

Self appraisal report for Year (2023-24)

Auditor Agency: Rajesh Singh(Institute of Secretariat Training and Management)

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	Requisite Information provided
1.1.2	Head of the organization	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	Requisite Information provided
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cic.gov.in/vision	Fully Met	1.28	Requisite Information provided
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section	Fully Met	1.28	Requisite Information provided

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.92	Requisite Information provided
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf	Fully Met	1.92	Requisite Information provided
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf (ii) https://doptcirculrs.nic.in/Default.aspx?URL=j7RYHo9xJY7j (iii) https://dop	Fully Met	1.92	Requisite Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tcirculars.nic.in/Default.aspx?URL=p6nWz9g4ETap (iv) https://dopt.gov.in/ccs-cca-rules-1965 (v) https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf (vi) https://doe.gov.in/orders-circulars/31 (vii) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf			
1.2.4	Work allocation	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/cicpdfs/pa.pdf	Fully Met	1.92	Requisite Information provided
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	Fully Met	1.54	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.2	Final decision making authority	Fully Met	1.54	1.54	%29.pdf https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf	Fully Met	1.54	The link provided opens self-appraisal part of third party audit proforma 2019-20. Specific information may be provided.
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 https://cic.gov.in/circulars-and-mom-reports https://cic.gov.in/sites/default/files/RTI-Act_English.pdf	Fully Met	1.54	.Requisite Information provided
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	(i) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf (ii) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf	Fully Met	1.54	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf (iii) Public Grievances -DARPG guidelines are followed by the Commission which are available on darpg.gov.in			
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://cic.gov.in/organizational-structure	Fully Met	1.54	.Requisite Information 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	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28i%29.pdf (ii)https://cic.gov.in/sites/default/files/RTI-Act_English.p	Fully Met	1.54	.Requisite Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					df			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%281%29%28b%29%28iv%29.pdf (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section%204%20%281%29%28b%29%28ii%29.pdf (iii) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf (iv) https://cic.gov.in/sites/default/files/2017/ac/Brocher.pdf	Fully Met	1.54	Information provided
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-4%281%29%28b%29%28ii%29.pdf	Fully Met	1.54	Information provided

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					28b%29%28iii%29.pdf https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28i%29.pdf			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI-Act_English.pdf	Fully Met	1.54	Rather than providing the whole Act, it is suggested that specific timelines for various activities may please be provided.
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	DARPG guidelines are followed by the Commission which are available on darpg.gov.in	Fully Met	1.54	It is suggested that infographics for the redressal system in starting from receipt of a grievance till its final disposal may please be provided for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ease and clarity of information.
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29.pdf	Fully Met	2.60	.Requisite Information provided
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29.pdf (ii) https://cic.gov.in/circulars-and-mom-reports , (iii) https://cic.gov.in/clone-circulars-and-mom-reports-cic , (iv) https://cic.gov.in/circular-reports-conventions ,	Fully Met	2.60	.Requisite Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(v) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf			
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28v%29.pdf (ii) https://cic.gov.in/circulars-and-mom-reports , (iii) https://cic.gov.in/clone-circulars-and-mom-reports-cic , (iv) https://cic.gov.in/circular-reports-conventions , (v) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf	Fully Met	2.60	.Requisite Information provided
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	Partially Met	1.93	The link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28vi%29.pdf			provides list sections and custodian of documents. Details of categories of documents held by the authority may please be provided.
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.pdf	Fully Met	3.85	Requisite Information 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	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28viii%29.pdf (ii) https://cic.gov.in/sites/default/files/Transpa	Fully Met	0.96	Instead of providing the information in several different heads, it is suggested that the same may be provided in a single place for ease.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					rency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf			
1.7.2	Composition	Fully Met	0.96	0.96	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29.pdf (ii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf	Fully Met	0.96	Instead of providing the information in several different heads, it is suggested that the same may be provided in a single place for ease.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29.pdf (ii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf	Fully Met	0.96	Instead of providing the information in several different heads, it is suggested that the same may be provided in a single place for ease.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29.pdf (ii) https://cic.gov	Fully Met	0.96	Instead of providing the information in several different heads, it is suggested that the same may be provided in a

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf			single place for ease.
1.7.5	Powers and functions	Fully Met	0.96	0.96	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29.pdf (ii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%	Fully Met	0.96	Instead of providing the information in several different heads, it is suggested that the same may be provided in a single place for ease.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20Public%20authorities.pdf			
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Reasons for NA may please be provided
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Reasons for NA may please be provided
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	Reasons for NA may please be provided
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	(i) https://cic.gov.in/cic-official-directory (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28ix%29.pdf	Fully Met	3.85	Requisite Information provided
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	(i) https://cic.gov.in/cic-official-directory (ii) https://cic.gov.in/sites/default/files/RTI%20	Fully Met	3.85	Requisite Information provided

