

Self appraisal report for Year (2021-22)

**Auditor Agency: IIMC(Prof. (Dr.) Virender Kumar bharti, Nodal Officer, RTI Cell, IIMC Ankur Kumar- 9990980879
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Delhi 110067 rtiimcell@gmail.com)**

Ministry Name: Ministry of Social Justice & Empowerment

Department Name:

Public Authority Name: Pandit Deendayal Upadhyay National Institute for Persons with Physically Handicapped Disability(PDUNIPPD)

| 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.28 | Okay |
| 1.1.2 | Head of the organization | Fully Met | 1.28 | 1.28 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.28 | Okay |
| 1.1.3 | Vision, Mission and Key objectives | Fully Met | 1.28 | 1.28 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1127 | Fully Met | 1.28 | Okay |
| 1.1.4 | Function and duties | Fully Met | 1.28 | 1.28 | http://iphnewdelhi.in/UserView/UserView.a | Fully Met | 1.28 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|---------------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | spx?TypeID=1126 | | | |
| 1.1.5 | Organization Chart | Fully Met | 1.28 | 1.28 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1134 | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | 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) | Partially Met | 1.54 | 0.77 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Partially Met | 0.77 | Okay |
| 1.2.2 | Power and duties of other employees | Partially Met | 1.54 | 0.77 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1243 | Partially Met | 0.77 | Okay |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | Fully Met | 1.54 | 1.54 | The power and duties are derived and exercised as per DFPR approved by the apex management http://www.iph | Fully Met | 1.54 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|-----------------------|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | newdelhi.in/UserView/UserView.aspx?TypeID=1129 w.aspx?TypeID=1129 | | | |
| 1.2.4 | Exercised | Fully Met | 1.54 | 1.54 | The power and duties are derived and exercised as per DFPR approved by the apex management http://www.iphnewdelhi.in/UserView/UserView.aspx?TypeID=1129 | Fully Met | 1.54 | Okay |
| 1.2.5 | Work allocation | Fully Met | 1.54 | 1.54 | The Director of the institute, in consultation with the HOD is the competent authority to approve and define the work allocation of employees. | Fully Met | 1.54 | Okay |

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|------------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | However, in case of the Director the apex management approves the same. | | | |
| 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.54 | Okay |
| 1.3.2 | Final decision making authority | Fully Met | 1.54 | 1.54 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.54 | Okay |
| 1.3.3 | Related provisions, acts, rules etc. | Fully Met | 1.54 | 1.54 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.54 | Okay |
| 1.3.4 | Time limit for taking a decisions, if any | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 1.3.5 | Channel of supervision and accountability | Fully Met | 1.54 | 1.54 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | 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 | Not Met | 1.54 | 0 | empty | Not Met | 0 | Okay |
| 1.4.2 | Norms/ standards for functions/ service delivery | Not Met | 1.54 | 0 | empty | Not Met | 0 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
| 1.4.3 | Process by which these services can be accessed | Not Met | 1.54 | 0 | empty | Not Met | 0 | Okay |
| 1.4.4 | Time-limit for achieving the targets | Not Met | 1.54 | 0 | empty | Not Met | 0 | Okay |
| 1.4.5 | Process of redress of grievances | Not Met | 1.54 | 0 | empty | Not Met | 0 | Okay |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)] | | | | | | | |
| 1.5.1 | Title and nature of the record/ manual /instruction. | Fully Met | 1.92 | 1.92 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.92 | Okay |
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | Fully Met | 1.92 | 1.92 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.92 | Okay |
| 1.5.3 | Acts/ Rules manuals etc. | Fully Met | 1.92 | 1.92 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.92 | Okay |
| 1.5.4 | Transfer policy and transfer orders | Fully Met | 1.92 | 1.92 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 1.92 | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 3.85 | Okay |
| 1.6.2 | Custodian of documents/categories | Fully Met | 3.85 | 3.85 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 3.85 | Okay |

