

THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE OF INFORMATION OF DOPT 2022-23

REPORT



Submitted to

**Department of
Personnel & Training
Government of India**



Submitted by

**Indian Institute of Public
Administration
New Delhi**

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of Information of Department of Personnel
& Training
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Project Coordinator

Dr. Sapna Chadah



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Preface

The Right to Information Act, 2005 was enacted with an aim to promote transparency and accountability in administration. The Act empowers Indian citizens to seek information from a Public Authority, thus making the Government and its functionaries more accountable and responsible. Another important aspect of the Act pertains to the obligation of public authorities to proactively disclose information to the public. Right to Information laws not only require governments to provide information upon request, they also impose a duty on public bodies to actively disclose, disseminate and publish, as widely as possible, information of general public interest even before it has been requested. The RTI Act mandates every public authority to disclose information as required under the 17 sub-clauses of section 4 (1) (b). The purpose of the proactive disclosure was to minimize the time, money and effort required by the public to access important but routine information; and reduce the overall number of individual requests, thereby reducing the administrative burden on government of implementing access to information laws.

However, the quality and quantity of proactive disclosure was not up to the desired level. It was felt by the government that the weak implementation of the Section 4 of the RTI Act was partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met. In order to address the above, Government of India issued guidelines for suo motu disclosure under section 4 of the RTI Act.

The Report presents a detailed analysis of the proactive disclosure of information by the Department of Personnel & Training, Government of India as required under the RTI Act and the guidelines for suo motu disclosure under section 4 of the RTI Act. The objective of the study was to study the information disclosed by the Department of Personnel & Training proactively; assess the quality of proactive disclosure made under the Act and the guidelines; and help identify information gaps in the proactive disclosure. I am thankful to Mr. Nitin for his help and assistance in bringing out this report.

**New Delhi
18.10. 2023**

Sapnalhadah
**Dr. Sapna Chadah
Project Coordinator, IIPA**

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Chapter 1

Introduction

Background

Democracy means meaningful participation by the people in the public affairs. A democratic government must be sensitive to the public opinion, for which information must be made available to the people. Information and knowledge are instruments of transformation. Transparency, openness and accountability are the basic postulates of a responsive, responsible and accountable government. Effective accountability rests on the peoples' acquaintance with the information and circumstances for the decisions taken. Openness and full access to information are two pillars of any democratic state. Importance of the right to information has now been well recognized as one of the essential requirements of good governance as evident in the prescriptions provided by the international organizations such as World Bank, IMF, UNDP, OECD countries and ADB.

The Right to Information Act enacted on June 15, 2005, is an instrument to promote transparency and accountability in administration. The legislation confers on all citizens a right to seek information and correspondingly makes it the duty of the public authorities to disseminate information for better governance and accountability. The law has widest possible reach covering Central and State Governments, Panchayati Raj Institutions, local bodies and recipients of government grants but would not apply to the intelligence and security organizations except if the information relates to the allegations of corruption. It was expected that RTI Act would usher in a new era of performance and transparency to benefit the common man in the complex modern world and empower the people to judge if the government was functioning in public interest. RTI will give public-spirited people an instrument to prevent misuse of public power and funds. However, the Act has not yet reached the stage of implementation which was envisioned and one of the grey areas is proactive disclosure of information.

Suo-motu Disclosure under RTI Act

Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities proactively. It was supposed to be strongest pillar of the historic law that came into effect in 2005. It listed 17 categories of information which had to be proactively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision-making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;

- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

Thus Section 4(1)(b) requires Public Authorities to routinely disclose information about their functions, decision-making norms, documents held, employee contacts and budgets. Sections 4(2) and 4(3) prescribes the method of dissemination. "Every public authority shall constantly endeavour to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information." Every information shall be disseminated widely and, in such form, and manner which is easily accessible to the public. However, all materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.¹

The purpose of *suo-motu* disclosure is to place maximum information in the public domain on proactive basis which can easily be assessed by people without asking for the same. The idea was to cut number of RTI applications and lessen the burden on public authorities. Further, this will ensure transparency and openness in the functioning of public authorities. Since promulgation of RTI Act large amount of information relating to the functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to desired level. The major criticism against proactive disclosure is that every ministry and department is paying only lip service to section 4 and dishing out outdated information. This has given rise to a growing suspicion among the civil society groups that the government, let alone implementing section 4 of the Act, was trying to further restrict the Act.

A study commissioned by the government in 2009 and conducted by PricewaterhouseCoopers said that 75 percent of the respondents noted their dissatisfaction with the information furnished by the public authorities. This, the study said, is usually due to poor record-keeping within the public authorities and, therefore, becomes a crucial factor in the non-compliance of public authorities with Section 4(1)(b)

¹ *ibid* Section 4(2),(3), (4)

of the RTI Act. Against the backdrop of continued indifference to section 4 by the public authorities, the civil society groups mounted pressure on the government to come up with a detailed guideline on section 4. It was also felt by the government that the weak implementation of the section 4 of the RTI Act is partly due to the fact that certain provisions of this have not been fully detailed and in case of certain other provision there is need for laying the detail guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI are met. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included, apart from officials from various ministries, representatives of civil society organisations active in the field of RTI. The mandate of the task force was to examine the provisions of section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration; to recommend other items which may be included for *suo motu* disclosure; to explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure; to recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means; and to recommend guidelines for complying with the provisions under Section 4.²

Based on the report of the Task Force, the Government issued guidelines for *suo motu* disclosure under section 4 of the RTI Act.³ The Guidelines for Implementation of *suo-motu* disclosure under Section 4 of the RTI Act, 2005 for Central Ministries / Departments issued on April 15, 2013 are on:

- *Suo motu* disclosure of more items under Section 4
- Guidelines for digital Publication of proactive disclosure under Section 4
- Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv)
- Compliance mechanism for *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005

² Brajesh Kumar (June 17 2013), Section 4 changes welcome addition to RTI Act, *Governance Now*, <http://governancenow.com/news/regular-story/section-4-changes-welcome-addition-rti-act>

³ Office Memorandum No. 1/6/2011-IR DoPT dated April 15, 2013

Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

A *Suo motu* disclosure of more items under Section 4

The guidelines mandate that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities also may proactively disclose the following items under the *suo motu* disclosure provisions of Section 4:

1. Information related to Procurement-

- Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed.
- At present the limit is fixed at Rs. 10 lakh.
- In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.
- However, information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

2. Public Private Partnerships-

- If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement.
- This may include details of the Special Purpose Vehicle (SPV), detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- Information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed.

- All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.
- The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed *suo motu*.

3. Transfer Policy and Transfer Orders –

- Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed.
- All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.
- The guidelines would not apply to transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act.

