

Self appraisal report for Year (2024-25)

Auditor Agency: DR R K SHARMA(Mahatma Gandhi State Institute of Public Administration)

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 Website: https://inst.ac.in	Fully Met	1.28	Fully met
1.1.2	Head of the organization	Fully Met	1.28	1.28	Dr. Akash Deep, Scientist-G and Director (Additional Charge), INST, Mohali Link: https://in	Fully Met	1.28	Fully met

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					st.ac.in/director			
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Annexure-I of RTI Manual Link: https://inst.ac.in/vision-mission	Fully Met	1.28	Fully met
1.1.4	Function and duties	Fully Met	1.28	1.28	As per Chapter-1 (Constitution & Governance) of INST Bye-Laws 2024 Link: https://inst.ac.in/rti	Fully Met	1.28	Fully met
1.1.5	Organization Chart	Fully Met	1.28	1.28	Annexure-II of RTI Manual As per Classification of Staff at Rule 56 of INST Rules & Regulations 2024 Link: https://inst.ac.in/rti	Fully Met	1.28	Fully met
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	Annexure-III of RTI Manual Link: https://inst.ac.in/rti	Fully Met	1.28	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2	Power and duties of its officers and employees	[Section 4(1) (b)(iii)]						
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	(i) Powers of Chairperson, BoG; Director, INST as per Chapter-I of INST Bye Laws - 2024 (ii) Financial powers as contained in DST OM No.A I/5/2/2021 dated 23.03.2021 Link available at https://inst.ac.in/rti	Fully Met	1.92	Fully met
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	As per Rule 48(f) and Rule 56 of Rules & Regulations 2024 Link: https://inst.ac.in/rti	Fully Met	1.92	Fully met
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	As per INST Bye-Laws 2024 and DST OM No.AI/5/2/2021 dated 23.03.2021 Link: https://inst.ac.in/rti	Fully Met	1.92	Fully met

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1.2.4	Work allocation	Fully Met	1.92	1.92	st.ac.in/rti As per INST Bye-Laws 2024 and DST OM No.AI/5/2/2021 dated 23.03.2021 Link: https://in.st.ac.in/rti	Fully Met	1.92	Fully met
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	As per INST Bye-Laws 2024, 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 Link: https://in.st.ac.in/rti	Fully Met	1.54	Fully met
1.3.2	Final decision making authority	Fully Met	1.54	1.54	As per INST	Fully Met	1.54	Fully met

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					Bye-Laws 2024, 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 Link: https://inst.ac.in/rst.ac.in/rti			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per INST Bye-Laws 2024 Link: https://inst.ac.in/rst.ac.in/rti	Fully Met	1.54	Fully met
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	Fully met
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	As per Rule 56	Fully Met	1.54	Fully met

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					(Classification of Staff) of Rules & Regulations (2024) of INST, Mohali, scientific and administrative staff placed in separate categories. Channel of supervision is as per organizational structure of INST and every employee is accountable towards duties assigned by authorities from time to time. Link: https://inst.ac.in/r			
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	(i) Central Instrument Facility (Link: https://inst.ac.i	Fully Met	1.54	Fully met

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					n/central-instrument-facility) (ii) Internship programmes (Link: https://inst.ac.in/inter-ship-programme)			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Available at https://inst.ac.in/central-instrument-facility	Fully Met	1.54	Fully met
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	(i) Central Instrument Facility (Link: https://inst.ac.in/central-instrument-facility) (ii) Internship programmes (Link: https://inst.ac.in/inter-ship-programme)	Fully Met	1.54	Fully met
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	As per MoU signed with DST, Gol	Fully Met	1.54	Fully met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Link: https://www.inst.ac.in/userpics/downloads/1_1686138883.pdf	Fully Met	1.54	Fully met

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1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions [Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	As per INST Bye-Laws 2024 Link: https://inst.ac.in/r/ti	Fully Met	2.60	Fully met
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	As per INST Bye-Laws 2024 Link: https://inst.ac.in/r/ti	Fully Met	2.60	Fully met
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	As per INST Bye-Laws 2024 Link: https://inst.ac.in/r/ti	Fully Met	2.60	Fully met
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	Contained in INST Bye-Laws, Rules & Regulations, MoA 2024. RTI Manual, Rules & Regulations, Bye-laws 2024 and other documents available at https://inst.ac.in/r/ti	Fully Met	3.85	Fully met

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1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Custody of various documents related to relevant field of functions defined in INST Bye-Laws 2024 Link: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
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	Major Board, Council, Committees of INST, Mohali are as per Bye-Laws, Rules & Regulations, MoA 2024 such as (a) Board of Governors (b) Research & Academic Advisory Council (c) Building Committee (d) Finance Committee	Fully Met	0.96	Fully met

