

Self appraisal report for Year (2022-23)

Auditor Agency: SUNIL DUTT

Ministry Name: Ministry of Science & Technology

Department Name: Department of Science & Technology

Public Authority Name: Institute of Nano Science and Technology

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	https://inst.ac.in	Fully Met	1.28	https://www.inst.ac.in/ ; https://www.inst.ac.in/rti ; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://inst.ac.in/director	Fully Met	1.28	https://www.inst.ac.in/directors-message
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://inst.ac.in/vision-mission	Fully Met	1.28	https://www.inst.ac.in/vision-mission
1.1.4	Function and duties	Fully Met	1.28	1.28	Page No. 30-31 of Compendium of Rules https://inst.ac.in/rti	Fully Met	1.28	https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://www.inst.ac.in/uploads/1_1693894669.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Fully Met	1.28	1.28	Page No. 52 of Compendium of Rules https://inst.ac.in/rti	Fully Met	1.28	https://www.inst.ac.in/uploads/1_1694601923.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://inst.ac.in/	Fully Met	1.28	https://www.inst.ac.in/history
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	Powers of Chairperson, BoG; Director, INST as contained in INST Bye Laws, Rules & Regulations. https://inst.ac.in/rti Financial powers as contained in DST OM No.A/5/2/2021 dated 23.03.2021 https://inst.ac.in/rti	Fully Met	1.54	https://www.inst.ac.in/uploads/1_1693894669.pdf ; https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://www.inst.ac.in/uploads/1_1693894688.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Page No. 30-31 of Compendium	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					of Rules https://inst.ac.in/rti			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Page No. 30-31 of Compendium of Rules https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.2.4	Exercised	Fully Met	1.54	1.54	Page No. 30-31 of Compendium of Rules https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.2.5	Work allocation	Fully Met	1.54	1.54	Page No. 30-31 of Compendium of Rules https://inst.ac.in/rti	Fully Met	1.54	Same as above
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	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.54	https://www.inst.ac.in/uploads/1_1693894669.pdf; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Fully Met	1.54	Same as above
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.54	Same as above
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://inst.ac.in/central-instrument-facility - Internship programmes offered has been provided at https://inst.ac.in/internship-programme	Fully Met	1.54	https://www.inst.ac.in/uploads/1_1693894669.pdf ; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://inst.ac.in/central-instrument-facility	Fully Met	1.54	Same as above
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://inst.ac.in/central-instr	Fully Met	1.54	Same as above

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					ument-facility and https://inst.ac.in/internship-programme			
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Fully Met	1.54	Same as above
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://inst.ac.in/internal-forms-downloads?category=&token=grievance	Fully Met	1.54	https://www.inst.ac.in/uploads/1_1694601923.pdf; https://inst.ac.in/internal-forms-downloads; https://www.inst.ac.in/internal-complaints-committee
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	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.92	https://www.inst.ac.in/uploads/1_1693894669.pdf; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://in	Fully Met	1.92	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	st.ac.in/rti Contained in Bye-Laws, Rules & Regulations, Staff Rules of INST https://inst.ac.in/rti	Fully Met	1.92	Same as above
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Fully Met	1.92	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://inst.ac.in/internal-forms-downloads ; https://www.inst.ac.in/internal-complaints-committee
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	Compendium of Rules https://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/uploads/1_1694601923.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Page No. 30-31 of Compendium of Rules https://inst.ac.in/rti	Fully Met	3.85	Same as above
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Page No. 12	Fully Met	0.96	https://www.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					of Compendium of Rules https://inst.ac.in/rti			st.ac.in/uploads/1_1693894669.pdf; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.7.2	Composition	Fully Met	0.96	0.96	Page No. 13, 19 of Compendium of Rules https://inst.ac.in/rti	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://inst.ac.in/bog; https://inst.ac.in/raac	Fully Met	0.96	Same as above
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Page No. 13, 20 of Compendium of Rules https://inst.ac.in/rti	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	Contained in Bye-Page 14, 19 of Bye-Laws of INST https://inst.ac.in/rti	Fully Met	0.96	Same as above
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Not open to public	Partially Met	0.48	INST, Mohali is advised to provide/upload complete detail
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Not open to public	Partially Met	0.48	Same as above

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1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Partially Met	0.48	Same as above
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	under the people tab of https://inst.ac.in	Fully Met	3.85	https://www.inst.ac.in/uploads/1_1694601923.pdf
1.8.2	Telephone , fax and email ID	Partially Met	3.85	1.93	https://inst.ac.in	Fully Met	3.85	Same as above
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://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/uploads/1_1693894648.pdf ; https://www.inst.ac.in/uploads/1_1694601923.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Page 52 of Compendium of Rules https://inst.ac.in/rti	Fully Met	3.85	Same as above
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://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/uploads/1_1694601923.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://inst.ac.in/rti	Fully Met	3.85	Same as above
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	Fully Met	3.85	3.85	Nil	Fully Met	3.85	https://www.inst.ac.in/uploads/1_16946019

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								23.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Fully Met	3.85	Now available as above
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	INST, Mohali is advised to provide/upload complete detail
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	Same as above
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Partially Met	0.96	Now partially available at: https://www.inst.ac.in/uploads/1_1694601923.pdf ; INST, Mohali is advised to provide/upload complete detail
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://inst.ac.in/rti	Fully Met	1.92	Guidelines are updated as on 06.09.2023
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Fully Met	7.69	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://inst.ac.in/

