Self appraisal report for Year (2024-25)

Auditor Agency: Puneet Kuma Sharma(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	YES
1.1.2	Head of the organization	Fully Met	1.28	1.28	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28ii%29.pdf (ii) https://cic.gov.in/organizational-structure	Fully Met	1.28	YES
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cic.gov.in/vision	Fully Met	1.28	YES
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%	Fully Met	1.28	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					29%28b%29%28ii%29.pdf			
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://cic.gov.in/organizational-structure	Fully Met	1.28	YES
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	(i)https://cic.gov.in/introduction (ii) Who are We - https://cic.gov.in/who-are-we (iii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf (iv) Head of Organization from time to Time – https://cic.gov.in/former-cic-and-ic	Fully Met	1.28	YES
1.2	**Power and duties of its officers and employees[Section 4(1) (b)(ii)]**							
1.2.1	Powers and duties of officers (administrative,	Fully Met	1.92	1.92	https://cic.gov.	Fully Met	1.92	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	financial and judicial)				in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28ii%29.pdf			
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28ii%29.pdf	Fully Met	1.92	YES
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	(i) https://cic.gov.in/rti_act (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28ii%29.pdf (iii) https://doptcirculars.nic.in/Default.aspx?URL=j7RYHo9xJY7j (iv) https://doptcirculars.nic.in/Default.aspx?URL=p6nWz9g4ETap (v) http	Fully Met	1.92	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://dopt.gov.in/ccs-cca-rules-1965 (vi) https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf (vii)https://doe.gov.in/orders-circulars/31			
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	Yes
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/Section%204%281%29%28b%29%28iii%29.pdf	Fully Met	1.54	Yes
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28iii%29.pdf	Fully Met	1.54	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://cic.gov.in/rti_act	Fully Met	1.54	YES
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%20Disclosure/Section%204%281%29%28b%29%28iii%29.pdf (iii) Public Grievances -DARPG guidelines are followed by the Commission which are available on darpg.gov.in	Fully Met	1.54	Yes
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://cic.gov.in/organizational-structure	Fully Met	1.54	Yes
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/	Fully Met	1.54	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Section-4%281%29%28b%29%28ii%29.pdf (ii) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf			
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/Section-4%281%29%28b%29%28iv%29%20Norms%20set%20by%20it%20for%20discharge%20of%20its%20functions_0.pdf (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28ii%29.pdf (iii) https://cic.gov.in/circulars-and-mom-reports	Fully Met	1.54	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(iv) https://cic.gov.in/sites/default/files/RTI-Act_English.pdf			
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/Section%204%281%29%28b%29%28iii%29.pdf	Fully Met	1.54	Yes
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	YES
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	YES
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%	Fully Met	2.60	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					28b%29%28v%29_1.pdf			
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_1.pdf (ii) https://cic.gov.in/circulars-and-mom-reports (iii) https://cic.gov.in/circular-reports-conventions (iv)https://cic.gov.in/sites/default/files/RTI-Act_English.pdf (v) https://cic.gov.in/rti-notifications	Fully Met	2.60	Yes
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	(i)https://cic.gov.in/rti_act (ii) https://cic.gov.in/rti-notifications	Fully Met	2.60	Yes
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	Fully Met	3.85	Yes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/RTI%20Disclosure/Final%20Section-4%281%29%28b%29%28vi%29_1.pdf			
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_1.pdf	Fully Met	3.85	Yes
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_1_0.pdf (ii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%	Fully Met	0.96	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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_1_0.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	YES
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	(i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/final%20Sectio	Fully Met	0.96	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n-4%281%29%28b%29%28viii%29_1_0.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			
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_1_0.pdf (ii) https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Unde	Fully Met	0.96	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					r%20Section %204%20of% 20the%20RTI %20Act%20b y%20the%20 Public%20aut horities.pdf			
1.7.5	Powers and functions	Fully Met	0.96	0.96	(i) https://cic.g ov.in/sites/def ault/files/RTI% 20Disclosure/f inal%20Sectio n-4%281%29 %28b%29%2 8viii%29_1_0. pdf (ii) https:// cic.gov.in/site s/default/files/ Transparency %20Audit%20 of%20Disclos ures%20Unde r%20Section %204%20of% 20the%20RTI %20Act%20b y%20the%20 Public%20aut horities.pdf	Fully Met	0.96	YES
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Fully Met	0.96	YES
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Fully Met	0.96	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Fully Met	0.96	YES
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/Section%204%281%29%28b%29%28ix%29_0.pdf	Fully Met	3.85	As per the URL information is availble only uptil the level of Dy Registrar Only The URL is incorrect. Detailed information upto the level of SO is given else where