4. RTI Applications –

- All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.
- RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

5. CAG & PAC paras –

- Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.
- CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

6. Citizens Charter-

- Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed
- Six monthly reports on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

7. Discretionary and Non-discretionary Grants –

- All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.
- Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.
- Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

8. Foreign Tours of PM/ Ministers-

- Public Authorities may proactively disclose the **details of foreign and domestic official tours undertaken by the Minister(s) and officials of the rank of Joint Secretary to the Government of India** and above and Heads of Departments, since 1st January, 2012.
- The disclosures may be **updated once every quarter**.
- Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.
- Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

B Guidelines for digital publication of proactive disclosure under Section 4

The guidelines provide that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a. It should be the endeavour of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer-based interface.
- b. Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c. Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d. Website should contain all the relevant Acts, Rules, forms and other documents, which are normally accessed by citizens.
- e. Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f. Under Section 4 (1) (b) (xiv) every public authority should indicate through the website t which digitally held information is made available publicly over the internet and which is not.
- g. The requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h. To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs.
- i. Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.

- j. The schedule mentioned in the 'National Data Sharing and Accessibility Policy' notified in March 2012 to make all the publically funded information readily available should be strictly adhered to.
- k. Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data should be presented in powerful visual ways using visualisation techniques. All such different media and forms should be used for proactive disclosure.
- l. Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

3 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are provided in the guidelines. These are **section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”**; **Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**; **Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**; **Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

A Guidelines for section 4(1)(b)(iii)- “the procedure followed in the decision-making processes, including channels of supervision and accountability”

The major challenge under this provision is to present a simplified version of the decision-making procedure that is of interest to a common citizen. For this, the guidelines for detailing the decision-making processes are as follows:

- a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.

- b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box.
- d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

B Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”

- The intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.
- Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, lay down norms of performance for major functions and for monitoring achievements against those standards.
- Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision-making processes as detailed earlier. All Public Authorities should proactively disclose the following:
 - a. Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
 - b. Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the

public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.

- c. Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d. Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines that are applicable to the goods and services that are accessible to the public.
- e. Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f. Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

C. Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”

The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc.

should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website, then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

D. Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form

- Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding that records /files /information that are exempted under Section 8.
- The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

4 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act

- Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.

- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third-party auditors on their website.
- The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.
- Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.
- Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

5 Nodal Officer

Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

6 Annual Reports to Parliament/Legislatures

Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

Objectives of the Study

The Objectives of the Study are to:

- study the information disclosed by the Department of Personnel & Training, Govt of India proactively under Section 4(1)(b) of the RTI Act;
- assess the quantity and quality of proactive disclosure made and compliance of mandated suo motu disclosures under Section 4 of the RTI Act therein;
- examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act by Department of Personnel & Training, Govt of India;
- help identify information gaps in the proactive disclosure and areas of improvement; and
- suggest appropriate measures to foster better compliance with the provisions of the RTI Act relating to proactive disclosure and make the implementation of the guidelines more effective.

Methodology of the Study

As the proactive disclosure is to be made by providing information to the public at regular intervals through various means of communications including internet. Further, the 2013 Guidelines for Proactive Disclosure by Department of Personnel & Training, Gol mandates that the disclosure would gradually to be made through internet. Therefore, the study/ audit involved a scrutiny of the proactive disclosure through Website of Department of Personnel & Training, Govt of India for 2022-23 and to examine how far the requirements of the RTI Act and the Guidelines have been fulfilled. For that, the information and various documents disclosed through the website were examined to find out the level and state of *suo-motu* disclosure and the extent of compliance of 2013 guidelines. Discussions with various officials involved in the implementation of the RTI Act and guidelines were also taken up.

Chapter 2

Audit of Proactive Disclosure of Information under RTI Act, 2005

Department of Personnel & Training, Government of India

2022-23

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

Name of the Public Authority	Department of Personnel & Training, Gol
Website	https://dopt.gov.in/
Date of Audit	August 18, 2023

1. Organization and Function

S. No.	Item	Details of disclosure	Remark	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully met	https://dopt.gov.in/contactus
		(ii) Head of the organization	Fully met	https://rti.gov.in/personnel/organisational-setup.asp
		(iii) Vision, Mission and Key	Fully met	https://dopt.gov.in/vision-and-mission also outlined in the citizen charter https://dopt.gov.in/sites/default/files/CitizenCharter_English.pdf

		objectives		https://dopt.gov.in/sites/default/files/StrategyPlan_0.pdf
	(iv)	Function and duties	Fully met	Roles and responsibilities of various divisions attached offices and authorities is provided at following link https://dopt.gov.in/about-us/functions/roles-responsibilities-0 Also at the link https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf https://dopt.gov.in/sites/default/files/StrategyPlan_0.pdf
	(v)	Organization Chart	Fully met	Organizational Set up https://rti.gov.in/personnel/organisational-setup.asp Organization Chart- file:///C:/Users/user/Downloads/DOPTOrganisationChart_0.pdf Presented in form of flow chart indicating channel of decision making Also at https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf
	(vi)	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	The details regarding genesis and history of the department outlining inception, Setting Up the Department, heads of the Department since 1970, Department of Personnel and Training and Its Various Offices, attached offices, role and responsibilities, etc. have been provided in the induction manual uploaded at the link https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf https://dopt.gov.in/sites/default/files/StrategyPlan_0.pdf provides the strategy for the department

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully met	The powers and duties of officers post wise has been uploaded on https://doptonline.nic.in/WorkAllocationReport.aspx
		(ii) Power and duties of other employees	Fully met	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf
		(iii) Rules/ orders under which powers and duty are derived and	Fully met	https://dopt.gov.in/download/acts
		(iv) Exercised	Fully met	https://dopt.gov.in/download/acts
		(v) Work allocation	Fully met	Work allocation of post wise has been uploaded on https://doptonline.nic.in/WorkAllocationReport.aspx Section wise work allocation has been provided in the Manual at the link https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf Also at the link work allocation under 'about us'
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully met	https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_0.pdf -provides for the process of decision making , Identify key decision making points / channel of submission and final decision making authority https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_Amendment_0.pdf https://dopt.gov.in/sites/default/files/28011_101_2013-Coord_0.pdf https://dopt.gov.in/sites/default/files/Amendmentiin%20Internal%20Delegation%20of%20Powers%20for%20final%20disposal%20of%20cases.pdf
		(ii) Final decision making authority	Fully met	https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_0.pdf - it provides for the final decision making authority in relation to specific matters
		(iii) Related provisions, acts, rules etc.	Fully met	https://dopt.gov.in/download/acts the related provisions in the Acts, rules etc for exercise of power are available at the link However there is need to provide summary of these documents for easy understanding of the citizen

