic	Fully Met	14.29	Search criteria is provided and separate list of cases for appeal is provided in the link. However, some pdf files are not getting

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL opened.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://cic.gov.in/rti-disclosures	Fully Met	28.57	.
Total			200	196			184	
5	Information as may be prescribed							
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	Fully Met	20	20.00	https://cic.gov.in/appellate-authority-cpio-s-of-the-commission	Fully Met	20.00	Information is provided in pdf files. It is suggested that the same may be made available in a tabular form for easy access.
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf	Not Met	0	The link opens report relating to the audit of online disclosures by Public Authorities through their websites. It is not about third party audit of the public authority.
5.1.3	Appointment of Nodal Officers not below the rank	Fully Met	20	20.00	https://cic.gov.in	Fully Met	20.00	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers				in/appellate-authority-cpio-s-of-the-commission			
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://cic.gov.in/sites/default/files/Circulars%20%26Noification/committees%20order%20%281%29.pdf	Fully Met	20.00	.
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	Fully Met	20	20.00	https://cic.gov.in/sites/default/files/Circulars%20%26Noification/committees%20order%20%281%29.pdf	Fully Met	20.00	.
Total			100	100			80	
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	Fully Met	25	25.00	https://cic.gov.in/rti-disclosures	Fully Met	25.00	.
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	Fully Met	12.5	12.50	https://cic.gov.in/sites/default/files/Circulars	Fully Met	12.50	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20%26Noifi cation/STQC %20Certificat e%20-CIC%2 0webstie.pdf			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://cic.gov.in/sites/default/files/Circulars%20%26Noifi cation/STQC %20Certificat e%20-CIC%2 0webstie.pdf	Fully Met	12.50	.
Total			50	50			50	
Grand Total			798	795				743