

**Self appraisal report for Year (2023-24)**

**Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication )**

**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 |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| <b>1</b>   | <b>Organisation and Function</b>  |           |       |               |  |                  |               |                     |
| <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  | Fully Met | 1.28  | 1.28          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>              | Fully Met        | 1.28          | Okay                |
| 1.1.2      | Head of the organization  | Fully Met | 1.28  | 1.28          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 1 | Fully Met        | 1.28          | Okay                |
| 1.1.3      | Vision, Mission and Key objectives  | Fully Met | 1.28  | 1.28          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 2 | Fully Met        | 1.28          | Okay                |
| 1.1.4      | Function and duties   | Fully Met | 1.28  | 1.28          | <a href="http://iphnewdelhi.in/WriteReadData/RTIH">http://iphnewdelhi.in/WriteReadData/RTIH</a>  | Fully Met        | 1.28          | Okay                |

| Sr. No     | Details of disclosure   | Category      | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|---------------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |               |       |               | ANDBOOK2023.pdf<br>Chapter 2   |                  |               |                     |
| 1.1.5      | Organization Chart  | Fully Met     | 1.28  | 1.28          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 2             | 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          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 1 & Chapter 2 | Fully Met        | 1.28          | Okay                |
| <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)  | Partially Met | 1.54  | 0.77          | Under Process  | Partially Met    | 0.77          | Okay                |
| 1.2.2      | Power and duties of other employees   | Partially Met | 1.54  | 0.77          | Under Process  | Partially Met    | 0.77          | Okay                |
| 1.2.3      | Rules/ orders under which powers and duty are derived and   | Partially Met | 1.54  | 0.77          | Under Process  | Partially Met    | 0.77          | Okay                |
| 1.2.4      | Exercised   | Partially Met | 1.54  | 0.77          | Under Process  | Partially Met    | 0.77          | Okay                |
| 1.2.5      | Work allocation   | Partially Met | 1.54  | 0.77          | Under Process  | Partially Met    | 0.77          | Okay                |
| <b>1.3</b> | <b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>   |               |       |               |  |                  |               |                     |
| 1.3.1      | Process of decision making Identify key decision making points  | Fully Met     | 1.54  | 1.54          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>                          | Fully Met        | 1.54          | Okay                |

| Sr. No     | Details of disclosure  | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |           |       |               | 23.pdf<br>Chapter 4  |                  |               |                     |
| 1.3.2      | Final decision making authority                              | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 4 | Fully Met        | 1.54          | Okay                |
| 1.3.3      | Related provisions, acts, rules etc.                         | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 4 | Fully Met        | 1.54          | Okay                |
| 1.3.4      | Time limit for taking a decisions, if any                    | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 4 | Fully Met        | 1.54          | Okay                |
| 1.3.5      | Channel of supervision and accountability                    | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 4 | Fully Met        | 1.54          | Okay                |
| <b>1.4</b> | <b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b> |           |       |               |  |                  |               |                     |
| 1.4.1      | Nature of functions/ services offered                        | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf              | Fully Met        | 1.54          | Okay                |

| Sr. No | Details of disclosure                            | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 1.4.2  | Norms/ standards for functions/ service delivery | Fully Met | 1.54  | 1.54          | Chapter 2<br>http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 2  | Fully Met        | 1.54          | Okay                |
| 1.4.3  | Process by which these services can be accessed  | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 2   | Fully Met        | 1.54          | Okay                |
| 1.4.4  | Time-limit for achieving the targets             | Fully Met | 1.54  | 1.54          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 2   | Fully Met        | 1.54          | Okay                |
| 1.4.5  | Process of redress of grievances                 | Fully Met | 1.54  | 1.54          | Grievance<br>Lodged on<br>CPGRAMS<br>(Centralized<br>Public<br>Grievances<br>Redressal and<br>Monitoring<br>System)<br>Portal -><br>Taken up and<br>sent to<br>concerned | Fully Met        | 1.54          | Okay                |

| Sr. No     | Details of disclosure  | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
|            |  |           |       |               | department for the appropriate response/reply by GRO.<br>->With approval of Competent Authority, the response uploaded on CPGRAMS portal (to the Complainant. |                  |               |                     |
| <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.   | Fully Met | 1.92  | 1.92          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 6                    | Fully Met        | 1.92          | Okay                |
| 1.5.2      | List of Rules, regulations, instructions manuals and records.  | Fully Met | 1.92  | 1.92          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 6                    | Fully Met        | 1.92          | Okay                |
| 1.5.3      | Acts/ Rules manuals etc.   | Fully Met | 1.92  | 1.92          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>                                 | Fully Met        | 1.92          | Okay                |