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%20Disclosure/Section%204%281%29%28b%29%28ix%29_0.pdf	Fully Met	3.85	As per the URL information is availble only uptil the level of Dy Registrar Only The URL is incorrect. Detailed information upto the level of SO is given else where
1.9	**Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]**							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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_1.pdf	Fully Met	3.85	es
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/order-central-pay-commission/16	Fully Met	3.85	YES
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	https://cic.gov.in/appellate-authority-cpio-s-of-the-commission	Fully Met	3.85	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	(i) https://cic.gov.in/appellate-authority-cpio-s-of-the-commission (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28ix%29_0.pdf	Fully Met	3.85	YES
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	https://cic.gov.in/sites/default/files/RTI%20Disclosure/displinary%20action_2.pdf	Fully Met	3.85	YES
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://cic.gov.in/sites/default/files/RTI%20Disclosure/displinary%20action_2.pdf	Fully Met	3.85	YES
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%	Fully Met	1.92	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2011-08-2021_compressed.pdf			
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	YES
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	YES
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	YES
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/rti-notifications (ii)https://cic.gov.in/circulars-and-mom-reports	Fully Met	7.69	YES
Total			**97**	**97**		**100**	**100**	
2	**Budget and Programme**							
2.1	**Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section**							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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/Section-4%281%29%28b%29%28xi%29.pdf	Fully Met	10.00	YES
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xi%29.pdf	Fully Met	10.00	YES
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 (ii) https://cic.gov.in/sites/default/files/Reports/AR2023-24E.pdf	Fully Met	10.00	YES
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/	Fully Met	10.00	YES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Final%20Section-4%281%29%28b%29%28xi%29.pdf (ii) https://cic.gov.in/sites/default/files/Reports/AR2023-24E.pdf			
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/AR2023-24E.pdf	Fully Met	10.00	YES
2.1.6	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.	Fully Met	10	10.00	https://cic.gov.in/tender-notification	Fully Met	10.00	YES
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/RTI%20Disclosure/Section-4%281%29%28b%29%28xi%29.pdf	Fully Met	20.00	YES
2.2.2	Foreign and domestic tours by ministries and	Fully Met	20	20.00	(i) https://cic.g	Partially Met	10.00	YES, but only

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				ov.in/sites/default/files/RTI%20Disclosure/tour%20programme_2.pdf (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Foreigntour_0.pdf			up to June 23 and Feb 24 respectively. It is very unlikely that no foriegn and domestic tours have been undertaken after that.
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	YES
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	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
	authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations							
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/CAG%20%20PAC%20paras.pdf	Fully Met	50.00	.
Total			**150**	**150**		**150**	**140**	
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 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	Fully Met	12.5	12.50	(i) https://cic.gov.in/rti-notifications (ii) https://cic.gov.in/rti_act	Fully Met	12.50	.
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	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 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	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28iii%29.pdf (ii) https://cic.gov.in/rti-notifications (iii) https://cic.gov.in/circulars-and-mom-	Fully Met	16.67	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					reports (iv) https://cic.gov.in/clone-circulars-and-mom-reports-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	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28iii%29.pdf (ii) https://cic.gov.in/rti-notifications (iii) https://cic.gov.in/circulars-and-mom-reports (iv) https://cic.gov.in/clone-circulars-and-mom-reports-cic	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	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28iii%29.pdf (ii) https://cic.gov.in/	Fully Met	16.67	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					rti-notifications (iii) https://cic.gov.in/circulars-and-mom-reports (iv) https://cic.gov.in/clone-circulars-and-mom-reports-cic			
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	All information are available in Electronic as well as printable format. The list are below :- (i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28xiv%29.pdf (ii)https://cic.gov.in/rti-disclosoures	Fully Met	25.00	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(iii) https://cic.gov.in/ (iv) https://cic.gov.in/rti-notifications			
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	All information are available in Electronic as well as printable format. The list are below :- (i) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28xiv%29.pdf (ii)https://cic.gov.in/rti-disclosoures (iii) https://cic.gov.in/ (iv) https://cic.gov.in/rti-notifications	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	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204	Fully Met	25.00	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%281%29%28b%29%28xiv%29.pdf (ii)https://cic.gov.in/rti-disclosoures			
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	(i)https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28xiv%29.pdf (ii)https://cic.gov.in/rti-disclosoures	Fully Met	25.00	.
