

Self appraisal report for Year (2025-26)

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	URL	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	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://inst.ac.in/director	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as Fully Met.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://inst.ac.in/vision-mission	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.1.4	Function and duties	Fully Met	1.28	1.28	https://inst.ac.in/rti	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://inst.ac.in/rti	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	1.28	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
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	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information has been disclosed and is available on the official

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									website. Hence, the parameter is assessed as Fully Met.
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.2.4	Work allocation	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been disclosed and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									is available on the official website. Hence, the parameter is assessed as Fully Met.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
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 https://inst.ac.in/internship-programme	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.4.2	Norms/ standards for functions/	Fully Met	1.54	1.54	https://inst.ac.in/central-	empty	Fully Met	1.54	The requisite

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	service delivery				instrument-facility				information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://inst.ac.in/central-instrument-facility https://inst.ac.in/internship-programme	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://inst.ac.in/rti	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.inst.ac.in/userpics/downloads/1_1686138883.pdf	empty	Fully Met	1.54	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
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	https://inst.ac.in/rti	empty	Fully Met	2.60	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://inst.ac.in/rti	empty	Fully Met	2.60	The requisite information has been disclosed and is available on the official website. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as Fully Met.
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://inst.ac.in/rti	empty	Fully Met	2.60	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	0.96	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.7.2	Composition	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Fully Met	0.96	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://inst.ac.in/bog ; https://inst.ac.in/raac	empty	Fully Met	0.96	The requisite information has been disclosed and is available on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									the official website. Hence, the parameter is assessed as Fully Met.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Fully Met	0.96	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Fully Met	0.96	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Fully Met	0.96	The requisite information has been disclosed and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									is available on the official website. Hence, the parameter is assessed as Fully Met.
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Fully Met	0.96	It has been specifically disclosed that the minutes of the meetings are not open to the public. Hence, the parameter is assessed as Fully Met, but it is recommended to state the reasons for the same.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://inst.ac.in/rti	empty	Not Applicable	0	Since the minutes of the meetings have been stated to be not open to the public, the question of specifying the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									place where such minutes are publicly available does not arise. Hence, the parameter is assessed as Not Applicable.
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://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									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	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information regarding the designated RTI authorities has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://inst.ac.in/rti	empty	Fully Met	3.85	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	3.85	The Institute has specifically disclosed that no disciplinary proceedings are pending against any employee. Hence, the parameter is assessed as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Fully Met.
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://inst.ac.in/rti	empty	Fully Met	3.85	The Institute has specifically disclosed the position regarding disciplinary proceedings. Hence, the parameter is assessed as Fully Met.
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information regarding conduct of RTI-related programmes has been disclosed. Hence, the parameter is assessed as Fully Met.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The Institute has disclosed that employees are encouraged to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									participate in RTI-related activities. Hence, the parameter is assessed as Fully Met.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	Accepted
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://inst.ac.in/rti	empty	Fully Met	1.92	The requisite information regarding updating of the RTI guidelines/manual has been disclosed. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	7.69	The Institute has clearly disclosed that it is a standalone institution, has no transfer policy and that no transfer was made during the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									relevant period. Hence, the parameter is assessed as Fully Met.
Total			100	100			99	99	
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://inst.ac.in/rti	empty	Fully Met	10.00	The total sanctioned budget has been disclosed. Hence, the parameter is assessed as Fully Met.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://inst.ac.in/rti	empty	Partially Met	5.00	The overall sanctioned budget of the Institute has been disclosed; however, a distinct programme/plan-wise allocation is not clearly provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Hence, the parameter is assessed as Partially Met.
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://inst.ac.in/rti	empty	Partially Met	5.00	The total sanctioned budget has been disclosed; however, the proposed expenditure under identifiable heads/programmes is not separately disclosed. Hence, the parameter is assessed as Partially Met.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://inst.ac.in/rti	empty	Not Met	0	The disclosure repeats the total sanctioned budget and TSA mechanism but does not provide the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									revised budget or specifically state that no revised budget was applicable. Hence, the parameter is assessed as Not Met.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://inst.ac.in/annual-reports	empty	Fully Met	10.00	Annual Reports are available on the website; however, the Annual Reports page presently displays reports only up to 2024–25 and does not provide the corresponding 2025–26 disbursement report. Yet, the parameter is assessed as fully Met, looking at the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									history that year wise annual report is published each year.
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	https://www.inst.ac.in/tenders	empty	Partially Met	5.00	Tender notices and G eM/e-procurement references are available; however, comprehensive disclosure of successful suppliers, awarded amounts/rates and concluded contract particulars is not available at one place as required. Hence, the parameter is assessed as Partially 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	https://inst.ac.in/rti	empty	Fully Met	20.00	The Institute has