		(iv) Time limit for taking a decisions, if any	Fully met	https://dopt.gov.in/citizen-corner/citizens-charter timelines for the services of DoPT are outlined in the citizen charter
		(v) Channel of supervision and accountability	Fully met	https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_0.pdf -channels of supervision and accountability are highlighted. also the organization chart and organizational set up provides the supervision and accountability channels
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	The functions/ services offered are provided in the citizen charter https://dopt.gov.in/citizen-corner/citizens-charter
		(ii) Norms/ standards for functions/ service delivery	Fully met	The norms for service delivery are also provided in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter
		(iii) Process by which these services can be accessed	Fully met	Process by which these services can be accessed also provided in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter
		(iv) Time-limit for achieving the targets	Fully met	Provided in the in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter
		(v) Process of redress of grievances	Fully met	In case the service standards are not met the citizen charter provides where complaint can be mad and how it can be escalated https://dopt.gov.in/citizen-corner/citizens-charter
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Fully met	https://dopt.gov.in/download/acts https://dopt.gov.in/notifications/gazette-notifications gazette notifications section wise https://dopt.gov.in/sites/default/files/COMPENDIUM_Final.pdf compendium related to notifications under RTI circulars, notifications available at https://dopt.gov.in/notifications/orders
		(ii) List of Rules, regulations, instructions	Fully met	https://dopt.gov.in/download/acts- https://dopt.gov.in/notifications/gazette-notifications gazette notifications section wise

		manuals and records.		https://dopt.gov.in/sites/default/files/COMPENDIUM_Final.pdf compendium related to notifications under RTI circulars, notifications available at https://dopt.gov.in/notifications/orders
		(iii) Acts/ Rules manuals etc.	Fully met	Text of manual, Acts and rules applicable in discharge of function have been uploaded. There is need to provide brief of the same for benefit of citizen https://dopt.gov.in/download/acts
		(iv) Transfer policy and transfer orders	Fully met	https://dopt.gov.in/transfer-policy-and-transfer-orders
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met	The list of documents held section-wise is uploaded on https://dopt.gov.in/sites/default/files/Point_VI_0.pdf
		(ii) Custodian of documents/categories	Fully Met	https://dopt.gov.in/sites/default/files/Point-14.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Fully Met	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
		(ii) Composition	Fully Met	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
		(iii) Dates from which constituted	Not met	The information pertaining to the date of constitution of the committees and the tenure of the committees is lacking .
		(iv) Term/ Tenure	Not Met	The information pertaining to the date of constitution of the committees and the tenure of the committees is lacking .
		(v) Powers and functions	Fully Met	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
		(vi) Whether their	Fully Met	It has been mentioned that not open

		meetings are open to the public?		https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
		(vii) Whether the minutes of the meetings are open to the public?	Fully Met	It has been mentioned that not open https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
		(viii) Place where the minutes if open to the public are available?	NA	Not applicable as minutes not accessible by public
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully met	The name, designation and contact details are uploaded on https://rti.gov.in/personnel/contactus.asp
		(ii) Telephone , fax and email ID	Fully met	Telephone , fax and email ID are provided at the link https://rti.gov.in/personnel/contactus.asp
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully met	The monthly remuneration of the employees as on March 2023 has been provided at https://dopt.gov.in/sites/default/files/Dopt_emp_list_Basic.pdf
		(ii) System of compensation as provided in its regulations	Fully met	https://dopt.gov.in/monthly-remuneration
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) &	Fully met	https://rtionline.gov.in/dopt_rticorner.php Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority and the matter under each jurisdiction

	[Section 4(1) (b) (xvi)]	Appellate Authority		
		(i) Address, telephone numbers and email ID of each designated official.	Fully met	https://rtionline.gov.in/dopt_rticorner.php also the Address, telephone numbers and email ID of each designated official has been supplied
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not met	https://dopt.gov.in/sites/default/files/disciplinary_cases.pdf data for the year 2019-20
		(ii) Finalised for Minor penalty or major penalty proceedings	Not met	https://dopt.gov.in/sites/default/files/disciplinary_cases.pdf data for the year 2019-20
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not met	The information relating to the Educational programmes to advance understanding of RTI undertaken by Department needs to be uploaded
		(ii) Efforts to encourage public authority to participate in these programmes	Not met	The information relating to the Efforts to encourage public authority to participate in these programmes require disclosure
		(i) Training of CPIO/APIO	Not met	The Training of CPIO/APIO for RTI implementation need disclosure
		(ii) Update & publish	Fully met	https://rti.gov.in/RTICorner/Guide_2013-issue.pdf provides the updated guidelines on RTI besides this other information related to RTI available

		guidelines on RTI by the Public Authorities concerned		https://rti.gov.in/rtiact.asp RTI Act Q& A on RTI https://dopt.gov.in/rti/miscellaneous/rti-ques-ans-bank Notifications related to RTI Act https://doptcirculars.nic.in/Default.aspx?URL=j7RYHo9xJY7j
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Fully met	https://dopt.gov.in/transfer-policy-and-transfer-orders

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Fully met	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf
		(ii) Budget for each agency and plan & programmes	Fully met	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf
		(iii) Proposed expenditures	Fully met	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf
		(iv) Revised budget for each agency, if any	Fully met	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf
		(v) Report on disbursements made and place where the related reports are available	Not met	Reports on disbursements needs to be uploaded

2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Fully met	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf page 11 provides the budget allocation for the Foreign and domestic tours for DoPT
		(ii) 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	https://dopt.gov.in/rti/proactive-disclosures/proactive-disclosure the information relating to (ii) 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 uploaded at point 25. But it is upto March 22. The information needs to be updated
		(iii) 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.	Partially met a) NO b) yes c) yes	a) NO b) yes c) yes The tender details are not available https://dopt.gov.in/sites/default/files/tender-2022-23_0.pd provide the detail of suppliers of goods/ services being procured, works contracts concluded – in any such combination of the above-and rate /rates and the total amount at which such procurement or works contract is to be executed.