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								internal-forms-downloads; https://www.inst.ac.in/internal-complaints-committee
Total			83	75		100	94	
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	As contained in Annual Accounts contained in Annual Reports https://inst.ac.in/annual-reports	Fully Met	10.00	https://www.inst.ac.in/uploads/1_1694601923.pdf
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Fully Met	10.00	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf; https://inst.ac.in/annual-reports
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Fully Met	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Fully Met	10.00	Same as above
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2.1	Budget	Not Applicable	0	0	empty	Partially Met	8.34	Now partially available at: https://www.inst.ac.in/uploads/1_1694601923.pdf
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Met	16.67	0	empty	Partially Met	8.34	Same as above
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://inst.ac.in/tenders	Partially Met	8.34	https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://www.inst.ac.in/tenders ; INST, Mohali is advised to provide/upload complete detail
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	As per INST, Mohali, it is NOT applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Same as above

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2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	As per INST, Mohali, it is NOT applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	As per INST, Mohali, it is 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	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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	Fully Met	50	50.00	Nil	Fully Met	50.00	https://www.in st.ac.in/upload

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	both houses of the parliament.							s/1_1694601923.pdf
Total			93	77		150	125	
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	Not Applicable	0	0	empty	Not Applicable	0	As per INST, Mohali, it is NOT applicable
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	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Same as above

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3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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 Applicable	0	0	empty	Partially Met	8.34	Now partially available at: https://inst.ac.in/uploads/1_1693894669.pdf
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	Not Applicable	0	0	empty	Partially Met	8.34	Same as above
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Partially Met	8.34	Same as above
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://inst.ac.in/	Fully Met	50.00	Same as above
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	Compendium of Rules https://inst.ac.in/rti	Fully Met	25.00	https://www.inst.ac.in/uploads/1_1694601923.pdf
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Compendium of Rules https://inst.ac.in/rti	Fully Met	25.00	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					//inst.ac.in/rti			
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 Applicable	0	0	empty	Fully Met	25.00	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Fully Met	25.00	Same as above
Total			100	100		200	175	
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	Compendium of Rules https://inst.ac.in/rti	Fully Met	14.29	https://www.inst.ac.in/uploads/1_1694601923.pdf
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	INST, Mohali is advised to provide/upload complete detail
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	Not Applicable	0	0	empty	Fully Met	28.57	Now updated as on 06.09.2023
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://inst.ac.in/rti	Fully Met	9.52	https://www.inst.ac.in/uploads/1_1694601923.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	available at https://inst.ac.in/r	Fully Met	9.52	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	ti available at https://inst.ac.in/r ti	Fully Met	9.52	Same as above
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Not Applicable	0	0	empty	Fully Met	7.14	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf
4.4.2	Details of information made available	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax email)	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
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://inst.ac.in/internal-forms-downloads?category=&token=grievance	Fully Met	3.57	https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://inst.ac.in/internal-forms-downloads ; https://www.inst.ac.in/internal-complaints-committee
4.5.2	Details of applications received under RTI and information provided	Not Met	3.57	0	empty	Fully Met	3.57	Now available at: https://www.inst.ac.in/uploads/1_1694

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								601923.pdf
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Available at Page 101 of Annual Report 2021-22 https://inst.ac.in/annual-reports	Fully Met	3.57	https://www.inst.ac.in/uploads/1_1694601923.pdf ; https://inst.ac.in/annual-reports
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://inst.ac.in/annual-reports	Fully Met	3.57	Same as above
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Partially Met	1.79	INST, Mohali is advised to provide/upload complete detail
4.5.6	Annual Report	Fully Met	3.57	3.57	https://inst.ac.in/annual-reports	Fully Met	3.57	https://inst.ac.in/annual-reports
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Fully Met	3.57	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Met	0	INST, Mohali is advised to provide/upload complete detail
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	Not Met	14.29	0	empty	Fully Met	14.29	Now available at: https://www.inst.ac.in/up

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								loads/1_1694601923.pdf
4.6.2	Details of appeals received and orders issued	Not Met	14.29	0	empty	Fully Met	14.29	Same as above
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	INST, Mohali is advised to provide/upload complete detail
Total			139	57		200	152	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Partially Met	20	10.00	https://inst.ac.in/rti	Fully Met	20.00	Now available at: https://www.inst.ac.in/uploads/1_1694601923.pdf
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty	Partially Met	10.00	It is being carried out for 2022-23
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	Not Met	20	0	empty	Not Met	0	INST, Mohali is advised to provide/upload complete detail
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	Same as above
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information	Not Met	20	0	empty	Not Met	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							
Total			100	10		100	30	
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	https://inst.ac.in/rti	Fully Met	25.00	https://www.inst.ac.in/; https://www.inst.ac.in/uploads/1_1694601923.pdf
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	Not Met	12.5	0	empty	Not Met	0	INST, Mohali is advised to initiate the process of obtaining STQC certification and upload the same on its website
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Same as above
Total			50	25		50	25	
Grand Total			565	344		800	601	