

Self appraisal report for Year (2025-26)

Auditor Agency: Pawan Koundal(Indian Institute of Mass Communication)

Ministry Name: Ministry of Social Justice & Empowerment

Department Name:

Public Authority Name: National Institute for the Visually Handicapped

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	https://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://niepvd.nic.in/rti/	empty	Fully Met	1.28	Okay
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.4	Work allocation	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]								
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://niepvd.nic.in/rti/	empty	Fully Met	1.54	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	2.60	Okay
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://niepvd.nic.in/rti/	empty	Fully Met	2.60	Okay
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://niepvd.nic.in/rti/	empty	Fully Met	2.60	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]								
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://niepvd.nic.in/rti/	empty	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8.1	Name and designation	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://niepvd.nic.in/rti/	empty	Fully Met	3.85	Okay
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://niepvd.nic.in/rti/	empty	Fully Met	1.92	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]								
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://niepvd.nic.in/rti/	empty	Fully Met	7.69	Okay
Total			100	100			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 4(1)(b)(xi)]								
2.1.1	Total Budget for the public authority	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://niepvd.nic.in/rti/	empty	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://niepvd.nic.in/rti/	empty	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://niepvd.nic.in/rti/	empty	Fully Met	10.00	Okay
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	Fully Met	10	10.00	https://niepvd.nic.in/rti/	empty	Fully Met	10.00	Okay

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
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	Fully Met	25	25.00	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	50.00	Okay
Total			280	280			280	280	
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	https://niepvd.nic.in/rti/	empty	Fully Met	12.50	Okay
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	Fully Met	12.5	12.50	https://niepvd.nic.in/rti/	empty	Fully Met	12.50	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	publications frequently sought by RTI applicants								
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
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	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	https://niepvd.nic.in/rti/	empty	Fully Met	2.78	Okay
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	Fully Met	16.67	16.67	https://niepvd.nic.in/rti/	empty	Fully Met	16.67	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year								
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://niepvd.nic.in/rti/	empty	Fully Met	16.67	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	16.67	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]								
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			250	250			250	250	
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	https://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
4.1.2	English	Fully Met	9.52	9.52	https://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	28.57	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	https://niepvd.nic.in/rti/	empty	Fully Met	9.52	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://niepvd.nic.in/rti/	empty	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://niepvd.nic.in/rti/	empty	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://niepvd.nic.in/rti/	empty	Fully Met	7.14	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
4.5.5	Annual Report	Fully Met	4.1	4.10	https://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	4.10	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://niepvd.nic.in/rti/	empty	Fully Met	14.29	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	28.57	Okay
Total			200	200			200	200	
5	Information as may be prescribed								
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]								
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://niepvd.nic.in/rti/	empty	Fully Met	20.00	Okay
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://niepvd.nic.in/rti/	empty	Fully Met	20.00	Okay
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	https://niepvd.nic.in/rti/	empty	Fully Met	20.00	Okay
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which	Fully Met	20	20.00	https://niepvd.nic.in/rti/	empty	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	constituted, (b) Name & Designation of the officers								
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://niepvd.nic.in/rti/	empty	Fully Met	20.00	Okay
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	https://niepvd.nic.in/rti/	empty	Fully Met	25.00	Okay
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	Partially Met	12.5	6.25	https://niepvd.nic.in/rti/	empty	Partially Met	6.25	Okay
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	empty	Not Met	0	Okay
Total			50	31			50	31	
Grand Total			980	961			980	961	