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|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | elhi.in/WriteReadData/Rtihandbookpdunipd.pdf | | | |
| 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 0.96 | Okay |
| 1.7.2 | Composition | Fully Met | 0.96 | 0.96 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 0.96 | Okay |
| 1.7.3 | Dates from which constituted | Fully Met | 0.96 | 0.96 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 0.96 | Okay |
| 1.7.4 | Term/ Tenure | Fully Met | 0.96 | 0.96 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 0.96 | Okay |
| 1.7.5 | Powers and functions | Fully Met | 0.96 | 0.96 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 0.96 | Okay |
| 1.7.6 | Whether their meetings are open to the public? | Fully Met | 0.96 | 0.96 | The meetings of such | Fully Met | 0.96 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | committees are not open to The public. | | | |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Fully Met | 0.96 | 0.96 | Yes, minutes of meetings are Available to the public. | 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 | Either an Indian citizen can have an access to the minutes of respective committee by making an RTI Application as per the provision of RTI Act 2005 or may have an access for published minutes of meetings at institutional Website. | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunip | Fully Met | 3.85 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|-------------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
| 1.8.2 | Telephone , fax and email ID | Fully Met | 3.85 | 3.85 | pd.pdf http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 3.85 | Okay |
| 1.9.2 | System of compensation as provided in its regulations | Fully Met | 3.85 | 3.85 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | 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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority | Fully Met | 3.85 | 3.85 | http://www.iphnewdelhi.in/UserView/UserView.aspx?TypeID=1257 | Fully Met | 3.85 | Okay |
| 1.10.2 | Address, telephone numbers and email ID of each designated official. | Fully Met | 3.85 | 3.85 | http://www.iphnewdelhi.in/UserView/UserView.aspx?TypeID=1257 | Fully Met | 3.85 | Okay |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2)) | | | | | | | |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|-------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 1.11.2 | (ii) Finalised for Minor penalty or major penalty proceedings | Fully Met | 3.85 | 3.85 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf The disciplinary proceedings were carried out against one (01) employee of the institute. However, the details of the same cannot be shared with a view of maintaining the privacy and Confidentiality. | 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 | The CPIO / link Officer of (RTI) of the institute are usually engaged on continuous basis in getting the updates and | Fully Met | 1.92 | Okay |

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|--------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | education in regard to the RTI guidelines and amendments of thereof. Further, in pursuance to effective implementation of RTI Act / guidelines, the responsible officer makes every effort in keeping the track of DoPT letters and CIC decisions. | | | |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | Fully Met | 1.92 | 1.92 | Time-to-time, the Public Authority conducts sessions of informal discussions among all the head of the Departments/ DPIOs / Section in-Charge and | Fully Met | 1.92 | Okay |