| Sr. No     | Details of disclosure  | Category       | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|----------------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |                |       |               | Chapter 6  |                  |               |                     |
| 1.5.4      | Transfer policy and transfer orders  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Okay                |
| <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  | Fully Met      | 3.85  | 3.85          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 7 | Fully Met        | 3.85          | Okay                |
| 1.6.2      | Custodian of documents/categories  | Fully Met      | 3.85  | 3.85          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 7 | Fully Met        | 3.85          | Okay                |
| <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.  | Fully Met      | 0.96  | 0.96          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 9 | Fully Met        | 0.96          | Okay                |
| 1.7.2      | Composition  | Fully Met      | 0.96  | 0.96          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20<br>23.pdf<br>Chapter 9 | Fully Met        | 0.96          | Okay                |
| 1.7.3      | Dates from which constituted   | Fully Met      | 0.96  | 0.96          | http://iphnewd<br>elhi.in/WriteR<br>eadData/RTIH<br>ANDBOOK20                        | Fully Met        | 0.96          | Okay                |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |           |       |               | 23.pdf<br>Chapter 9  |                  |               |                     |
| 1.7.4      | Term/ Tenure  | Fully Met | 0.96  | 0.96          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 9 | Fully Met        | 0.96          | Okay                |
| 1.7.5      | Powers and functions  | Fully Met | 0.96  | 0.96          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 9 | 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 committees are not open to public   | 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          | 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          | Minutes of Meeting are available on Institute Website.   | Fully Met        | 0.96          | Okay                |
| <b>1.8</b> | <b>Directory of officers and employees[Section 4(1) (b) (ix)]</b> |           |       |               |  |                  |               |                     |
| 1.8.1      | Name and designation  | Fully Met | 3.85  | 3.85          | <a href="http://iphnewdelhi.in/WriteReadData/RTIH">http://iphnewdelhi.in/WriteReadData/RTIH</a>  | Fully Met        | 3.85          | Okay                |

| Sr. No      | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|-------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|             |   |           |       |               | ANDBOOK2023.pdf<br>Chapter 10   |                  |               |                     |
| 1.8.2       | Telephone , fax and email ID  | Fully Met | 3.85  | 3.85          | http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf<br>Chapter 10 | Fully Met        | 3.85          | Okay                |
| <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   | Fully Met | 3.85  | 3.85          | http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf<br>Chapter 11 | 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/RTIHANDBOOK2023.pdf<br>Chapter 11 | Fully Met        | 3.85          | Okay                |
| <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 | Fully Met | 3.85  | 3.85          | http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf<br>Chapter 18 | 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://iphnewdelhi.in/WriteReadData/RTIH                              | Fully Met        | 3.85          | Okay                |

| Sr. No      | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|-------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|             |   |           |       |               | ANDBOOK2023.pdf<br>Chapter 18   |                  |               |                     |
| <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 | Fully Met | 3.85  | 3.85          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 19 | Fully Met        | 3.85          | Okay                |
| 1.11.2      | (ii) Finalised for Minor penalty or major penalty proceedings   | Fully Met | 3.85  | 3.85          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 19 | Fully Met        | 3.85          | Okay                |
| <b>1.12</b> | <b>Programmes to advance understanding of RTI(Section 26)</b>   |           |       |               |   |                  |               |                     |
| 1.12.1      | Educational programmes  | Fully Met | 1.92  | 1.92          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 20 | Fully Met        | 1.92          | Okay                |
| 1.12.2      | Efforts to encourage public authority to participate in these programmes  | Fully Met | 1.92  | 1.92          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 20 | Fully Met        | 1.92          | Okay                |
| 1.12.3      | Training of CPIO/APIO   | Fully Met | 1.92  | 1.92          | CPIO of the Institute has attended  | Fully Met        | 1.92          | Okay                |

