

Self appraisal report for Year (2023-24)

Auditor Agency: Sunil Dutt(National Institute of Technical Teachers Training & Research (Ministry of Education, Govt. of India), Sector-26, Chandigarh 160 019 (India).)

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	Institute of Nano Science and Technology, Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab	Fully Met	1.28	https://www.inst.ac.in/ ; https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	Prof. Amitava Patra, Director, INST, Mohali	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	Chapter-1 (Constitution	Fully Met	1.28	https://inst.ac.in/uploads/48_

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					& Governance) of INST Bye-Laws 2024 available at https://inst.ac.in/rti			1709612996.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	as per Classification of Staff at Rule 56 of INST Rules & Regulations 2024 available at https://inst.ac.in/rti	Fully Met	1.28	https://inst.ac.in/uploads/48_1725335796.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	As per Annexure-III of RTI Manual (https://www.inst.ac.in/rti)	Fully Met	1.28	https://inst.ac.in/uploads/48_1725335796.pdf ; https://www.inst.ac.in/history ; https://www.inst.ac.in/deans ; https://www.inst.ac.in/raac ; https://www.inst.ac.in/internal-complaints-committee
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative,	Fully Met	1.54	1.54	Powers of	Fully Met	1.54	https://www.in

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	financial and judicial)				Chairperson, BoG; Director, INST as per Chapter-I of INST Bye Laws - 2024 https://inst.ac.in/rti Financial powers as contained in DST OM No.AI/5/2/2021 dated 23.03.2021 https://inst.ac.in/rti			st.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.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	As per Rule 48(f) and Rule 56 of Rules & Regulations 2024 https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	As per INST Bye-Laws 2024 and DST OM No.AI/5/2/2021 dated 23.03.2021 https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.2.4	Exercised	Fully Met	1.54	1.54	As per INST Bye-Laws	Fully Met	1.54	Same as above

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					2024 and DST OM No.AI/5/2/2021 dated 23.03.2021 https://inst.ac.in/rti			
1.2.5	Work allocation	Fully Met	1.54	1.54	As per Rule 48(f) and Rule 56 of Rules & Regulations 2024 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	The affairs of society are managed, administered, directed and controlled, subject to rules, Bye-Laws and orders of the Board of Governors as per Rule 24 of INST Rules & Regulations of INST Society	Fully Met	1.54	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	The affairs of society are managed,	Fully Met	1.54	Same as above

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					administered, directed and controlled, subject to rules, Bye-Laws and orders of the Board of Governors as per Rule 24 of INST Rules & Regulations of INST Society			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Decision is made in all matters in time bound manner	Fully Met	1.54	Same as above
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	As per Rule 56 (Classification of Staff) of Rules & Regulations (2024) of INST, Mohali, scientific and administrative	Fully Met	1.54	Same as above

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					staff placed in separate categories. Every employee is accountable for duties being performed.			
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/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.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-instrument-facility Internship programmes offered has been provided at https://inst.ac.in/internship	Fully Met	1.54	Same as above

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					p- programme			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	As per MoU signed with DST, GoI	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	Fully Met	1.54	Same as above; https://www.inst.ac.in/internal-complaints-committee ; https://www.inst.ac.in/userpics/downloads/1_1686138883.pdf
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	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	1.92	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	1.92	Same as above

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1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	st.ac.in/rti empty	Fully Met	1.92	Now available as above
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	RTI Manual, Rules & Regulations, Bye-laws 2024 and other documents available at https://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	As per INST Bye-Laws 2024 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	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	0.96	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.pdf ; https://www.inst.ac.in/bog ; https://www.inst.ac.in/rac ; https://www.inst.ac.in/aac ; https://www.inst.ac.in/w

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								ww.inst.ac.in/internal-complaints-committee
1.7.2	Composition	Fully Met	0.96	0.96	As per INST Bye-Laws 2024 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	As per INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per INST Bye-Laws 2024 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	Fully Met	0.96	Same as above
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Not open to public	Fully Met	0.96	Same as above
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	INST Mohali is advised to provide/upload complete detail
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Available in RTI Manual of INST at https://www.inst.ac.in/rti ; https://inst.ac.in/	Fully Met	3.85	https://www.inst.ac.in/rti ; https://inst.ac.in/

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					/inst.ac.in/rti			uploads/48_1725335796.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Available in RTI Manual of INST at https://inst.ac.in/rti	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	Link available at https://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.pdf; https://inst.ac.in/uploads/48_1724216138.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Link available at 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	Link available at https://inst.ac.in/rti	Fully Met	3.85	https://www.inst.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Link available at 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	Fully Met	3.85	3.85	There is no	Fully Met	3.85	https://www.in

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	action has been (i) Pending for Minor penalty or major penalty proceedings				pending disciplinary proceedings against any employee of the Institute			st.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	There is no pending disciplinary proceedings against any employee of the Institute	Fully Met	3.85	Same as above
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Fully Met	1.92	Now available at: https://www.inst.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Fully Met	1.92	Same as above
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	CPIO attended annual meeting of CPIOs held by CIC.	Partially Met	0.96	Same as above; It is advised to provide training to CPIO/APIO
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Link available at https://inst.ac.in/rti	Fully Met	1.92	Guidelines on RTI are updated and

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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/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
Total			89	86		100	98	
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/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports	Fully Met	10.00	Same as above