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	NA	Not Applicable. There are no subsidy programmes of this Department
		(ii)	Objective of the programme	NA	
		(iii)	Procedure to avail benefits	NA	
		(iv)	Duration of the programme/scheme	NA	
		(v)	Physical and financial targets of the programme	NA	
		(vi)	Nature/ scale of subsidy /amount allotted	NA	
		(vii)	Eligibility criteria for grant of subsidy	NA	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	NA	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully met	https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf https://dopt.gov.in/sites/default/files/169th%20Report%20COPLLOT.pdf
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	Fully met	Annual Reports & Audited Accounts of Six Autonomous Bodies of the Ministry available on following links Annual Account and audited statement of National Centre for Good Governance https://dopt.gov.in/sites/default/files/NCGG%20Annual%20Report%202021-22.pdf IIPA https://dopt.gov.in/sites/default/files/IIPA%20Annual%20Report%202021%202022.pdf Central Civil Services, Cultural & Sports Board https://dopt.gov.in/sites/default/files/CCSCSB%202021-22.pdf Civil Services Officers Institute https://dopt.gov.in/sites/default/files/csoi%2019-20.pdf

				Kendriya Bhandar https://dopt.gov.in/sites/default/files/KB2021-22.pdf Grih Kalyan Kendra https://dopt.gov.in/sites/default/files/GKK%202021-22.pdf
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable	Not applicable
		(ii) 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	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	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	https://dopt.gov.in/sites/default/files/DoPT_No_Concerned.pdf says no CAG para pending.

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	Arrangement for consultations with or representation by the members of the public	Fully met	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		
		(ii) Arrangements for consultation with or representation by	Fully met	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
		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		Also the details of the IFC has been provided
		Public- private partnerships (PPP)	NA	Not applicable
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(ii) Detailed project reports (DPRs)	NA	Not applicable
(iii) Concession agreements.	NA	Not applicable		
(iv) Operation and maintenance manuals	NA	Not applicable		
(v) Other documents generated as part of the implementation of the PPP	NA	Not applicable		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA	Not applicable		
(vii) Information relating to outputs and outcomes	NA	Not applicable		
(viii) The process of the selection of the private sector party (concessionaire etc.)	NA	Not applicable		

		(ix) All payment made under the PPP project	NA	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Not met	The details of policies decisions/ legislations taken in the previous one year is not available
		(i) Policy decisions/ legislations taken in the previous one year		
		(i) Outline the Public consultation process	Fully met	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
		(ii) Outline the arrangement for consultation before formulation of policy	Fully met	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully met	Internet (Website) is use effectively to disseminate the information
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met	Information manual/handbook available in Electronic format
		(ii) Printed format	Not met	There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same
3.5	Whether information manual/ handbook	List of materials available (i) Free of cost	Not met	There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same.

available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	Not met	There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same
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4. E. Governance

S .No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met	Information and Handbook are available in English
		(ii) Vernacular/ Local Language	Not met	Website exists in Hindi but the RTI Manual and information and manual not available in Hindi.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Not met	Annual updation is needed. The manual is not updated annually. Last updation of manual in 2020. Other links in proactive disclosure don't indicate the date of updation.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met	https://dopt.gov.in/sites/default/files/Point-14.pdf
		(ii) Name/ title of the document/record/ other information	Fully Met	https://dopt.gov.in/sites/default/files/Point-14.pdf
		(iii) Location where available	Fully Met	https://dopt.gov.in/sites/default/files/Point-14.pdf
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	Fully met	https://dopt.gov.in/sites/default/files/Point-15_0.pdf provides the information for Particulars of facilities available to citizen for obtaining information which includes IFC, PG Cell Counter & RT Cell Counter

	[Section 4(1)(b)(xv)]	(ii) Details of information made available	Fully met	https://dopt.gov.in/sites/default/files/Point-15_0.pdf
		(iii) Working hours of the facility	Fully met	https://dopt.gov.in/sites/default/files/Point-15_0.pdf working hours have been specified
		(iv) Contact person & contact details (Phone, fax email)	Fully met	https://dopt.gov.in/sites/default/files/Point-15_0.pdf Also the contact details (Phone, fax email) have been specified
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Fully met	https://dopt.gov.in/sites/default/files/Point-15_0.pdf also available at the link https://pgportal.gov.in/
		(ii) Details of applications received under RTI and information provided	Fully met	https://rtionline.gov.in/webService/DateSelectWebservice.php provides the details of the applications received under RTI and information provided
		(iii) List of completed schemes/ projects/ Programmes	Not met	List of completed schemes/ projects/ Programmes to be uploaded
		(iv) List of schemes/ projects/ programme underway	Not met	List of schemes/ projects/ Programmes underway to be provided
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully met	https://dopt.gov.in/sites/default/files/tender-2022-23_0.pdf provide the detail of suppliers of goods/ services being procured, works contracts concluded – in any such combination of the above-and rate /rates and the total amount at which such procurement or works contract is to be executed.
		(vi) Annual Report	Fully met	https://dopt.gov.in/reports/annual-report
		(vii) Frequently Asked Question (FAQs)	Fully met	https://dopt.gov.in/employees-corner/faq FAQs on various aspects of departmental functioning available on the link
		(viii) Any other	Fully met	a) Fully met

		information such as a) Citizen's Charter		b) Not met c) Not met d) Not met Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter is required to be uploaded on the website
		b) Result Framework Document (RFD)	Not met	
		c) Six monthly reports on the	Not met	Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter is required to be uploaded on the website
		d) Performance against the benchmarks set in the Citizen's Charter	Not met	Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter is required to be uploaded on the website
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully met	https://dopt.gov.in/such-other-information-may-be-prescribed yearly information quarter wise having Details of applications received and disposed has been uploaded
		(ii) Details of appeals received and orders issued	Fully met	https://dopt.gov.in/such-other-information-may-be-prescribed yearly information quarter wise having Details of appeals received and disposed has been uploaded
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met	The link provided takes to the Rajya Sabha and Lok Sabha Site wherein through search criteria the details of questions asked and replies given for DoPT related questions can be searched. https://sansad.in/lr/search https://sansad.in/rs/search

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Partially met	a) fully met b) not met https://rtionline.gov.in/dopt_rticorner.php provides Current CPIOs & FAAs but not the previous one
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Fully met	https://dopt.gov.in/sites/default/files/Third Party audit report2021-2022.pdf Details of third party audit of voluntary disclosure available on the above link
		(i) 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	Additional Secretary (Administration), DoPT has been designated as the Nodal Officer https://dopt.gov.in/rti/proactive-disclosures/proactive-disclosure
		(ii) 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	Consultancy committee of key stake holders for advice on suo-motu disclosure need to be constituted and details to be uploaded on website.
		(i) 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	https://dopt.gov.in/sites/default/files/PIOs Committee DoPT.pdf provides the details of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI along with the Dates from which constituted and Name & Designation of the Officers

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully met	Relevant information/ items have disclosed.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>Fully met</p> <p>Fully met</p>	<p>STQC certification obtained on March 26, 2023 and its validity is upto March 23, 2026 and the same is uploaded on https://dopt.gov.in/sites/default/files/STQC-DOPT-Certificate_0.pdf</p>

