

Self appraisal report for Year (2023-24)

Auditor Agency: Rajesh Singh(Institute of Secretariat Training and Management)

Ministry Name: Ministry of Personnel, Public Grievances & Pensions

Department Name: Department of Personnel & Training

Public Authority Name: Department of Personnel & Training

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://dopt.gov.in/contactus	Fully Met	1.28	info avail at given link
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://doptonline.nic.in/personnel/contactus.aspx	Fully Met	1.28	info avail at given link
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://dopt.gov.in/vision-and-mission	Partially Met	0.64	info avail at given link but objectives are not shown
1.1.4	Function and duties	Fully Met	1.28	1.28	https://dopt.gov.in/about-us/functions/roles-responsibilities-0 https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.28	info avail at given link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://dopt.gov.in/about-us/functions/organisation-chart-0	Fully Met	1.28	info avail at given link
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://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.28	info avail at given link
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	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	info avail at given link
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	info avail at given link
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://dopt.gov.in/download/acts	Fully Met	1.54	info avail at given link
1.2.4	Exercised	Fully Met	1.54	1.54	https://dopt.gov.in/download/acts	Fully Met	1.54	info avail at given link
1.2.5	Work allocation	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	info avail at given link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://dopt.gov.in/download/acts	Fully Met	1.54	info avail at given link
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	info avail at given link
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://dopt.gov.in/download/acts	Fully Met	1.54	info avail at given link
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.54	info avail at given link
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	info avail at given link
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://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.54	info avail at given link
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.54	info avail at given link
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://dopt.gov.in/citizen-cor	Fully Met	1.54	info avail at given link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ner/citizens-charter			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.54	info avail at given link
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/Point-15_0.pdf	Fully Met	1.54	info avail at given link
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	https://dopt.gov.in/download/acts	Fully Met	1.92	info avail at given link
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.92	info avail at given link
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.92	info avail at given link
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://dopt.gov.in/transfer-policy-and-transfer-orders	Fully Met	1.92	info avail at given link
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://dopt.gov.in/sites/default/files/Point_VI_0.pdf	Fully Met	3.85	info avail at given link
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://dopt.gov.in	Fully Met	3.85	info avail at

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL given link
					v.in/sites/default/files/Point_VI_0.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	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	0.96	info avail at given link
1.7.2	Composition	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	0.96	info avail at given link
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	0.96	info avail at given link
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	0.96	info avail at given link
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	0.96	info avail at given link
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/Point_VI_0.pdf	Fully Met	0.96	info avail at given link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					VIII- New_0.pdf			
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf	Fully Met	0.96	info avail at given link
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf	Fully Met	0.96	info avail at given link
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://doptonline.nic.in/personnel/contactus.aspx	Fully Met	3.85	info avail at given link
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://doptonline.nic.in/personnel/contactus.aspx	Fully Met	3.85	info avail at given link
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://dopt.gov.in/monthly-remuneration	Fully Met	3.85	info avail at given link
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://dopt.gov.in/monthly-remuneration	Fully Met	3.85	info avail at given link
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	https://rtionline.gov.in/dopt_rticorner.php	Fully Met	3.85	info avail at given link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://rtionline.gov.in/dopt_rticorner.php	Fully Met	3.85	info avail at given link
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 Met	3.85	0	empty	Not Met	0	PA has stated nbot met
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	PA has stated nbot met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	PA has stated nbot met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	PA has stated nbot met
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	PA has stated nbot met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://rti.gov.in/RTICorner/GuideForRTI.htm	Not Met	0	PA has stated nbot met
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://dopt.gov.in/transfer-policy-and-transfer-orders	Fully Met	7.69	info avail at given link
Total			100	87		100	84	
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	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budg	Fully Met	10.00	Info aval at the link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					et-and-accounts-list			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Fully Met	10.00	Info avail at the link
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Partially Met	5.00	details completely not available
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Partially Met	5.00	Complete details not available
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Not Met	0	Details of expenditure for 23-24 not available
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Fully Met	16.67	info avail at link
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	Fully Met	16.67	16.67	https://dopt.gov.in/sites/default/files/Suomoto_oct2019-	Partially Met	8.34	complete details not avail for 23-24