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									specifically disclosed that no separate budget is earmarked for foreign tours and that such matters are considered on a case-to-case basis under DST instructions. Hence, the parameter is assessed as Fully Met.
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	Partially Met	20	10.00	https://inst.ac.in/rti	empty	Not Met	0	The disclosure merely states "In process" and does not provide the places visited, period of visit, number of delegation members or expenditure incurred. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as 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 Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									parameter is assessed as Not Applicable.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty	Not Applicable	0	No subsidy programme of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									the nature covered under this parameter has been reported by the Institute. Hence, the parameter is assessed as Not Applicable.
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	empty	Not Applicable	0	No such grants/allocations have been reported in the material submitted for audit. Hence, the parameter is assessed as Not Applicable.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty	Not Applicable	0	In view of the absence of grants of the nature covered under 2.4.1, this parameter does not arise. Hence,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									it is assessed as Not Applicable.
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	empty	Partially Met	12.50	The parameter cannot be treated as wholly Not Applicable, as INST grants category-based concessions such as reduced application fees to SC/ST/PH candidates; however, a consolidated disclosure of such concessions has not been made under the RTI disclosure. Hence, the parameter is assessed as Partially Met.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	empty	Partially Met	12.50	Eligibility and the concessional application fee are available through relevant admission notifications; however, the complete particulars prescribed under this parameter, including consolidated recipient/details of concessions, are not disclosed. Hence, the parameter is assessed as Partially Met.
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://inst.ac.in/rti	empty	Fully Met	50.00	The requisite information has been disclosed through the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									relevant annexure of the RTI Manual. Hence, the parameter is assessed as Fully Met.
Total			150	140			200	130	
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 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://inst.ac.in/rti https://www.inst.ac.in/internal-forms-downloads	empty	Fully Met	12.50	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
3.1.2	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://inst.ac.in/rti https://www.inst.ac.in/internal-forms-downloads	empty	Fully Met	12.50	The requisite information has been disclosed and is available on the official website. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as Fully Met.
3.1.3	a) Arrangements for consultation with or representation by 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://inst.ac.in/rti	empty	Fully Met	12.50	The requisite information has been disclosed and is available on the official website. Hence, the parameter is assessed as Fully Met.
3.1.4	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.5	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.6	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.7	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Hence, the parameter is assessed as Not Applicable.
3.1.8	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.9	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	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Applicable.
3.1.10	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.11	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as Not Applicable.
3.1.12	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty	Not Applicable	0	No Public-Private Partnership

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									arrangement of the nature covered under this parameter has been reported. Hence, the parameter is assessed as 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	Fully Met	16.67	16.67	https://inst.ac.in/rti	empty	Not Met	0	Mere availability of the Institute's Rules, Regulations and Bye-laws does not disclose the specific policy decisions/legislations affecting the public that were taken during the previous year, or state that none were taken. Hence, the parameter

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									is assessed as Not 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	https://inst.ac.in/rti	empty	Not Met	0	The disclosure does not set out the actual process through which members of the public are consulted in formulation of policies or decisions affecting them. Hence, the parameter is assessed as Not 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	https://inst.ac.in/rti	empty	Not Applicable	0	N/A
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	empty	Fully Met	50.00	The Institute maintains an official website through which