| Sr. No       | Details of disclosure  | Category       | Marks     | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|----------------|-----------|---------------|---|------------------|---------------|---------------------|
|              |  |                |           |               | online training program held on 20th March, 2024 on RTI matter organized by Department of Disabilities Affairs Ministry of Social Justice & Empowerment, Government of India. |                  |               |                     |
| 1.12.4       | Update & publish guidelines on RTI by the Public Authorities concerned   | Fully Met      | 1.92      | 1.92          | FAQ available on website under RTI Column/Menu  | Fully Met        | 1.92          | Okay                |
| <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]  | Not Applicable | 0         | 0             | empty   | Not Applicable   | 0             | Okay                |
| <b>Total</b> |  |                | <b>90</b> | <b>87</b>     |   | <b>90</b>        | <b>87</b>     |                     |
| <b>2</b>     | <b>Budget and Programme</b>  |                |           |               |   |                  |               |                     |
| <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  | Fully Met      | 10        | 10.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter-12                                   | Fully Met        | 10.00         | Okay                |

| Sr. No     | Details of disclosure   | Category       | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
| 2.1.2      | Budget for each agency and plan & programmes  | Fully Met      | 10    | 10.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 12 | Fully Met        | 10.00         | Okay                |
| 2.1.3      | Proposed expenditures   | Fully Met      | 10    | 10.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 12 | Fully Met        | 10.00         | Okay                |
| 2.1.4      | Revised budget for each agency, if any  | Fully Met      | 10    | 10.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 12 | 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         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 12 | Fully Met        | 10.00         | Okay                |
| <b>2.2</b> | <b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>   |                |       |               |   |                  |               |                     |
| 2.2.1      | Budget  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 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 | Fully Met      | 16.67 | 16.67         | No Foreign Tours  | Fully Met        | 16.67         | Okay                |

| Sr. No     | Details of disclosure  | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
| 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. | Fully Met | 16.67 | 16.67         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 15 | Fully Met        | 16.67         | Okay                |
| <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  | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>               | Fully Met        | 6.25          | Okay                |
| 2.3.2      | Objective of the programme   | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>               | Fully Met        | 6.25          | Okay                |
| 2.3.3      | Procedure to avail benefits  | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>               | Fully Met        | 6.25          | Okay                |
| 2.3.4      | Duration of the programme/ scheme  | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/en/adip.html">http://iphnewdelhi.in/en/adip.html</a>   | Fully Met        | 6.25          | Okay                |
| 2.3.5      | Physical and financial targets of the programme  | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/en/adip.html">http://iphnewdelhi.in/en/adip.html</a>   | Fully Met        | 6.25          | Okay                |
| 2.3.6      | Nature/ scale of subsidy /amount allotted  | Fully Met | 6.25  | 6.25          | <a href="http://iphnewdelhi.in/en/adip.html">http://iphnewdelhi.in/en/adip.html</a>   | Fully Met        | 6.25          | Okay                |

| Sr. No       | Details of disclosure   | Category       | Marks      | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|---|----------------|------------|---------------|--|------------------|---------------|---------------------|
|              |   |                |            |               | elhi.in/en/adip.html   |                  |               |                     |
| 2.3.7        | Eligibility criteria for grant of subsidy   | Fully Met      | 6.25       | 6.25          | http://iphnewdelhi.in/en/adip.html                                 | Fully Met        | 6.25          | Okay                |
| 2.3.8        | Details of beneficiaries of subsidy programme (number, profile etc)   | Fully Met      | 6.25       | 6.25          | http://iphnewdelhi.in/en/adip.html                                 | Fully Met        | 6.25          | Okay                |
| <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   | 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                |
| <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  | 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                |
| <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 have been laid on the table of both houses of the parliament.   | Fully Met      | 50         | 50.00         | http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf Chapter 21 | Fully Met        | 50.00         | Okay                |
| <b>Total</b> |   |                | <b>183</b> | <b>183</b>    |  | <b>183</b>       | <b>183</b>    |                     |
| <b>3</b>     | <b>Publicity Band Public interface</b>  |                |            |               |  |                  |               |                     |

| Sr. No     | Details of disclosure  | Category       | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|----------------|-------|---------------|--|------------------|---------------|---------------------|
| <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  | Fully Met      | 12.5  | 12.50         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 8 | Fully Met        | 12.50         | Okay                |
| 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         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 8 | 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                |

