

## Self appraisal report Of Public Authority By Auditor

Year(2019-20)

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Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtain ed by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.1</b>	<b>Particulars of its organisation,functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	Central Farm Machinery Training and Testing Institute , Tractor Nagar Budni, M.P.	Fully Met	1.28	Y
1.1.2	Head of the organization	1.28	Fully Met	1.28	Director	Fully Met	1.28	Y
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	Available	Fully Met	1.28	Y
1.1.4	Function and duties	1.28	Fully Met	1.28	Available	Fully Met	1.28	Y
1.1.5	Organization Chart	1.28	Fully Met	1.28	Available	Fully Met	1.28	Y

1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	1.28	Fully Met	1.28	Available	Fully Met	1.28	Y
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	Available	Fully Met	1.54	Y
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	Available	Fully Met	1.54	Y
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	Links available.	Fully Met	1.54	Y
1.2.4	Exercised	1.54	Fully Met	1.54	Available. Powers exercised by Director as per delegated authority.	Fully Met	1.54	Y
1.2.5	Work allocation	1.54	Fully Met	1.54	Available	Fully Met	1.54	Y

<b>1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>								
1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	On administrative matters, proposals to this effect put up by the dealing hands are examined by senior staff of Superintendent level, recommended by the Administrative Officer and finally approved by the Director. On technical matters related to the Training Wing, Testing Wing, Farm etc. , such matters are dealt by the Senior Technical Assistants, examined by a Group B Officer recommended by a Senior Officer (In charge of the Division) and finally approved by the Director	Fully Met	1.54	Y
1.3.2	Final decision making authority	1.54	Fully Met	1.54	Ministry and Directed as per delegated powers.	Fully Met	1.54	Y
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	On administrative matters, proposals to this effect put up by the dealing hands are examined by senior staff of Superintendent level, recommended by the Administrative Officer and finally approved by the Director. On technical matters related to the Training Wing, Testing Wing, Farm etc. , such matters are dealt by the Senior Technical Assistants, examined by a Available	Fully Met	1.54	Y
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	Met as per requirement.	Fully Met	1.54	Y

1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	The Section In-charge is supervises and is responsible to the activities related with their section.	Fully Met	1.54	Y
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	Available	Partially Met	0.77	Y
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	Available	Partially Met	0.77	Y
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	Available	Partially Met	0.77	Y
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	Available in progress report	Partially Met	0.77	Y
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	Authority details available and processed online through CPGRAMS.	Fully Met	1.54	Y
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	Available	Fully Met	1.92	Y

1.5.2	List of Rules, regulations, instructions, manuals and records.	1.92	Fully Met	1.92	Available as applicable.	Fully Met	1.92	Y
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	Links available.	Fully Met	1.92	Y
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	Available	Fully Met	1.92	Y
<b>1.6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]</b>							
1.6.1	Categories of documents	3.85	Fully Met	3.85	Available as applicable.	Fully Met	3.85	Y
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	Concerned section in charge.	Fully Met	3.85	Y
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	0.96	Fully Met	0.96	Available	Fully Met	0.96	Y
1.7.2	Composition	0.96	Fully Met	0.96	Available	Fully Met	0.96	Y
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	Available	Fully Met	0.96	Y
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	Available as applicable	Fully Met	0.96	Y
1.7.5	Powers and functions	0.96	Fully Met	0.96	Available	Fully Met	0.96	Y

1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	No	Not Met	0	Y
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	No	Not Met	0	Y
1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0		Not Applicable	0	Y
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	3.85	Fully Met	3.85	Available	Fully Met	3.85	Y
1.8.2	Telephone, fax and email ID	3.85	Fully Met	3.85	Available	Fully Met	3.85	Y
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	3.85	Fully Met	3.85	Available	Fully Met	3.85	Y
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	Link available as applicable	Partially Met	1.93	Y
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							

1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3.85	Fully Met	3.85	Available	Fully Met	3.85	Y
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	Available	Fully Met	3.85	Y
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	Till date Nil.	Fully Met	3.85	Y
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	0	Not Applicable	0		Not Applicable	0	Y
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							

1.12.1	Educational programmes	1.92	Fully Met	1.92	As per ISTM	Fully Met	1.92	Y
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	Applications forwarded with recommendations.	Partially Met	0.96	Y
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	Available	Partially Met	0.96	Y
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Partially Met	0.96	Links available	Partially Met	0.96	Y
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	Available	Fully Met	7.69	Y
<b>Total</b>		<b>95</b>		<b>94</b>		<b>95</b>	<b>85</b>	
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<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	10	Fully Met	10.00	Available	Fully Met	10.00	Y
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	Available	Fully Met	10.00	Y
2.1.3	Proposed expenditures	10	Fully Met	10.00	Available	Fully Met	10.00	Y
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	Available as applicable	Fully Met	10.00	Y
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	Available	Fully Met	10.00	Y
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	16.67	Fully Met	16.67	Available	Fully Met	16.67	Y

2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	16.67	Fully Met	16.67	Available	Fully Met	16.67	Y
2.2.3		16.67	Fully Met	16.67	Available	Fully Met	16.67	Y

	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.							
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.2	Objective of the programme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.3	Procedure to avail benefits	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y