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1.7.2	Composition	Fully Met	0.96	0.96	Link: https://inst.ac.in/rti Composition/TFully Met enure as prescribed in Bye-Laws, Rules & Regulations, MoA 2024. Details of committees available at Clause-2 of Chapter-1 (Constitution & Governance) Link: https://inst.ac.in/rti	0.96	0.96	Fully met
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Details available at: https://inst.ac.in/bog ; https://inst.ac.in/raac	Fully Met	0.96	Fully met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Composition/TFully Met enure as prescribed in Bye-Laws, Rules & Regulations, MoA 2024. Details of	0.96	0.96	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					committees available at Clause-2 of Chapter-1 (Constitution & Governance) Link: https://in.st.ac.in/rti			
1.7.5	Powers and functions	Fully Met	0.96	0.96	Powers and functions as prescribed in Bye-Laws, Rules & Regulations, MoA 2024. Details of committees available at Clause-3 of Chapter-1 (Constitution & Governance) Link: https://in.st.ac.in/rti	Fully Met	0.96	Fully met
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	Fully met
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	Fully met
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	NA

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1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Annexure-IV of RTI Manual Link: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Annexure-IV of RTI Manual Link: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
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: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	In accordance with 7th CPC (with LTC, CEA, EL Encashment, Gratuity, CCL etc.)	Fully Met	3.85	Fully met
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	Link: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Link: https://in.st.ac.in/rti	Fully Met	3.85	Fully met
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	There is no pending disciplinary proceedings against any employee of	Fully Met	3.85	Fully met

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1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	the Institute There is no disciplinary proceeding against any employee of the Institute	Fully Met	3.85	Fully met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	INST, Mohali organizes programmes related to RTI for employees on regular basis. CPIO apprised the administrative staff on the status of RTI activities on 04.09.2024.	Fully Met	1.92	Fully met
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Employees are encouraged to participate in RTI related activities by the Institute	Fully Met	1.92	Fully met
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	CPIO receives training material from CIC	Fully Met	1.92	Fully met

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					containing information / details regarding various aspects of RTI Act.			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Guidelines on RTI regularly updated on website / notice boards / email etc. The latest updation was made on 01.06.2025 Link : https://in.st.ac.in/rti	Fully Met	1.92	Fully met
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	INST being a standalone research based institute and does not have any transfer policy. There was no transfer in the last year	Fully Met	7.69	Fully met
Total			99	99		99	99	

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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 Link: https://inst.ac.in/annual-reports	Partially Met	5.00	Partially met as data of FY 2024-25 is required
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports Link: https://inst.ac.in/annual-reports	Partially Met	5.00	Partially met as data of FY 2024-25 is required
2.1.3	Proposed expenditures	Fully Met	10	10.00	As contained in Annual Accounts contained in Annual Reports Link: https://inst.ac.in/annual-reports	Partially Met	5.00	Partially met as data of FY 2024-25 is required
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	As contained in Annual	Partially Met	5.00	Partially met as data of FY

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					Accounts contained in Annual Reports Link: https://inst.ac.in/annual-reports			2024-25 is required
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 Link: https://inst.ac.in/annual-reports	Fully Met	10.00	Fully met
2.1.6	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	10	10.00	Details available at GeM portal / e-procurement portal of Gol. Information also provided at Link: https://inst.ac.in/tenders	Fully Met	10.00	Fully met
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	No specific budget allocated for foreign tours exists for	Fully Met	20.00	Fully met

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					INST. Matters considered on case to case basis as per DST instructions.			
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	20	0	empty	Not Met	0	Not met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable0		0	empty	Not Applicable0		NA
2.3.2	Objective of the programme	Not Applicable0		0	empty	Not Applicable0		NA
2.3.3	Procedure to avail benefits	Not Applicable0		0	empty	Not Applicable0		NA
2.3.4	Duration of the programme/ scheme	Not Applicable0		0	empty	Not Applicable0		NA
2.3.5	Physical and financial targets of the programme	Not Applicable0		0	empty	Not Applicable0		NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable0		0	empty	Not Applicable0		NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable0		0	empty	Not Applicable0		NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable0		0	empty	Not Applicable0		NA
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 Applicable0		0	empty	Not Applicable0		NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable0		0	empty	Not Applicable0		NA
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 Applicable0		0	empty	Not Applicable0		NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	Not Applicable0		0	empty	Not Applicable0		NA