Total			**213**	**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	Hindi	Fully Met	9.52	9.52	Website of Central Information Commission is multilingual (Bhashini Integrated) and most of the information is available in Hindi and	Fully Met	9.52	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					English both. The link of information manual/Handbook available in Hindi is below :- (i) https://cic.gov.in/hi/node (ii) https://cic.gov.in/hi/vision (iii) https://cic.gov.in/hi/cic-profile (iv) https://cic.gov.in/sites/default/files/RTI_Hindi.pdf (v) https://cic.gov.in/hi/circulars-and-mom-reports (vi) https://cic.gov.in/hi/cic-official-directory (vii) https://cic.gov.in/hi/contact (viii) https://cic.gov.in/hi/who-are-we (ix) https://cic.gov.in/hi/web-information-manager (x) h			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ttps://cic.gov.in/hi/second-appeal-guidelines			
4.1.2	English	Fully Met	9.52	9.52	Website of Central Information Commission is multilingual (Bhashini Integrated) and most of 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/sites/default/files/RTI_English.pdf (iii) https://cic.gov.in/who-is-who (iv) https://cic.gov.in/co	Fully Met	9.52	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ntact (v) https://cic.gov.in/vision (vi) https://cic.gov.in/index.php/cic-profile (vii) https://cic.gov.in/cic-official-directory (viii) https://cic.gov.in/rti-disclosoures (ix) https://cic.gov.in/complaint-guidelines (x) https://cic.gov.in/web-information-manager			
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	Website of Central Information Commission is multilingual (Bhashini Integrated) and is available in 23 languages (including Hindi and English),	Fully Met	9.52	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					preferred language can be selected using language tab at bottom right corner of the website. (i) https://cic.gov.in			
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	(i) https://cic.gov.in/index.php/rti-disclosoures (ii) https://cic.gov.in/sites/default/files/RTI%20Disclosure/Section%204%281%29%28b%29%28xiv%29.pdf	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	https://cic.gov.in/sitemap	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 facility	Fully Met	7.14	7.14	https://cic.gov.in/sites/default	Fully Met	7.14	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xv%29_2.pdf			
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_2.pdf	Fully Met	7.14	.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://cic.gov.in/contact	Fully Met	7.14	.
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	Fully Met	7.14	.
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/	Fully Met	4.10	.
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	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
	period of completion of contract							
4.5.5	Annual Report	Fully Met	4.1	4.10	https://cic.gov.in/sites/default/files/Reports/AR2023-24E.pdf	Fully Met	4.10	.
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://cic.gov.in/faqs	Fully Met	4.10	.
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	.
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	The details are visible only to the registered applicant and not to all. That means only the applicant see it but not all the users.
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	.The details are visible only to the registered applicant and not to all.
4.7	**Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]**							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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/PQ.pdf	Fully Met	28.57	yes
Total			**188**	**188**		**188**	**188**	
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/default/files/RTI%20Disclosure/Section-4%281%29%28b%29%28xvi%29.pdf (ii) https://cic.gov.in/appellate-authority-cpio-s-of-the-commission	Fully Met	20.00	cant locate on the website
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/TA%20report%20of%20CIC%20for%20the%202023-24.pdf	Fully Met	20.00	.cant locate on the website
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	Fully Met	20	20.00	(a) & (b) https://cic.gov.in/sites/default/files	Fully Met	20.00	.cant locate on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	officers				/Circulars%20%26Noification/Office%20Order%2030-09-2022.pdf			
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/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29_1_0.pdf	Fully Met	20.00	.cant locate on the website
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/RTI%20Disclosure/final%20Section-4%281%29%28b%29%28viii%29_1_0.pdf	Fully Met	20.00	.cant locate on the website
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/rti-disclosoures (ii) https://cic.gov.in/ (iii) https://cic.gov.in/sites/default/files/RTI%20Discl	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					osure/Section%204%281%29%28b%29%28xiv%29.pdf (iv) https://cic.gov.in/sites/default/files/Circulars%20%26Noification/CompendiumIRDivision_Latest%20-Compressed%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	OK
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.	Fully Met	12.50	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pdf			
Total			**50**	**50**		**50**	**50**	
Grand Total			**798**	**798**		**801**	**791**	