2.3.4	Duration of the programme/scheme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.5	Physical and financial targets of the programme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.6	Nature/ scale of subsidy /amount allotted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.7	Eligibility criteria for grant of subsidy	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y

2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							

2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these 50 have been laid on the table of both houses of the parliament.	50	Not Met	0		Not Met	0	Y
<b>Total</b>		<b>150</b>		<b>100</b>		<b>150</b>	<b>100</b>	
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<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	Fully Met	12.50	Available as applicable	Fully Met	12.50	Y

3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	0	Not Applicable	0		Not Applicable	0	Y
3.1.3	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0		Not Applicable	0	Y
3.1.4	Public-private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0		Not Applicable	0	Y
3.1.5	Public-private partnerships (PPP)- Concession agreements.	0	Not Applicable	0		Not Applicable	0	Y



3.1.6	Public-private partnerships (PPP)- Operation and maintenance manuals	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y
3.1.9	Public-private partnerships (PPP) - Information relating to outputs and outcomes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	Y

3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0		Not Applicable	0	Y
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0		Not Applicable	0	Y
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	16.67	Fully Met	16.67	Policy framed by Ministry of Agriculture. Link available as applicable.	Fully Met	16.67	Y

3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	16.67	Fully Met	16.67	Policy framed by Ministry of Agriculture. Link available as applicable.	Fully Met	16.67	Y
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	16.67	Fully Met	16.67	Policy framed by Ministry of Agriculture. Link available as applicable.	Fully Met	16.67	Y
3.3	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							

3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	Available.	Fully Met	50.00	Y
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	25	Not Met	0		Not Met	0	Y
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Available in the Library	Fully Met	25.00	Y
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	As per prescribed rates.	Fully Met	25.00	Y
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	Test Reports as per prescribed rates in the Library.	Fully Met	25.00	Y
<b>Total</b>		<b>213</b>		<b>188</b>		<b>213</b>	<b>188</b>	
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<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	14.29	Fully Met	14.29	Available	Fully Met	14.29	Y
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	Available as applicable	Fully Met	14.29	Y
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	0	Not Applicable	0		Not Applicable	0	Y
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	Institute's functions, objectives, Training & Testing information, Reports containing achievements / targets of CFMT&TI.	Fully Met	9.52	Y
4.3.2	Name/ title of the document/word/ other information	9.52	Fully Met	9.52	Available	Fully Met	9.52	Y
4.3.3	Location where available	9.52	Fully Met	9.52	Available at the website www.fmттibudni.gov.in	Fully Met	9.52	Y

4.4	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	Available	Fully Met	7.14	Y
4.4.2	Details of information made available	7.14	Fully Met	7.14	Information permissible as per rules and regulations.	Partially Met	3.57	Y
4.4.3	Working hours of the faculty	7.14	Fully Met	7.14	Office Hours 08:30 AM to 05:30 PM	Fully Met	7.14	Y
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	Available	Fully Met	7.14	Y
4.5	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	Links available.	Fully Met	3.57	Y
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	Are being processed protecting identity of the applicant.	Fully Met	3.57	Y
4.5.3	List of completed schemes/projects/ Programmes	3.57	Fully Met	3.57	Available as applicable.	Fully Met	3.57	Y

4.5.4	List of schemes/projects/programme underway	3.57	Fully Met	3.57	Available as applicable.	Fully Met	3.57	Y
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Not Met	0		Not Met	0	Y
4.5.6	Annual Report	3.57	Fully Met	3.57	Available.	Partially Met	1.79	Y
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0		Not Met	0	Y
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	Not Met	0		Not Met	0	Y

<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	Available	Fully Met	14.29	Y
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	Available .	Fully Met	14.29	Y
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	Being Processed	Not Met	0	Y
<b>Total</b>		<b>171</b>		<b>161</b>		<b>171</b>	<b>127</b>	
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<b>5.1</b>	<b>Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	Available.	Fully Met	20.00	Y
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	Available.	Partially Met	10.00	Y

5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) <input type="text" value="20"/> Date of appointment , (b) Name & Designation of the officers	Fully Met	<input type="text" value="20.00"/>	Available.	Fully Met	20.00	Y
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates <input type="text" value="20"/> from which constituted, (b) Name & Designation of the officers	Not Met	<input type="text" value="0"/>		Not Met	0	Y
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 <input type="text" value="20"/>	Not Met	<input type="text" value="0"/>		Not Met	0	Y

<b>Total</b>	<b>100</b>	<b>60</b>	<b>100</b>	<b>50</b>
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Sr. No	Details of disclosure	Total Marks	Select ed Category by PA	Marks Obtain ed by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	Fully Met	25.00	Available.	Fully Met	25.00	y
<b>6.2</b>	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ</b>							
6.2.1	Whether STQC certification obtained and its validity	12.5	Not Met	0		Not Met	0	y
6.2.2	Does the website show the certificate on the Website?	12.5	Not Met	0		Not Met	0	y

<b>Total</b>	<b>50</b>	<b>25</b>	<b>50</b>	<b>25</b>
<a href="/question/auditor-transparency-viewing-report-pa-wise?year=2020&amp;pa=810&amp;id=5">Previous (/question/auditor-transparency-viewing-report-pa-wise?year=2020&amp;pa=810&amp;id=5)</a>				

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