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	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							
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	Annexure-V of RTI Manual	Fully Met	50.00	Fully met
Total			150	130		150	110	
3	Publicity and 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 thereof [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	INST Bye-Laws, Rules & Regulations, Memorandum of Association of Association 2024, and various forms & other documents available at INST Website. Link: https://inst.ac.in/rti http://www.inst.ac.in/internal-fo-rms-downloads	Fully Met	12.50	Fully met
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy	Fully Met	12.5	12.50	External members of	Fully Met	12.50	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				BoG, RAAC, FC etc provide inputs with respect to decisions taken by the Institute from time to time as per INST Bye-Laws, Rules & Regulations, Memorandum of Association of Association 2024 Link: https://inst.ac.in/r ti			
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable0	0	0	empty	Not Applicable0		NA
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable0	0	0	empty	Not Applicable0		NA
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable0	0	0	empty	Not Applicable0		NA
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable0	0	0	empty	Not Applicable0		NA
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable0	0	0	empty	Not Applicable0		NA
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 Applicable0	0	0	empty	Not Applicable0		NA

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3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable0	0	0	empty	Not Applicable0	0	NA
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable0	0	0	empty	Not Applicable0	0	NA
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable0	0	0	empty	Not Applicable0	0	NA
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://institute.ac.in/rti	Fully Met	16.67	Fully met
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	Yes, details about rules & regulations, bye-laws, etc. of INST are available on link at https://institute.ac.in/rti	Fully Met	16.67	Fully met
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://institute.ac.in/rti	Fully Met	16.67	Fully met

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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	Link: https://in.st.ac.in	Fully Met	50.00	Fully met
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	Yes, details about rules & regulations, bye-laws, etc. of INST are available on link at https://in.st.ac.in/rti	Fully Met	25.00	Fully met
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Yes, it is available with CPIO (RTI), at INST, Mohali	Fully Met	25.00	Fully met
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://in.st.ac.in/rti	Fully Met	25.00	Fully met
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://in.st.ac.in/rti can be obtained from CPIO after	Fully Met	25.00	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					paying reasonable rates as per RTI Act			
Total			225	225		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	Hindi	Fully Met	9.52	9.52	RTI Manual is prepared in bilingual (Hindi / English) format	Fully Met	9.52	Fully met
4.1.2	English	Fully Met	9.52	9.52	Link available at https://inst.ac.in/rti	Fully Met	9.52	Fully met
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	Not Met	0	Not met
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual update	Fully Met	28.57	28.57	Last updation of RTI Manual available on link at https://inst.ac.in/rti is made on 01.06.2025	Fully Met	28.57	Fully met
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	Fully met
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	RTI Act, RTI Manual, FAQs, Rules	Fully Met	9.52	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					& Regulations, Bye-law (2024), etc. available on link at https://inst.ac.in/rti			
4.3.3	Location where available	Fully Met	9.52	9.52	Link available at https://inst.ac.in/rti	Fully Met	9.52	Fully met
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Information relating to RTI available on website at https://inst.ac.in/rti and same can be accessed through writing to CPIO, INST, Mohali	Fully Met	7.14	Fully met
4.4.2	Details of information made available	Fully Met	7.14	7.14	As per RTI Act	Fully Met	7.14	Fully met
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	Fully met
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	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	Link available at https://inst.ac.in/internal-forms-downloads	Fully Met	4.10	Fully met
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	Available in Annual Report of respective year(s) Link: https://inst.ac.in/annual-reports	Fully Met	4.10	Fully met
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	Available in Annual Report of respective year(s) Link: https://inst.ac.in/annual-reports	Fully Met	4.10	Fully met
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	As per GeM portal / e-procurement portal of Gol.	Fully Met	4.10	Fully met
4.5.5	Annual Report	Fully Met	4.1	4.10	Link available at https://inst.ac.in/annual-reports	Fully Met	4.10	Fully met
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	Annexure-VI of RTI Manual	Fully Met	4.10	Fully met
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the	Partially Met	4.1	2.05	In process	Partially Met	2.05	Partially met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	performance against the benchmarks set in the Citizen's Charter							
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	Annexure-VII of RTI Manual	Fully Met	14.29	Fully met
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Annexure-VII of RTI Manual	Fully Met	14.29	Fully met
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	The questions raised in Parliament forwarded to INST, Mohali are replied within time.	Fully Met	28.57	Fully met
Total			200	189		200	189	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	Annexure-VIII of RTI Manual	Fully Met	20.00	Fully met
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	Third Party Audit of voluntary disclosure was conducted by NITTTR, Chandigarh on 13.09.2024. Link : https://in.st.ac.in/rti	Fully Met	20.00	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not met
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	Not met
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	Not met
Total			100	40		100	40	
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 [Section 4(2)]							
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://institute.ac.in/rti	Fully Met	25.00	Fully met
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)							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Not met
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Not met
Total			50	25		50	25	
Grand Total			824	708		824	688	