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|--------------|--|-----------|-----------|---------------|---|------------------|---------------|---------------------|
| | | | | | CPIO/ FAA of the Institute. Such discussions are usually focused around all the possible barriers in the effective and smooth implementation of the RTI Act as well as in deciding the line of actions/ strategies to Overcome such barriers. | | | |
| 1.12.3 | Training of CPIO/APIO | Not Met | 1.92 | 0 | empty | Not Met | 0 | Okay |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | Fully Met | 1.92 | 1.92 | http://www.iphnewdelhi.in/UserView/UserView.aspx?TypeId=1257 | 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] | Not Met | 7.69 | 0 | empty | Not Met | 0 | Okay |
| Total | | | 95 | 76 | | 95 | 76 | |
| 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)] | | | | | | | |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|----------------|-------|---------------|---|------------------|---------------|---------------------|
| 2.1.1 | Total Budget for the public authority | Fully Met | 10 | 10.00 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1131 | Fully Met | 10.00 | Okay |
| 2.1.2 | Budget for each agency and plan & programmes | Fully Met | 10 | 10.00 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1131 | Fully Met | 10.00 | Okay |
| 2.1.3 | Proposed expenditures | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 2.1.4 | Revised budget for each agency, if any | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 2.1.5 | Report on disbursements made and place where the related reports are available | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 2.2 | Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012) | | | | | | | |
| 2.2.1 | Budget | Not Met | 16.67 | 0 | empty | Not Met | 0 | Okay |
| 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 | Not Met | 16.67 | 0 | empty | Not Met | 0 | Okay |
| 2.2.3 | Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. | Not Met | 16.67 | 0 | empty | Not Met | 0 | Okay |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | | | | | | | |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
| 2.3.1 | Name of the programme of activity | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1131 | Fully Met | 6.25 | Okay |
| 2.3.2 | Objective of the programme | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1131 | Fully Met | 6.25 | Okay |
| 2.3.3 | Procedure to avail benefits | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1244 | Fully Met | 6.25 | Okay |
| 2.3.4 | Duration of the programme/ scheme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 2.3.5 | Physical and financial targets of the programme | Partially Met | 6.25 | 3.13 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1244 | Partially Met | 3.13 | Okay |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1244 | Fully Met | 6.25 | Okay |
| 2.3.7 | Eligibility criteria for grant of subsidy | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1244 | Fully Met | 6.25 | Okay |
| 2.3.8 | Details of beneficiaries of subsidy programme | Fully Met | 6.25 | 6.25 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1244 | Fully Met | 6.25 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|---|----------------|------------|---------------|---|------------------|---------------|---------------------|
| | (number, profile etc) | | | | elhi.in/UserView/UserView.aspx?TypeID=1240 | | | |
| 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 | Okay |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 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 | 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 | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | 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 | http://iphnewd elhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 50.00 | Okay |
| Total | | | 164 | 111 | | 164 | 111 | |
| 3 | Publicity Band Public interface | | | | | | | |
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation 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 | http://iphnewd elhi.in/WriteReadData/Rtiha | Fully Met | 12.50 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|----------------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | ndbookpdunip pd.pdf | | | |
| 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 | Fully Met | 12.5 | 12.50 | http://iphnewd elhi.in/WriteR eadData/Rtiha ndbookpdunip pd.pdf | Fully Met | 12.50 | Okay |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs) | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 3.1.5 | Public- private partnerships (PPP)- Concession agreements. | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 3.1.6 | Public- private partnerships (PPP)- Operation and maintenance manuals | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 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 | 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 | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 3.1.9 | Public- private partnerships (PPP) -Information relating to outputs and outcomes | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 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 | Okay |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 3.2 | Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)] | | | | | | | |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 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 | http://www.iphnewdelhi.in/Home.aspx The institute consistently strives to publish the relevant information on institutional website, whenever there is any formulation of important policies, decisions taken and or any changes in existing policies. | Fully Met | 16.67 | Okay |
| 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 | http://www.iphnewdelhi.in/Home.aspx The institute consistently strives to publish the relevant information on institutional website, | Fully Met | 16.67 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
| 3.3.1 | Use of the most effective means of communication - Internet (website) | Fully Met | 50 | 50.00 | iphnewdelhi.in | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunippd.pdf | Fully Met | 25.00 | Okay |
| 3.4.2 | Information manual/handbook available in Printed format | Fully Met | 25 | 25.00 | An Indian citizen can have an access to the printed manual/ handbook by making an RTI Application or in person visit to RTI Cell of the Institute. | 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 | Digital version of information handbook is free of cost http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunippd.pdf | Fully Met | 25.00 | Okay |