| Sr. No     | Details of disclosure   | Category       | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
| 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                |
| <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<br>- Policy decisions/ legislations taken in the previous one year | Fully Met      | 16.67 | 16.67         | 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 . | 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<br>- Outline the Public consultation process                       | Fully Met      | 16.67 | 16.67         | The Institute consistently strives to publish the relevant information on institutional website, whenever  | Fully Met        | 16.67         | Okay                |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|            |   |           |       |               | there is any formulation of important policies, decisions taken and or any changes in existing .  |                  |               |                     |
| 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         | 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. | Fully Met        | 16.67         | Okay                |
| <b>3.3</b> | <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)   | Fully Met | 50    | 50.00         | <a href="http://www.iphnewdelhi.in">http://www.iphnewdelhi.in</a>   | Fully Met        | 50.00         | Okay                |
| <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  | Fully Met | 25    | 25.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIH">http://iphnewdelhi.in/WriteReadData/RTIH</a>   | Fully Met        | 25.00         | Okay                |

| Sr. No       | Details of disclosure  | Category  | Marks      | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|-----------|------------|---------------|--|------------------|---------------|---------------------|
|              |  |           |            |               | ANDBOOK2023.pdf  |                  |               |                     |
| 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                |
| <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   | Fully Met | 25         | 25.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 26      | Fully Met        | 25.00         | Okay                |
| 3.5.2        | List of materials available At a reasonable cost of the medium                                   | Fully Met | 25         | 25.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 26      | Fully Met        | 25.00         | Okay                |
| <b>Total</b> |  |           | <b>225</b> | <b>225</b>    |  | <b>225</b>       | <b>225</b>    |                     |
| <b>4</b>     | <b>E-Governance</b>  |           |            |               |  |                  |               |                     |
| <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  | Fully Met | 14.29      | 14.29         | <a href="http://iphnewdelhi.in/WriteR">http://iphnewdelhi.in/WriteR</a>  | Fully Met        | 14.29         | Okay                |

| Sr. No     | Details of disclosure  | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |           |       |               | eadData/RTIH ANDBOOK20 23.pdf  |                  |               |                     |
| 4.1.2      | Vernacular/ Local Language   | Fully Met | 14.29 | 14.29         | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf            | Fully Met        | 14.29         | Okay                |
| <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   | Fully Met | 28.57 | 28.57         | June 2024  | Fully Met        | 28.57         | Okay                |
| <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  | Fully Met | 9.52  | 9.52          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 13 | Fully Met        | 9.52          | Okay                |
| 4.3.2      | Name/ title of the document/record/ other information  | Fully Met | 9.52  | 9.52          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 13 | Fully Met        | 9.52          | Okay                |
| 4.3.3      | Location where available   | Fully Met | 9.52  | 9.52          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 13 | Fully Met        | 9.52          | Okay                |
| <b>4.4</b> | <b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b> |           |       |               |  |                  |               |                     |
| 4.4.1      | Name & location of the faculty   | Fully Met | 7.14  | 7.14          | http://iphnewd elhi.in/WriteR  | Fully Met        | 7.14          | Okay                |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |           |       |               | eadData/RTIH ANDBOOK20 23.pdf Chapter 14                               |                  |               |                     |
| 4.4.2      | Details of information made available   | Fully Met | 7.14  | 7.14          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 14 | Fully Met        | 7.14          | Okay                |
| 4.4.3      | Working hours of the facility   | Fully Met | 7.14  | 7.14          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 14 | Fully Met        | 7.14          | Okay                |
| 4.4.4      | Contact person & contact details (Phone, fax email)                             | Fully Met | 7.14  | 7.14          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 14 | Fully Met        | 7.14          | Okay                |
| <b>4.5</b> | <b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b> |           |       |               |  |                  |               |                     |
| 4.5.1      | Grievance redressal mechanism   | Fully Met | 3.57  | 3.57          | http://iphnewd elhi.in/WriteR eadData/RTIH ANDBOOK20 23.pdf Chapter 9  | Fully Met        | 3.57          | Okay                |
| 4.5.2      | Details of applications received under RTI and information provided             | Fully Met | 3.57  | 3.57          | http://iphnewd elhi.in/WriteR eadData/Annu                             | Fully Met        | 3.57          | Okay                |

| Sr. No | Details of disclosure   | Category       | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
|        |   |                |       |               | alReport2023-2024.pdf  |                  |               |                     |
| 4.5.3  | List of completed schemes/ projects/ Programmes   | Fully Met      | 3.57  | 3.57          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 25  | Fully Met        | 3.57          | Okay                |
| 4.5.4  | List of schemes/ projects/ programme underway   | Fully Met      | 3.57  | 3.57          | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a><br>Chapter 25  | Fully Met        | 3.57          | 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          | Annual Report is available on home page under the download Section <a href="https://drive.google.com/drive/folders/1shSmsP56dMKCaqmhAAXc-N7Y3PipNzsp?usp=drive_link">https://drive.google.com/drive/folders/1shSmsP56dMKCaqmhAAXc-N7Y3PipNzsp?usp=drive_link</a> | Fully Met        | 3.57          | Okay                |
| 4.5.7  | Frequently Asked Question (FAQs)  | Fully Met      | 3.57  | 3.57          | <a href="http://iphnewdelhi.in/en/rti-">http://iphnewdelhi.in/en/rti-</a>  | Fully Met        | 3.57          | Okay                |