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					https://inst.a c. in/annual-reports			
2.1.3	Proposed expenditures	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports https://inst.a c. in/annual-reports	Fully Met	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports https://inst.a c. in/annual-reports	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports https://inst.a c. in/annual-reports	Fully Met	10.00	Same as above; https://www.inst.ac.in/annual-reports
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	No specific	Fully Met	16.67	https://www.in

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					budget allocated for foreign tours exists for INST. Matters considered on case to case basis as per DST instructions.			st.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.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	INST Mohali is advised to provide/upload complete detail
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	Available at GeM portal / e-procurement portal of Gol. Information also provided at https://inst.ac.in/tenders	Partially Met	8.34	https://inst.ac.in/uploads/48_1725335796.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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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
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/	Not Applicable	0	0	empty	Not Applicable	0	Same as above

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	permits of authorizations							
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	Available in RTI Manual. Link available at https://inst.ac.in/rti	Fully Met	50.00	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
Total			150	133		150	133	
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	Fully Met	12.50	Now available at: https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; https://inst.ac.in/uploads/48_1709612996.pdf ; https://www.inst.ac.in/internal-forms-downloads
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	Fully Met	12.50	Same as above

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3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	As per INST Mohali, it is NOT applicable
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
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	Fully Met	16.67	16.67	Yes, details about rules & regulations, bye-laws, etc. of INST are available on link at https://www.inst.ac.in/rti; https://inst.ac.in/uploads/48_1725335796.pdf	Fully Met	16.67	

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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	nst.ac.in/rti Yes, details about rules & regulations, bye-laws, etc. of INST are available on link at https://inst.ac.in/rti	Fully Met	16.67	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	Fully Met	16.67	16.67	Yes, details about rules & regulations, bye-laws, etc. of INST are available on link at https://inst.ac.in/rti	Fully Met	16.67	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	https://www.inst.ac.in/ ; https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
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	Details about rules & regulations, bye-laws, etc. of INST are available on	Fully Met	25.00	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					link at https://inst.ac.in/rti			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Available with CPIO (RTI), at INST, Mohali	Fully Met	25.00	Same as above
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	INST Rules & Regulations, Bye-laws, etc is available on link at https://inst.ac.in/rti	Fully Met	25.00	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Certified copies of material available on link at https://inst.ac.in/rti can be obtained from CPIO after paying reasonable rates as per RTI Act	Fully Met	25.00	Same as above
Total			200	200		225	225	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	INST Bye-Laws 2024 https://inst.ac.in/rti	Fully Met	14.29	https://inst.ac.in/uploads/48_1725335796.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Fully Met	14.29	Now available as above
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	Last updation of RTI Manual available on link at https://inst.ac.in/rti is made on 19.08.2024	Fully Met	28.57	02.09.2024: https://inst.ac.in/uploads/48_1725335796.pdf
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	Link available at https://inst.ac.in/rti	Fully Met	9.52	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	RTI Act, RTI Manual, FAQs, Rules & Regulations, Bye-law (2024), etc. available on link at https://inst.ac.in/rti	Fully Met	9.52	Same as above
4.3.3	Location where available	Fully Met	9.52	9.52	Link available at https://inst.ac.in/rti	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	Fully Met	7.14	7.14	Information	Fully Met	7.14	https://www.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					relating to RTI available on website at https://inst.ac.in/rti and same can be accessed through writing to CPIO, INST, Mohali			st.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	As per RTI Act	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	09:00 A.M. to 05:30 P.M. on working days	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	CPIO, INST, Mohali (Email: cfao@inst.ac.in , Ph: 0172-2297000)	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	Link available at https://inst.ac.in/internal-forms-downloads	Fully Met	3.57	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; 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://inst.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ac.in/uploads/48_1725335796.pdf
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Available in Annual Report of respective year(s) https://inst.ac.in/annual-reports	Fully Met	3.57	Same as above
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Link available at 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	https://www.inst.ac.in/tenders ; INST Mohali is advised to provide/upload complete detail
4.5.6	Annual Report	Fully Met	3.57	3.57	Link available at https://inst.ac.in/annual-reports	Fully Met	3.57	https://www.inst.ac.in/annual-reports
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://inst.ac.in/rti Information available in RTI Manual	Fully Met	3.57	https://inst.ac.in/uploads/48_1725335796.pdf
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD),	Not Applicable	0	0	empty	Partially Met	1.79	Same as above; INST

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter							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	Fully Met	14.29	14.29	https://inst.ac.in/rti Information available in RTI Manual	Fully Met	14.29	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://inst.ac.in/rti Information available in RTI Manual	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	Partially Met	14.29	Now partially available at: https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; INST Mohali is advised to provide/upload complete detail
Total			196	146		200	182	
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://inst.ac.in/rti Information available in RTI Manual	Fully Met	20.00	https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.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	Fully Met	20	20.00	https://inst.ac.in/rti	Fully Met	20.00	18.09.2023: https://www.inst.ac.in/uploads/1_1696587329.pdf
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	Partially Met	10.00	Now partially available at: https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.pdf ; 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	Partially Met	10.00	Same as above
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			100	40		100	60	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Details available on link at https://inst.ac.in/rti	Fully Met	25.00	https://www.inst.ac.in/ ; https://www.inst.ac.in/rti ; https://inst.ac.in/uploads/48_1725335796.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 obtain STQC certification and uploading the same
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			786	630		825	724	