Chapter 3

Conclusions and Recommendations

Major Findings

1. The information disclosure required under Section 4(1)(b) of the RTI Act and guidelines by the organization is good in terms of both quality and quantity.
2. However there is still scope for improvement with the few gaps in information which can be supplied with to achieve 100 percent compliance.
3. Most of information pertaining to committees and boards has been provided. But the date of constitution of the committees and the tenure of the committees is lacking.
4. The information pertaining to number of employees against whom disciplinary action has been proposed and taken pertains to 2019-2020. Recent and relevant information may be supplied.
5. The information relating to the Educational programmes to advance understanding of RTI undertaken by Department, efforts to encourage public authority to participate in these programmes and training of CPIO/APIO for RTI implementation need disclosure.
6. The information related to procurement is incomplete. The tenders relating to the department have not been uploaded on the link provided.
7. Policy decisions/ legislations taken in the previous one year need to be put in public domain.
8. There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same.
9. Website exists in Hindi but the RTI Manual and information are not available in Hindi.
10. Annual updation is needed. The manual is not updated annually. Last updation of manual in 2020. Other links in proactive disclosure don't indicate the date of updation.
11. List of completed schemes/ projects/ Programmes and those underway needs to be uploaded.
12. Citizen Charter is available but the Result Framework Document (RFD), six monthly reports on the performance against the benchmarks set in the Citizen's Charter is required to be uploaded on the website.
13. Information pertaining to the past CPIOs and FAAs to be provided.
14. Consultancy committee of key stake holders for advice on suo-motu disclosure needs to be constituted and details to be uploaded on website.

Recommendations

For better implementation of the *Suo-motu* disclosure of information following steps are required to be taken:

1. The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.
2. Endeavour should be made that all publically funded information should be readily available and easily understandable format.
3. To maintain the reliability of information, timely updating of the information is must. Annual updation of the information is required and each webpage must indicate the date of updation.
4. Website disclosure should be complete and easily accessible. The orders of the Public Authority and other proactively disclosed information should be uploaded immediately after it has been issued.
5. The information should also be accessible in Hindi/ vernacular language for easy understanding of masses.
6. The information is available on website but needs to be collated in proper manner.
7. The information pertaining to Acts, Rules, regulations, orders, and other technical documents need to be presented in simple and easy manner and linked to decision-making process.
8. At present certain information relating to procurement, Citizen Charter, work-contracts, information related to boards/committees, disciplinary actions etc have not been uploaded on the website. The same should be uploaded at the earliest in simple format for easy understanding.
9. Besides uploading the original documents there is also need to present the information from the user's perspective in a simplified manner. Different media and forms like flow charts, tabular presentation should be used for proactive disclosure.
10. The elements of information required to be proactively disclosed under section 4(1)(b) are inter-related the endeavour should be made to disclose them in an integrated manner. The functions, powers, responsibilities, rules, regulations and decision-making process are interconnected and are difficult to understand in isolation; therefore endeavour should be made to present these in integrated manner.
11. The chapter on RTI Act in the annual report of the organisation should include the details about the compliance with the proactive disclosure guidelines.

Sapnalhadah

Self appraisal report for Year (2022-23)

Auditor Agency: Dr Sapna Chadah

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	https://dopt.gov.in/contactus
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://dopt.gov.in/contact.asp/contactus.asp https://rti.gov.in/personnel/contactus.asp	Fully Met	1.28	https://rti.gov.in/personnel/organisational-setup.asp
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://dopt.gov.in/about-us/functions/roles-responsibilities-0 https://dopt.gov.in/about-us/functions/roles-responsibilities-0	Fully Met	1.28	https://dopt.gov.in/vision-and-mission also outlined in the citizen charter https://dopt.gov.in/sites/default/files/Citizen Charter_English.pdf https://dopt.gov.in/sites/default/files

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								/StrategyPlan_0.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.28	Roles and responsibilities of various divisions attached offices and authorities is provided at following link https://dopt.gov.in/about-us/functions/roles-responsibilities-0 Also at the link https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf https://dopt.gov.in/sites/default/files/StrategyPlan_0.pdf
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	Organizational Set up https://rti.gov.in/personnel/organizational-setup.asp Organization

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Chart- file:///C:/Users/user/Downloads/DOPTOrganisationChart_0.pdf Presented in form of flow chart indicting channel of decision making Also at https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf
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	The details regarding genesis and history of the department outlining inception, Setting Up the Department, heads of the Department since 1970, Department of Personnel and Training and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Its Various Offices, attached offices, role and responsibilities, etc. have been provided in the induction manual uploaded at the link https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf https://dopt.gov.in/sites/default/files/StrategyPlan_0.pdf provides the strategy for the department
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	The powers and duties of officers post wise has been uploaded on https://doptonli

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ne.nic.in/Work AllocationReport.aspx
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	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020_0.pdf
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	https://dopt.gov.in/download/acts
1.2.4	Exercised	Fully Met	1.54	1.54	https://dopt.gov.in/download/acts	Fully Met	1.54	https://dopt.gov.in/download/acts
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	Work allocation of post wise has been uploaded on https://doptonline.nic.in/Work AllocationReport.aspx Section wise work allocation has been provided in the Manual at the link https://dopt.gov.in/sites/default/files/InductionM

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								aterial-30-09-2020_0.pdf Also at the link work allocation under 'about us'
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	https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_0.pdf -provides for the process of decision making , Identify key decision making points / channel of submission and final decision making authority https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January20

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								15_Amendme nt_0.pdf https://dopt.gov.in/sites/default/files/28011_101_2013-Coord_0.pdf https://dopt.gov.in/sites/default/files/Amentmentiin%20Internal%20Delegation%20of%20Powers%20for%20final%20disposal%20of%20cases.pdf
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	https://dopt.gov.in/sites/default/files/PowerOfDelegationUpTo01January2015_0.pdf - it provides for the final decision making authority in relation to specific matters
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/download/acts			v.in/download/acts the related provisions in the Acts, rules etc for exercise of power are available at the link However there is need to provide summary of these documents for easy understanding of the citizen
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	https://dopt.gov.in/citizen-corner/citizens-charter timelines for the services of DoPT are outlined in the citizen charter
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://dopt.gov.in/sites/default/files/InductionMaterial-30-	Fully Met	1.54	https://dopt.gov.in/sites/default/files/PowerOfDelegation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					09-2020.pdf			UpTo01January2015_0.pdf -channels of supervision and accountability are highlighted. also the organization chart and organizational set up provides the supervision and accountability channels
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	The functions/ services offered are provided in the citizen charter https://dopt.gov.in/citizen-corner/citizens-charter
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	The norms for service delivery are also provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://dopt.gov.in/citizen-corner/citizens-charter	Fully Met	1.54	Process by which these services can be accessed also provided in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter Provided in the in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter Process by which these services can be accessed also provided in Citizen Charter https://dopt.gov.in/citizen-corner/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	Provided in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/citizen-corner/citizens-charter			the in Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter
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	In case the service standards are not met the citizen charter provides where complaint can be mad and how it can be escalated https://dopt.gov.in/citizen-corner/citizens-charter
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	https://dopt.gov.in/download/acts https://dopt.gov.in/notifications/gazette-notifications-gazette-notifications-section wise https://dopt.gov.in/sites/default