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									information is disseminated. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	25.00	The requisite information is available in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://inst.ac.in/rti	empty	Fully Met	25.00	The requisite information is available in electronic form on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	25.00	The requisite information is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									available in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://inst.ac.in/rti	empty	Fully Met	25.00	The requisite information is available in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
Total			238	238			221	188	
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	https://inst.ac.in/rti	empty	Fully Met	9.52	The requisite information is available in electronic form on the official website. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as Fully Met.
4.1.2	English	Fully Met	9.52	9.52	https://inst.ac.in/rti	empty	Fully Met	9.52	The requisite information is available in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.1.3	Vernacular/ Local Language	Partially Met	9.52	4.76	https://inst.ac.in/rti	empty	Not Met	0	The Institute itself states that disclosure in the vernacular/local language is "In process"; no completed local-language version has been disclosed. Hence, the parameter is assessed as Not Met.
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]								
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://inst.ac.in/rti	empty	Fully Met	28.57	The date of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									latest annual updation has been specifically disclosed in the Self-Appraisal/RTI disclosure. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	9.52	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://inst.ac.in/rti	empty	Fully Met	9.52	The requisite information has been disclosed in electronic form on the official

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									website. Hence, the parameter is assessed as Fully Met.
4.3.3	Location where available	Fully Met	9.52	9.52	https://inst.ac.in/rti	empty	Fully Met	9.52	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	7.14	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://inst.ac.in/rti	empty	Fully Met	7.14	The requisite information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://inst.ac.in/rti	empty	Fully Met	7.14	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://inst.ac.in/rti	empty	Fully Met	7.14	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									assessed as Fully Met.
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	https://inst.ac.in/internal-forms-downloads	empty	Fully Met	4.10	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://inst.ac.in/annual-reports	empty	Fully Met	4.10	The requisite information has been disclosed in electronic form on the official website. Hence, the parameter is assessed as Fully Met.
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://inst.ac.in/annual-reports	empty	Fully Met	4.10	The requisite information has been disclosed in electronic

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									form on the official website. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Partially Met	2.05	Tender/procurement information is available through the website/GeM/e-procurement system; however, comprehensive disclosure of the name of contractor, contract amount and period of completion for all contracts is not available as required. Hence, the parameter is assessed as Partially Met.
4.5.5	Annual Report	Fully Met	4.1	4.10	https://inst.ac.in/annual-	empty	Fully Met	4.10	Annual

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					reports				Reports are available on the official website. Hence, the parameter is assessed as Fully Met.
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://inst.ac.in/rti	empty	Fully Met	4.10	The requisite FAQs have been disclosed through the RTI Manual/annexure. Hence, the parameter is assessed as Fully Met.
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Partially Met	4.1	2.05	https://inst.ac.in/rti	empty	Not Met	0	The disclosure merely states that the matter is "In process"; neither a completed Citizen's Charter nor the prescribed six-monthly performance

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									report against its benchmarks has been disclosed. Hence, the parameter is assessed as Not Met.
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	empty	Fully Met	14.29	The requisite information has been disclosed through the relevant annexure of the RTI Manual. Hence, the parameter is assessed as Fully Met.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://inst.ac.in/rti	empty	Fully Met	14.29	The requisite information has been disclosed through the relevant annexure of the RTI Manual.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Partially Met	14.29	The Institute has stated that Parliamentary Questions forwarded to it are replied to within time; however, the actual details of questions received and the replies furnished have not been disclosed. Hence, the parameter is assessed as Partially Met.
Total			200	193			200	170	
5	Information as may be prescribed								
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]								
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://inst.ac.in/rti	empty	Fully Met	20.00	The requisite information regarding present and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									earlier CPIOs/FAAs has been disclosed through the relevant annexure. Hence, the parameter is assessed as 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	https://inst.ac.in/rti	empty	Fully Met	20.00	Accepted
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	Partially Met	20	10.00	https://inst.ac.in/rti	empty	Not Applicable	0	Since no Nodal Officer is appointed, it shall be treated as N/A
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://inst.ac.in/rti	empty	Fully Met	20.00	The Institute states that consultation is undertaken with officials such as the CPIO, FO and FAA; however, constitution of a formal consultancy

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	empty	Not Met	0	No valid STQC certification has been disclosed or produced for verification. Hence, the parameter is assessed as Not Met.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	empty	Not Applicable	0	No STQC certificate is available/displayed on the official website.
Total			50	25			38	25	
Grand Total			838	776			818	672	