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	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				march2022.pdf			
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	https://dopt.gov.in/sites/default/files/tender-2022-23_0.pdf	Partially Met	8.34	complete details not avail for 23-24
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Fully Met	6.25	No programme
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	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/169th%20Report%20COPLLOT.pdf	Fully Met	25.00	info avail
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/169th%20Report%20COPLLOT.pdf	Not Met	0	Not available at link
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	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/Nil.pdf	Fully Met	25.00	info stated
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	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/Nil.pdf	Fully Met	25.00	info stated

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	authorizations, (d) Date of award of concessions/ permits of authorizations							
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://dopt.gov.in/sites/default/files/DoPT_No_Concerned.pdf	Fully Met	50.00	info provided
Total			300	300		300	238	
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	https://dopt.gov.in/download/acts	Fully Met	12.50	info avail at link
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	https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Fully Met	12.50	info avail at link
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	https://dopt.gov.in/sites/defa	Fully Met	2.78	info avail at link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ult/files/Nil_0.pdf			
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
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://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
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://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
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://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Fully Met	2.78	info avail at link
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Fully Met	16.67	https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Partially Met	8.34	complete info not provided
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://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Partially Met	8.34	complete information not provided
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://dopt.gov.in/	Fully Met	50.00	available
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://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	25.00	info available
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	25.00	info available
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	Not Met	25	0	empty	Not Met	0	PA has stated not met
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	PA has stated not met
Total			250	200		250	183	
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	https://dopt.gov	Fully Met	14.29	info avail

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf			
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	PA has stated not met
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://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf	Partially Met	14.29	date of annual updation not given
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://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf	Fully Met	9.52	info available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf	Fully Met	9.52	info available
4.3.3	Location where available	Fully Met	9.52	9.52	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf	Fully Met	9.52	info available
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	https://dopt.gov.in/sites/default/files/Point-	Fully Met	7.14	info available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					15_0.pdf			
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf	Fully Met	7.14	info available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf	Fully Met	7.14	info available
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf	Fully Met	7.14	info available
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://dopt.gov.in/sites/default/files/Point-15_0.pdf	Fully Met	3.57	info available
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://rtionline.gov.in/webservice/DateSelectWebService.php	Fully Met	3.57	info available
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://dopt.gov.in/employees-corner/schemes	Fully Met	3.57	info available
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://dopt.gov.in/employees-corner/schemes	Fully Met	3.57	info available
4.5.5	Details of all contracts entered into including	Fully Met	3.57	3.57	https://dopt.gov.in/employees-corner/schemes	Fully Met	3.57	info available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	name of the contractor, amount of contract and period of completion of contract				v.in/sites/default/files/tender-2022-23_0.pdf			
4.5.6	Annual Report	Fully Met	3.57	3.57	https://dopt.gov.in/reports/annual-report	Fully Met	3.57	info available
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://dopt.gov.in/employees-corner/faq	Fully Met	3.57	info available
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	Fully Met	3.57	3.57	https://dopt.gov.in/citizen-corner/citizens-charter https://dopt.gov.in/results-framework-document	Fully Met	3.57	info available
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://rtionline.gov.in/web-service/DateSelectWebService.php	Fully Met	14.29	available at link
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://rtionline.gov.in/web-service/DateSelectWebService.php	Fully Met	14.29	available at link
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	https://dopt.gov.in/such-other-information-	Fully Met	28.57	available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					may-be-prescribed			
Total			200	186		200	171	
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://dopt.gov.in/rti/proactive-disclosures/proactive-disclosure	Fully Met	20.00	available
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://dopt.gov.in/such-other-information-may-be-prescribed	Fully Met	20.00	available
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://dopt.gov.in/rti/proactive-disclosures/proactive-disclosure	Fully Met	20.00	available
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	Not Met	20	0	empty	Not Met	0	PA has stated not met
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://dopt.gov.in/sites/default/files/PIOs_Committee_Dopt.pdf	Fully Met	20.00	available
Total			100	80		100	80	
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							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Circulars & OM Page, Annual Report page, budget Page, Act & Rules Page Reports and Compendiums all published on DoPT web-site	Partially Met	12.50	link not given
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://dopt.gov.in/sites/default/files/STQC-DOPT-Certificate_0.pdf	Fully Met	12.50	available
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://dopt.gov.in/sites/default/files/STQC-DOPT-Certificate_0.pdf	Fully Met	12.50	available
Total			50	50		50	38	
Grand Total			1000	902		1000	795	

Action Taken Report in compliance of the Audit Report of Proactive Disclosure of information of DoPT for the year 2023-24 submitted by the ISTM