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p>t/files/COMPE NDIUM_Final. pdf compendium related to notifications under RTI circulars, notifications available at htt ps://dopt.gov.i n/notifications/ orders https:// dopt.gov.in/do wnload/acts ht tps://dopt.gov. in/notifications /gazette- notifications gazette notifications section wise h ttps://dopt.gov .in/sites/default files/COMPE NDIUM_Final. pdf compendium related to notifications under RTI circulars,</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								notifications available at https://dopt.gov.in/notifications/orders
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	https://dopt.gov.in/download/acts- https://dopt.gov.in/notifications/gazette-notifications-gazette-notifications-section-wise https://dopt.gov.in/sites/default/files/COMPENDIUM_Final.pdf compendium related to notifications under RTI circulars, notifications available at https://dopt.gov.in/notifications/orders
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://dopt.gov.in/citizen-corner/citizens-	Fully Met	1.92	Text of manual, Acts and rules

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					charter			applicable in discharge of function have been uploaded. There is need to provide brief of the same for benefit of citizen https://dopt.gov.in/download/acts
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://rti.gov.in/RTICorner/GuideForRTI.htm	Fully Met	1.92	https://dopt.gov.in/transfer-policy-and-transfer-orders
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	The list of documents held section-wise is uploaded on https://dopt.gov.in/sites/default/files/Point_VI_0.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://dopt.gov.in/sites/default/files/Point_VI_0.pdf	Fully Met	3.85	https://dopt.gov.in/sites/default/files/Point-14.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
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	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
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	Not Met	0	The information pertaining to the date of constitution of the committees and the tenure of the committees is lacking .
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Not Met	0	The information pertaining to the date of constitution of the committees and the tenure of the committees is lacking .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
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_VIII-New_0.pdf	Fully Met	0.96	It has been mentioned that not open https://dopt.gov.in/sites/default/files/Point_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	It has been mentioned that not open https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
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	Not Applicable	0	Not applicable as minutes not accessible by public
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://rti.gov.in/personnel/contactus.asp	Fully Met	3.85	The name, designation and contact details are uploaded on h

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://rti.gov.in/personnel/contactus.asp
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://rti.gov.in/personnel/contactus.asp	Fully Met	3.85	Telephone , fax and email ID are provided at the link https://rti.gov.in/personnel/contactus.asp
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	The monthly remuneration of the employees as on March 2023 has been provided at https://dopt.gov.in/sites/default/files/Dopt_emp_list_Basic.pdf
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	https://dopt.gov.in/monthly-remuneration
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	https://rtionline.gov.in/dopt_rticorner.php Name and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority and the matter under each jurisdiction
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	https://rtionline.gov.in/dopt_rticorner.php also the Address, telephone numbers and email ID of each designated official has been supplied
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	https://dopt.gov.in/sites/default/files/disciplinary_cases.pdf data for the year 2019-20
1.11.2	(ii) Finalised for Minor penalty or major penalty	Not Met	3.85	0	empty	Not Met	0	https://dopt.gov.in/sites/default/files/disciplinary_cases.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	proceedings							v.in/sites/default/files/disciplinary_cases.pdf data for the year 2019-20
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	The information relating to the Educational programmes to advance understanding of RTI undertaken by Department needs to be uploaded
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	The information relating to the Efforts to encourage public authority to participate in these programmes require disclosure
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	The Training of CPIO/APIO

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL for RTI implementation need disclosure
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	Fully Met	1.92	https://rti.gov.in/RTICorner/Guide_2013-issue.pdf provides the updated guideleins on RTI besides this other information releted to RTI available https://rti.gov.in/rtia ct.asp RTI Act Q& A on RTI https://dopt.gov.in/rti/miscellaneous/rti-ques-ans-bank Notifications related to RTI Act https://doptirculars.nic.in/Default.aspx?URL=j7RYHo9xJY7j
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.	Fully Met	7.69	7.69	https://dopt.gov	Fully Met	7.69	https://dopt.gov

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	1/6/2011- IR Dt. 15.4.2013]				v.in/transfer-policy-and-transfer-orders			v.in/transfer-policy-and-transfer-orders
Total			100	87		99	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/budget-and-accounts-list	Fully Met	10.00	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf
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	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://dopt.gov.in/about-us/functions/budget-and-accounts-list	Fully Met	10.00	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					et-and-accounts-list			2023-24-Final.pdf
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	Fully Met	10.00	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf
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	Reports on disbursements needs to be uploaded
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	https://dopt.gov.in/sites/default/files/DDG_2023-24-Final.pdf page 11 provides the budget allocation for the Foreign and domestic tours for DoPT
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	https://dopt.gov.in/sites/default/files/Suomoto_oct2019-march2022.pdf	Fully Met	16.67	https://dopt.gov.in/rti/proactive-disclosures/proactive-disclosure-the-information-relating-to-(ii)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								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 uploaded at point 25. But it is upto March 22. The information needs to be updated
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	a) NO b yes c) yes The tender details are not available https://dopt.gov.in/sites/default/files/tender-2022-23_0.pdf provide the detail of suppliers of goods/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								services being procured, works contracts concluded – in any such combination of the above- and rate /rates and the total amount at which such procurement or works contract is to be executed.
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	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://dopt.gov.in/sites/default/files/Point_XII_0.pdf	Not Applicable	0	Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/sites/default/files/Point_XII_0.pdf			Applicable. There are no subsidy programmes of this Department
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	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
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	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
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	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
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	Not Applicable	0	Not Applicable. There are no subsidy programmes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL of this Department
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	Not Applicable	0	Not Applicable. There are no subsidy programmes of this Department
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	https://dopt.gov.in/sites/default/files/BE%202023%2024%20Proactive%20Disclosure.pdf https://dopt.gov.in/sites/default/files/169th%20Report%20COPLLOT.pdf
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	Fully Met	25.00	Annual Reports & Audited Accounts of Six Autonomous Bodies of the Ministry available on following links

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Annual Account and audited statement of National Centre for Good Governance h https://dopt.gov.in/sites/default/files/NCGG%20Annual%20Report%202021-22.pdf IIPA https://dopt.gov.in/sites/default/files/IIPA%20Annual_Report%202021%202022.pdf Central Civil Services, Cultural & Sports Board https://dopt.gov.in/sites/default/files/CCSCSB%202021-22.pdf Civil Services Officers Institute https://