| 3.5.2 | List of materials available At a reasonable cost of | Not Applicable | 0 | 0 | empty | Fully Met | 25.00 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|-----------|------------|---------------|---|------------------|---------------|---------------------|
| | the medium | | | | | | | |
| Total | | | 200 | 200 | | 225 | 225 | |
| 4 | E-Governance | | | | | | | |
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | | | | | | | |
| 4.1.1 | English | Fully Met | 14.29 | 14.29 | available in English http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunippd.pdf | Fully Met | 14.29 | Okay |
| 4.1.2 | Vernacular/ Local Language | Fully Met | 14.29 | 14.29 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1268 available in HINDI language | Fully Met | 14.29 | 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 | April 2021 | 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 | In compliance to the proactive disclosure, the institute strives to maintain the documents in electronic form for its easy and effective | Fully Met | 9.52 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | dissemination to the public in large. | | | |
| 4.3.2 | Name/ title of the document/record/ other information | Fully Met | 9.52 | 9.52 | The institute maintains the following documents in electronic form:1. Standing committee minutes 2. Annual Report 3. Recruitment rules 4. Admission Prospectus of undergraduate 5. Advertisement for recruitment, 6. Application forms and Prospectus for PG and UG courses 7. Admission results8. Bye laws 9. Memorandum | Fully Met | 9.52 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 4.3.3 | Location where available | Fully Met | 9.52 | 9.52 | of Association Either an Indian citizen can have an access to the documents by making an RTI Application as per the provision of RTI Act 2005 or may have an access for published documents at institutional website. | 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 faculty | Fully Met | 7.14 | 7.14 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1252 reception of the institute and library information centre | Fully Met | 7.14 | Okay |
| 4.4.2 | Details of information made available | Fully Met | 7.14 | 7.14 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunip | Fully Met | 7.14 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | pd.pdf | | | |
| 4.4.3 | Working hours of the facility | Fully Met | 7.14 | 7.14 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1152 | Fully Met | 7.14 | Okay |
| 4.4.4 | Contact person & contact details (Phone, fax email) | Fully Met | 7.14 | 7.14 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1162 | 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 | Not Met | 3.57 | 0 | empty | Not Met | 0 | Okay |
| 4.5.2 | Details of applications received under RTI and information provided | Not Met | 3.57 | 0 | empty | Not Met | 0 | Okay |
| 4.5.3 | List of completed schemes/ projects/ Programmes | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 4.5.4 | List of schemes/ projects/ programme underway | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay |
| 4.5.5 | 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 Applicable | 0 | Okay |
| 4.5.6 | Annual Report | Fully Met | 3.57 | 3.57 | http://iphnewdelhi.in/UserView/UserView.aspx?TypeID=1266 The last annual report of the institute was published for year 2019-20 | Fully Met | 3.57 | Okay |
| 4.5.7 | Frequently Asked Question (FAQs) | Not Met | 3.57 | 0 | empty | Not Met | 0 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|---------------|------------|---------------|---|------------------|---------------|---------------------|
| 4.5.8 | Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter | Not Met | 3.57 | 0 | empty | Not Met | 0 | 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 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 14.29 | Okay |
| 4.6.2 | Details of appeals received and orders issued | Fully Met | 14.29 | 14.29 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 14.29 | Okay |
| 4.7 | Replies to questions asked in the parliament[Section 4(1)(d)(2)] | | | | | | | |
| 4.7.1 | Details of questions asked and replies given | Fully Met | 28.57 | 28.57 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 28.57 | Okay |
| Total | | | 189 | 175 | | 189 | 175 | |
| 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 | Partially Met | 20 | 10.00 | iphnewdelhi.in/UserView/UserView.aspx?TypeID=1257 | Partially Met | 10.00 | 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 | Partially Met | 20 | 10.00 | The third party audit for the year 2017-18 | Partially Met | 10.00 | Okay |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|---|-----------|------------|---------------|--|------------------|---------------|---------------------|
| | | | | | was carried out by the Association of Indian Universities , New Delhi and the report of the same was Submitted to the CIC. | | | |
| 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 | iphnewdelhi.in/UIView/UIView.aspx?TypeID=1257 | Fully Met | 20.00 | Okay |
| 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 | iphnewdelhi.in/UIView/UIView.aspx?TypeID=1262 | Fully Met | 20.00 | Okay |
| 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 | Not Met | 20 | 0 | empty | Not Met | 0 | Okay |
| Total | | | 100 | 60 | | 100 | 60 | |
| 6 | Information Disclosed on own Initiative | | | | | | | |
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | | | | | | | |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | Fully Met | 25 | 25.00 | http://iphnewdelhi.in/WriteReadData/Rtihandbookpdunipd.pdf | Fully Met | 25.00 | Okay |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central | | | | | | | |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------------|---|---------------|------------|---------------|---|------------------|---------------|---------------------|
| | Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ | | | | | | | |
| 6.2.1 | Whether STQC certification obtained and its validity | Partially Met | 12.5 | 6.25 | http://iphnewdelhi.in/Writersaddata/GIGW%20certificate.pdf Fully accessible bilingual New version of Website is under Development | Fully Met | 12.50 | Okay |
| 6.2.2 | Does the website show the certificate on the Website? | Fully Met | 12.5 | 12.50 | http://iphnewdelhi.in/Writersaddata/GIGW%20certificate.pdf Fully accessible bilingual New version of Website is under Development | Fully Met | 12.50 | Okay |
| Total | | | 50 | 44 | | 50 | 50 | |
| Grand Total | | | 798 | 665 | | 823 | 696 | |