S. N.	Item No.	Description of the information to be proactively disclosed as per CIC stipulated criteria and not yet complied/disclosed on DoPT Web-site	Course of action required	Action Taken
1.	1.1.3	Vision, Mission & Key objectives	Information available at given link but objectives are not shown	"About Us" under the DoPT website consists of Mission, Vision and Functions. The url is https://dopt.gov.in/#
2.	1.11	No. of Employees against whom Disciplinary action has been- i. Pending for Minor penalty or major penalty proceedings ii. Finalised for Major penalty proceedings.	PA has stated not met	The information is available in Chapter-10 of Annual Report, 2023-24 under heading -Disciplinary Proceedings at Page 144. Link: https://dopt.gov.in/sites/default/files/AR2023-24English.pdf
3.	1.12	Programmes to advance understanding of RTI (Section 26) - i. Educational Programmes ii. Efforts to encourage public authority to participate in these programmes iii. Training of CPIO/APIO iv. Update & publish guidelines on RTI by the Public Authorities concerned	PA has stated not met	RTI-CDP (Right to Information Capacity Development Programmes) is conducted by ISTM as per annual training calendar. Link - https://www.istm.gov.in/home/view_annual_calendar RTI training 7 module programme is available on iGOT Karmayogi - https://portal.igotkarmayogi.gov.in/app/toc/do_1138566152274821121103/overview 'Dakshata' programme on iGOT, which is mandatory for SOs and ASOs includes Module on RTI Link - https://portal.igotkarmayogi.gov.in/app/toc/do_113952142

				517436416180/overview Guidelines on RTI Act available on the website of the Department at https://rti.gov.in/RTICorner/GuideForRTI.htm Department also conducted 3 workshops for the CPIOs/APIOs during - 2024.
4.	2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. i. Proposed Expenditures ii. Revised budget for each agency, if any iii. Report on disbursements made and place where the related reports are available.	Details of expenditure for 2023-24 not available.	The detailed Demand for Grants (DDG) of the M/o PP G&P, which outlines allocations to various Departments/ Organization, is already uploaded on the Department's website. Link:- https://dopt.gov.in/about-us/functions/budget-and-accounts-list
5.	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	Complete details not available for the year 2023-24	As per the inputs received from IC Division of DoPT, 3 foreign visits were done during 2023-24 and the number of official delegation were 4-5 members.
	2.2.3	Information related to procurements- a. Notice/tender enquiry	Complete details not available for the year	Procurement is done through GeM Portal and the orders placed through GeM are available on the GeM Po

6.		<p>quires, and corrigenta if any thereon.</p> <p>b. Details of the bids awarded comprising the names of the suppliers of goods/services being procured,</p> <p>c. The works contracts concluded - in any such combination of the above</p> <p>d. The rate/rates and the total amount at which such procurement pr works contract is to be executed</p>	2023-24	rtal itself.
7.	2.4.2	Discretionary and non-discretionary grants- Annual accounts of all legal entities who are provided grants by public authorities	Information not available	Link:- https://dopt.gov.in/about-us/functions/budget-and-accounts-list
8.	3.2	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive -</p> <p>i. Outline the Public consultation process</p> <p>ii. Outline the arrangement for consultation before formulation of policy</p>	Complete information not provided	4000 OMs consolidated into 77 OMs under 11 categories covering recruitment to retirement. These OMs being updated digitally with provision of auto archival of earlier version.
9.	3.5	<p>Whether information manual/ handbook available free of cost or not: List of materials available-</p> <p>i. Free of cost</p>	PA has stated not met	Induction material is already available and hence it is not applicable.

		ii. At a reasonable cost of the medium		
10.	4.1	Language in which information Manual/ Handbook Available - Vernacular/ Local Language	PA has stated not met	Induction Material 2025 is being finalised. Once it is final, the same will get translated to Hindi language also and placed on the website.
11.	4.2	When was the information Manual/ Handbook last updated? Last date of Annual updation	Date of annual updation not given	The work related to updation of Induction Material of DoPT for 2025 is under process. The same will be uploaded on the website as and when updated.
12.	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	PA has stated not met	A link to the consultancy committee of key stakeholder for advice on suo-motu disclosure is available on the following link Link: https://dopt.gov.in/sites/default/files/Consultancy%20Committee%20for%20advice%20on%20suo-motu%20disclosure.pdf
13.	6.1.1	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information	Link not given	The proactive disclosure is available on the website of the Deptt at the following link. Link: https://dopt.gov.in