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					Disclosure/Final%20Section-4%281%29%28b%29%28ix%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%28ix%29.pdf	Partially Met	1.93	More details regarding list of employees with gross monthly remuneration may please be provided. Further, link of DoE is not opening.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	The system of compensation is based on the government decision on the recommendations of the pay commission as stipulated in CCS (Revised Pay) rules - https://doe.gov.in/ord	Fully Met	3.85	Information provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					er-central-pay-commission/16			
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xvi%29.pdf (ii)https://cic.gov.in/appellate-authority-cpio-s-of-the-commission (iii) https://cic.gov.in/sites/default/files/Rtinodalofficer_0.pdf	Fully Met	3.85	PI see if specific information could be provided in a separate page.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xvi%29.pdf (ii)https://cic.gov.in/appellate	Fully Met	3.85	PI see if specific information could be provided in a separate page.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					-authority-cpio -s-of-the- commission (ii i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28ix%29.pdf			
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL , No disciplinary action is pending. See the link - https://cic.gov.in/sites/default/files/RTI%20Disclosure/disciplinary%20action.pdf	Fully Met	3.85	Information provided
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL , No disciplinary action is pending. See the link - https://cic.gov.in/sites/default/files/RTI%20Disclosure/disciplinary%20action.pdf	Fully Met	3.85	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ry%20action.pdf			
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/sites/default/files/Circulars%20%26Noification/Order%2011-08-2021_compressed.pdf	Fully Met	1.92	Information provided
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Order%2011-08-2021_compressed.pdf	Fully Met	1.92	Information provided
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2011-10-2022.pdf	Fully Met	1.92	Information provided
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://cic.gov.in/rti-notifications	Fully Met	1.92	Information provided
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	(i) https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2011-10-2022.pdf	Fully Met	7.69	Information provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ault/files/Circulars%20%26N oification/Office%20Order% 2012-10-2021.pdf (ii) https://cic.gov.in/circulars-and-mom-reports			
Total			97	97		100	93	
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-4%281%29%28b%29%28xi%29.pdf	Fully Met	10.00	Information 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.pdf	Fully Met	10.00	The link is opening to previous year's self audit report. Specific information may please be provided.
2.1.3	Proposed expenditures	Fully Met	10	10.00	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29.pdf	Fully Met	10.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ault/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29.pdf (i)https://cic.gov.in/sites/default/files/Reports/AR2022-23E.pdf			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xi%29.pdf (i)https://cic.gov.in/sites/default/files/Reports/AR2022-23E.pdf	Fully Met	10.00	Information provided
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/Reports/AR2022-23E.pdf	Fully Met	10.00	Information provided
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded	Fully Met	10	10.00	https://cic.gov.in/tender-notification	Fully Met	10.00	Information provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.							
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	https://cic.gov.in/sites/default/files/Reports/AR2022-23E.pdf	Fully Met	20.00	Information provided in the form of Annual Report. Separate page for relevant information may please 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	20	20.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/tour%20programme.pdf	Fully Met	20.00	Information provided
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	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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%20Disclosure/Issue%20%281%29-51-68%20%281%29.pdf	Fully Met	50.00	Nil Audit para reported
Total			150	150		150	150	
3	Publicity and 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	Fully Met	12.5	12.50	https://cic.gov.in/rti-	Fully Met	12.50	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	citizens				notifications			
3.1.2	a) Arrangements for consultation with or representation by 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 revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	.
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	Fully Met	16.67	16.67	https://cic.gov .	Not Applicable	0	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year				in/sites/default/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28iii%29.pdf			
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	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	Not Applicable	0	.
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	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	Not Applicable	0	.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://cic.gov.in/citizen-service	Fully Met	50.00	Information provided
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	All information are available in Electronic as well as	Fully Met	25.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>printed format.</p> <p>The list are below :- (i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%2081%29%28b%29%28xiv%29.pdf (ii) https://cic.gov.in/sites/default/files/Circulars%20%26Noification/CompendiumIRDivision_Latest%20-Compressed%281%29.pdf (iii) https://cic.gov.in/rti-disclosures (iv) https://cic.gov.in/ (v) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%2081%29%28b%29%28xiv%29.pdf</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	29.pdf All information are available in Electronic as well as printed format. The list are below :- (i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf (ii) https://cic.gov.in/sites/default/files/Circulars%20%26Noification/CompendiumIRDivision_Latest%20-Compressed%281%29.pdf (iii) https://cic.gov.in/rti-disclosures (iv) https://cic.gov.in/ (v) https://cic.gov.in/sites/default/file	Fully Met	25.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf			