| Sr. No       | Details of disclosure  | Category       | Marks      | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|----------------|------------|---------------|--|------------------|---------------|---------------------|
|              |  |                |            |               | faq.html   |                  |               |                     |
| 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 Applicable | 0          | 0             | empty  | Not Applicable   | 0             | Okay                |
| <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  | Fully Met      | 14.29      | 14.29         | <a href="http://iphnewdelhi.in/WriteReadData/AnnualReport2023-2024.pdf">http://iphnewdelhi.in/WriteReadData/AnnualReport2023-2024.pdf</a>                      | Fully Met        | 14.29         | Okay                |
| 4.6.2        | Details of appeals received and orders issued  | Fully Met      | 14.29      | 14.29         | <a href="http://iphnewdelhi.in/WriteReadData/AnnualReport2023-2024.pdf">http://iphnewdelhi.in/WriteReadData/AnnualReport2023-2024.pdf</a>                      | Fully Met        | 14.29         | Okay                |
| <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   | Fully Met      | 28.57      | 28.57         | <a href="http://iphnewdelhi.in/WriteReadData/ParliamentaryQuestions2023.pdf">http://iphnewdelhi.in/WriteReadData/ParliamentaryQuestions2023.pdf</a> Chapter 23 | Fully Met        | 28.57         | Okay                |
| <b>Total</b> |  |                | <b>193</b> | <b>193</b>    |  | <b>193</b>       | <b>193</b>    |                     |
| <b>5</b>     | <b>Information as may be prescribed</b>  |                |            |               |  |                  |               |                     |
| <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  | Fully Met      | 20         | 20.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a>                                  | Fully Met        | 20.00         | Okay                |

| Sr. No       | Details of disclosure  | Category      | Marks      | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|---------------|------------|---------------|---|------------------|---------------|---------------------|
|              |  |               |            |               | Chapter 18  |                  |               |                     |
| 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         | a) 24.07.2023<br>b) 14.08.2023  | 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         | <a href="http://iphnewdelhi.in/en/rti-cc.html">http://iphnewdelhi.in/en/rti-cc.html</a>                                       | 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         | <a href="http://iphnewdelhi.in/en/rti-cc.html">http://iphnewdelhi.in/en/rti-cc.html</a>                                       | 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  | Fully Met     | 20         | 20.00         | <a href="http://iphnewdelhi.in/en/rti-cc.html">http://iphnewdelhi.in/en/rti-cc.html</a>                                       | Fully Met        | 20.00         | Okay                |
| <b>Total</b> |  |               | <b>100</b> | <b>100</b>    |   | <b>100</b>       | <b>100</b>    |                     |
| <b>6</b>     | <b>Information Disclosed on own Initiative</b>   |               |            |               |   |                  |               |                     |
| <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  | Fully Met     | 25         | 25.00         | <a href="http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf">http://iphnewdelhi.in/WriteReadData/RTIHANDBOOK2023.pdf</a> | Fully Met        | 25.00         | Okay                |
| <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   | Partially Met | 12.5       | 6.25          | Work on updating of website for compliance of STQC and  | Partially Met    | 6.25          | Okay                |

| Sr. No             | Details of disclosure                                 | Category      | Marks      | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------------|---|---------------|------------|---------------|---|------------------|---------------|---------------------|
|                    |   |               |            |               | GIGW is under process.  |                  |               |                     |
| 6.2.2              | Does the website show the certificate on the Website? | Partially Met | 12.5       | 6.25          | Work on updating of website for compliance of STQC and GIGW is under process. | Not Met          | 0             | Okay                |
| <b>Total</b>       |   |               | <b>50</b>  | <b>38</b>     |   | <b>50</b>        | <b>31</b>     |                     |
| <b>Grand Total</b> |   |               | <b>842</b> | <b>825</b>    |   | <b>842</b>       | <b>819</b>    |                     |