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								//dopt.gov.in/sites/default/files/csoi%2019-20.pdf Kendriya Bhandar https://dopt.gov.in/sites/default/files/KB2021-22.pdf Grih Kalyan Kendra https://dopt.gov.in/sites/default/files/GKK%202021-22.pdf
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	Not Applicable	0	Not applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25	25.00	https://dopt.gov.in/sites/default/files/Nil.pdf	Not Applicable	0	Not applicable
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_Concern	Fully Met	50.00	https://dopt.gov.in/sites/default/files/DoPT_No_Concern

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ed.pdf			ed.pdf says no CAG para pending.
Total			300	300		200	182	
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	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.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	https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Fully Met	12.50	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf Also the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL details of the IFC has been provided
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	Not Applicable	0	Not applicable
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	Not Applicable	0	NA Not applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Not Applicable	0	NA Not applicable
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	Not Applicable	0	NA Not applicable
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	Not Applicable	0	NA Not applicable
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	Not Applicable	0	NA Not applicable
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	Not Applicable	0	NA Not applicable
3.1.10	Public- private partnerships (PPP) - The process	Fully Met	2.78	2.78	https://dopt.gov.in/sites/default/files/Nil_0.pdf	Not Applicable	0	NA Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	of the selection of the private sector party (concessionaire etc.)				v.in/sites/default/files/Nil_0.pdf			applicable
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	Not Applicable	0	NA Not applicable
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	Not Met	16.67	0	empty	Not Met	0	The details of policies decisions/ legislations taken in the previous one year is not available
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	Fully Met	16.67	The process of consultation-Act/ rule hosted on website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
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	Fully Met	16.67	16.67	https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf	Fully Met	16.67	The process of consultation-Act/ rule hosted on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	consultation before formulation of policy							website and comments invited provided at https://dopt.gov.in/sites/default/files/Point_VII-new_0.pdf
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	Internet (Website) is use effectively to disseminate the information
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	Information manual/handbook available in Electronic format
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	Not Met	0	There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same
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	There is need

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								to disclose the accessibility of information manual/ handbook in Printed format and cost for the same
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	There is need to disclose the accessibility of information manual/ handbook in Printed format and cost for the same
Total			250	183		225	133	
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.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	14.29	Information and Handbook are available in English
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	Website exists in Hindi but the RTI Manual and information and manual not available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL in Hindi.
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.pdf	Not Met	0	Annual updation is needed. The manual is not updated annually. Last updation of manual in 2020. Other links in proactive disclosure don't indicate the date of updation.
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.pdf	Fully Met	9.52	https://dopt.gov.in/sites/default/files/Point-14.pdf
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.pdf	Fully Met	9.52	https://dopt.gov.in/sites/default/files/Point-14.pdf
4.3.3	Location where available	Fully Met	9.52	9.52	https://dopt.gov.in/sites/default/files/InductionMaterial-30-09-2020.pdf	Fully Met	9.52	https://dopt.gov.in/sites/default/files/Point-14.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					09-2020.pdf			
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-15.pdf	Fully Met	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf provides the information for Particulars of facilities available to citizen for obtaining information which includes IFC, PG Cell Counter & RT Cell Counter
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://dopt.gov.in/sites/default/files/Point-15.pdf	Fully Met	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://dopt.gov.in/sites/default/files/Point-15.pdf	Fully Met	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf working hours have been specified https://dopt.gov.in/sites/default/files/Point-15_0.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URLs
								es/Point-15_0.pdf working hours have been specified
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.pdf	Fully Met	7.14	https://dopt.gov.in/sites/default/files/Point-15_0.pdf Also the contact details (Phone, fax email) have been specified
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	https://dopt.gov.in/sites/default/files/Point-15_0.pdf also available at the link https://pgportal.gov.in/
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	https://rtionline.gov.in/webservice/DateSelectWebService.php provides the details of the applications received under RTI and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information provided
4.5.3	List of completed schemes/ projects/ Programmes	Not Met	3.57	0	empty	Not Met	0	List of completed schemes/ projects/ Programmes to be uploaded
4.5.4	List of schemes/ projects/ programme underway	Not Met	3.57	0	empty	Not Met	0	List of schemes/ projects/ Programmes underway to be provided
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	3.57	1.79	https://dopt.gov.in/sites/default/files/InformationRelatedToProcurement.pdf	Fully Met	3.57	https://dopt.gov.in/sites/default/files/tender-2022-23_0.pd provide the detail of suppliers of goods/ services being procured, works contracts concluded – in any such combination of the above- and rate /rates

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL and the total amount at which such procurement or works contract is to be executed.
4.5.6	Annual Report	Fully Met	3.57	3.57	https://dopt.gov.in/reports/annual-report	Fully Met	3.57	https://dopt.gov.in/reports/annual-report
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://dopt.gov.in/employees-corner/faq	Fully Met	3.57	https://dopt.gov.in/employees-corner/faq FAQs on various aspects of departmental functioning available on the link
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	Partially Met	1.79	a) Fully met b) Not met c) Not met d) Not met Citizen Charter https://dopt.gov.in/citizen-corner/citizens-charter Result Framework Document (RFD), Six

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								monthly reports on the Performance against the benchmarks set in the Citizen's Charter is required to be uploaded on the website
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/websevice/DateSelectWebsevice.php	Fully Met	14.29	https://dopt.gov.in/such-otherr-information-may-be-prescribed-yearly-information-quarter-wise having Details of applications received and disposed has been uploaded
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://rtionline.gov.in/websevice/DateSelectWebsevice.php	Fully Met	14.29	https://dopt.gov.in/such-otherr-information-may-be-prescribed-yearly

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information
								quarter wise having Details of appeals received and disposed has been uploaded
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-may-be-prescribed	Fully Met	28.57	The link provided takes to the Rajya Sabha and Lok Sabha Site wherein through search criteria the details of questions asked and replies given for DoPT related questions can be searched. https://sansad.in/ls/search https://sansad.in/rs/search
Total			200	177		200	148	
5	Information as may be prescribed							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://rtionline.gov.in/dopt_rticorner.php	Partially Met	10.00	a) fully met b) not met https://rtionline.gov.in/dopt_rticorner.php provides Current CPIOs & FAAs but not the previous one
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/sites/default/files/Third_Party_audit_report2021-2022.pdf	Fully Met	20.00	https://dopt.gov.in/sites/default/files/Third_Party_audit_report2021-2022.pdf Details of third party audit of voluntary disclosure available on the above link
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	Additional Secretary (Administration), DoPT has been designated as the Nodal Officer https://