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf	Fully Met	25.00	Information provided
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf	Fully Met	25.00	Information provided
Total			213	213		163	163	
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	9.52	9.52	Website of Central Information Commission is bilingual and most of	Fully Met	9.52	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the information is available in Hindi and English both. The link of information manual/Handbook available in English is below :- (i) https://cic.gov.in/ (ii) https://cic.gov.in/rti-disclosures (ii)https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf (iv) https://cic.gov.in/sites/default/files/Circulars%20%26Notification/CompendiumIRDivision_Latest%20-Compressed%281%29 .			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pdf			
4.1.2	Vernacular/ Local Language	Fully Met	9.52	9.52	Website of Central Information Commission is bilingual and most of the information is available in Hindi and English both. The link of information available in Hindi is below :- (i) https://cic.gov.in/hi/node (ii) https://cic.gov.in/hi/node# (iii) https://cic.gov.in/hi/vision (iv) https://cic.gov.in/hi/cic-profile (v) https://cic.gov.in/hi/terms-and-conditions-of-service-of-chief-information-commissioner https://cic.gov.in/hi/terms-and-conditions-of-service-of-chief-information-commissioner https://cic.gov.in/hi/terms-and-conditions-of-service-of-chief-information-commissioner	Fully Met	9.52	Information provided. The PA may consider use of vernaculars especially for languages mentioned in the Constitution.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/hi/circulars-and-mom-reports (vi) http://cic.gov.in/hi/clone-circulars-and-mom-reports-cic (vii) https://cic.gov.in/hi/contact (viii) https://cic.gov.in/hi/who-are-we (ix) https://cic.gov.in/hi/%E0%A4%AA%E0%A4%B0%E0%A4%BF%E0%A4%9A%E0%A4%AF (x) https://cic.gov.in/hi/cic-official-directory (xi) https://cic.gov.in/hi/web-information-manager			
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/sites/default/files/RTI%20Disclosure/final%20Section-	Fully Met	28.57	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					4%281%29%28b%29%28xiv%29.pdf			
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	Information provided
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	Information provided
4.3.3	Location where available	Fully Met	9.52	9.52	https://cic.gov.in/sitemap	Fully Met	9.52	Information provided
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location 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	Fully Met	7.14	Information provided
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%28xv%29.pdf	Fully Met	7.14	Information provided
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://cic.gov.in/contact	Fully Met	7.14	Information provided.
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://cic.gov.in/sites/default/files/RTI%20	Fully Met	7.14	Information provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Disclosure/Section-4%281%29%28b%29%28xv%29.pdf			
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://pgportal.gov.in/	Partially Met	2.05	Link for CPGRAM provided. Details of grievance redressal mechanism alongwith name of Nodal officers, etc may please be provided.
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	.
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	.
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Met	0	Reasons for non-applicability may please be provided.
4.5.5	Annual Report	Fully Met	4.1	4.10	https://cic.gov.in/circular-reports-conventions	Fully Met	4.10	Information provided
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://cic.gov.in/	Fully Met	4.10	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in/faqs			provided
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Citizen%20Charter.pdf	Fully Met	4.10	Information provided
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://dsscic.nic.in/rti-request/	Fully Met	14.29	Information provided
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://dsscic.nic.in/rti-request/appeal	Fully Met	14.29	Information provided
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://cic.gov.in/sites/default/files/RTI%20Disclosure/lok%20sabha%20%281%29.pdf https://cic.gov.in/sites/default/files/RTI%20Disclosure/rajya%20sabha.pdf	Fully Met	28.57	Information providede
Total			178	178		182	176	
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	(i) https://cic.gov.in/sites/def	Fully Met	20.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ault/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28xvi%29.pdf (ii) (ii) https://cic.gov.in/appellate-authority-cpio-s-of-the-commission			
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/Circulars%20%26Noification/Audited%20report%20of%20CIC%20for%20the%20year%202022-23.pdf	Fully Met	20.00	Information provided
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	(a) & (b) https://cic.gov.in/sites/default/files/Circulars%20%26Noification/Office%20Order%2030-09-2022.pdf	Fully Met	20.00	Information provided
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Fully Met	20	20.00	https://cic.gov.in/sites/default	Fully Met	20.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	which constituted, (b) Name & Designation of the officers				/files/Circulars%20%26Noification/Office%20Order%2012-10-2021%281%29.pdf			
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/Office%20Order%2012-10-2021%281%29.pdf	Fully Met	20.00	Information provided
Total			100	100		100	100	
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 [Section 4(2)]							
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	(i) https://cic.gov.in/rtidisclosures (ii) https://cic.gov.in/ (iii)https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28xiv%29.pdf (iv)https://cic.gov.in/sites/default/file	Fully Met	25.00	Information provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s/Circulars%20%26Noificati on/Compendi umIRDivision_Latest%20-Co mpressed%281%29.pdf			
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, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://cic.gov.in/sites/default/files/cicpdfs/STQCCertificate-CICwebsite.pdf	Fully Met	12.50	Information provided
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Yes, at the right top corner. The link is below :- https://cic.gov.in/sites/default/files/cicpdfs/STQCCertificate-CICwebsite.pdf	Fully Met	12.50	Information provided
Total			50	50		50	50	
Grand Total			788	788		745	732	