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								dopt.gov.in/rti/proactive-disclosures/proactive-disclosure
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	Consultancy committee of key stake holders for advice on suo-motu disclosure need to be constituted and details to be uploaded on website.
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	https://dopt.gov.in/sites/default/files/PIOs_Committee_DOPT.pdf provides the details of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL along with the Dates from which constituted and Name & Designation of the Officers
Total			100	80		100	70	
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	Circulars & OM Page, Annual Report page, budget Page, Act & Rules Page Reports and Compendiums all published on DoPT web-site	Fully Met	25.00	Relevant information/items have disclosed.
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	STQC Certification was obtained and is valid till 23 03 2026.	Fully Met	12.50	STQC certification obtained on March 26, 2023 and its validity is upto March 23, 2026 and the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								same is uploaded on https://dopt.gov.in/sites/default/files/STQC-DOPT-Certificate_0.pdf
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	STQC certification obtained on March 26, 2023 and its validity is upto March 23, 2026 and the same is uploaded on https://dopt.gov.in/sites/default/files/STQC-DOPT-Certificate_0.pdf
Total			50	50		50	50	
Grand Total			1000	877		874	667	

Action Taken Report in compliance of the Audit Report of Proactive Disclosure of information of DoPT for the year 2022-23 submitted by the IIPA

S. No.	Item No.	Description of the information to be proactively disclosed as per CIC stipulated criteria and not yet complied/disclosed on DoPT Website	Course of action required	Action Taken
1.	1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] – (iii) Dates from which constituted. (iv) Term/ Tenure	The information pertaining to the date of constitution of the committees and the tenure of the committees needs to be updated.	A statement of board/ council/ committees is already available in public domain. Link: https://dopt.gov.in/sites/default/files/Point_VIII-New_0.pdf
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.	Information needs to be updated.	The information is available in Chapter-10 of Annual Report, 2022-23 under heading -Disciplinary Proceedings at Page 159. Link: https://dopt.gov.in/sites/default/files/AR2022-23English.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/ API O	The Information relating to the efforts to encourage public authority to participate in these programmes require disclosure.	1) RTI-CDP (Capacity Development Programmes) is conducted by ISTM: Link - https://www.istm.gov.in/home/view_annual_calendar 2) RTI training 7 module programme is available on igot Karmayogi: Link - https://portal.igotkarmayogi.gov.in/app/toc/do_1138566152274821121103/overview 3) 'Dakshta' programme w

				<p>which includes RTI modules is compulsory for all the SOs and ASOs.</p> <p>Link - https://portal.igotkar.mayogi.gov.in/app/toc/do_113952142517436416180/overview</p>
4.	2.1	<p>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] –</p> <p>iv. Report on disbursements made and place where the related reports are available.</p>	<p>Reports on disbursements need to be uploaded.</p>	<p>The detailed Demand for Grants (DDG) of the M/o PPG&P, which outlines allocations to various Departments/Organization, is already uploaded on the Department's website.</p> <p>Link:-https://dopt.gov.in/about-us/functions/budget-and-accounts-list</p>
5.	2.2	<p>Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)-</p> <p>iii. Information related to procurements</p> <p>a. Notice/tender enquires, and corrigenda if any thereon.</p> <p>(d) The rate/rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>The tender details are not available.</p> <p>The detail of suppliers of goods/services being procured, works contracts concluded- in any such combination of the above and rate/rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Any procurement is done through GeM Portal and the orders placed through GeM are available on the GeM Portal itself.</p>
6.	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. Policy decisions/ legislations taken in the previous one year</p>	<p>The details of policy decisions/ legislations taken in the previous one year are not available.</p>	<p>The information is available on the website of DoPT at dopt.gov.in – Employees Corner – Policies.</p> <p>Link: https://dopt.gov.in/employees-corner/policy</p>

7.	3.4	Form of accessibility of information manual/ handbook [Section 4(1)9b] ii. Printed format	There is need to disclose the accessibility of information manual/handbook in Printed format and cost for the same .	The Annual Report of this Ministry is not available in printed format. However, it is available as softcopy on the website of DoPT. Link: https://dopt.gov.in/reports/annual-report
8.	3.5	Whether information manual/handbook available free of cost or not: List of materials available- i. Free of cost ii. At a reasonable cost of the medium	There is need to disclose the accessibility of information manual/handbook in Printed format and cost for the same .	Not Applicable
9.	4.1	Language in which information Manual/ Handbook Available [F.No. 1/6/2011-IR dt. 15.4.2013]- (ii) Vernacular/ Local Language	Website exists in Hindi but the RTI Manual and information manual not available in Hindi.	The Hindi version of Guide on RTI Act has been uploaded on the website of DoPT under tabs RTI – Guidelines on RTI – Guide on RTI Act. Link: https://rti.gov.in/RTICorner/GuideForRTI.htm
10.	4.2	When was the information Manual/ Handbook last updated? [F.No. 1/6/2011-IR dt 15.4.2013]-	Annual updation is needed. The manual is not updated annually. Last updation of manual in 2020.	The work of updation of Induction Material of DoPT is under process. The same will be uploaded on the website as and when updated.
11.	4.5	Such other information as may be prescribed under section 4(i)(b)(xvii): - List of completed schemes/ projects/ programmes - List of schemes/ projects/ programmes underway - Any other information such as b. Result Framework Document c. Six Monthly reports on	List of completed schemes/projects / Programmes to be uploaded. List of schemes/projects/ Programmes to be uploaded. RFD, Six monthly reports on the performance against	1) The list of schemes/programmes is available on the website of DoPT at dopt.gov.in – Employees Corner – Schemes. Link: https://dopt.gov.in/employees-corner/schemes 2) The work of updation of Citizen's Charter is under process. The same will be uploaded on the website a

		the d. Performance against the benchmarks set in the Citizen's Charter.	the benchmarks set in the Citizen's Charter is required to be uploaded on the website.	s and when updated.
12.	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]: i. Name & details of (b) Earlier CPIOs & FAAs from 1.1. 2015.	Name & details of earlier CPIOs & FAAs needs to be uploaded.	The RTI-MIS Portal provides the details of present CPIOs and FAAs. It may be mentioned that CPIO/FAA keep changing due to change in work allocation. The details of earlier CPIO/FAA gets automatically replaced further to updation of details. Further the details of the earlier CPIOs and FAAs do not have relevance to the citizens.
		(ii) Consultancy committee of key stake holders for advice on suo-motu disclosure a. Dates from which constituted b. Name & Designation of the officers	Consultancy committee of key stake holders for advice on suo-motu disclosure need to be constituted and details to be uploaded on website.	A consultancy committee of key stake holder for advice on suo-motu disclosure is being constituted.