

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/ URL
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/
1.1.2	Head of the organization	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/upload/PDF/DrSK_Bio.pdf
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/CommonNew.php?ds=71&page=1

1.1.4	Function and duties	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/CommonNew.php?ds=178&page=1https://www.csio.res.in/CommonNew.php?ds=178&page=1
1.1.5	Organization Chart	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/CommonNew.php?ds=72&page=1

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	1.28	Fully Met	1.28	www.csio.res.in Specific link being upgraded.	Fully Met	1.28	https://www.csio.res.in/CommonNew.php?ds=70&page=1
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)	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/MemorandumofAssociation.pdf	Fully Met	1.54	ok
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/MemorandumofAssociation.pdf	Fully Met	1.54	ok

1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/MemorandumofAssociation.pdf	Fully Met	1.54	ok
1.2.4	Exercised	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/MemorandumofAssociation.pdf	Fully Met	1.54	ok
1.2.5	Work allocation	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/workallocation.pdf	Fully Met	1.54	ok
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	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/MemorandumofAssociation.pdf	Fully Met	1.54	https://www.csio.res.in/CommonNew.php?ds=208&page=1
1.3.2	Final decision making authority	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/Delegationofpowers.pdf	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	www.csio.res.in Specific link being upgraded.	Fully Met	1.54	ok

1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/TimeLimit.pdf	Fully Met	1.54	ok
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	https://www.csio.res.in/upload/PDF/Delegationofpowers.pdf	Fully Met	1.54	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	www.csio.res.in	Fully Met	1.54	https://www.csio.res.in/CommonNew.php?ds=207&page=1
1.4.2	Norms/ standards for functions/ service delivery	1.54	Partially Met	0.77	under process	Not Met	0	Not met
1.4.3	Process by which these services can be accessed	1.54	Partially Met	0.77	under process	Not Met	0	Not met

1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	www.csio.res.in	Fully Met	1.54	ok
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	https://pgportal.gov.in/	Fully Met	1.54	ok
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.	1.92	Fully Met	1.92	http://www.csir.res.in/rules-regulation	Fully Met	1.92	ok
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	http://www.csir.res.in/rules-regulation	Fully Met	1.92	ok
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	http://www.csir.res.in/rules-regulation	Fully Met	1.92	ok
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	https://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840%2529.pdf	Fully Met	1.92	ok
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							

1.6.1	Categories of documents	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=191&page=1
1.6.2	Custodian of documents/categories	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=191&page=1
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.	<input type="text" value="0.96"/>	Fully Met	<input type="text" value="0.96"/>	www.csio.res.in Specific weblink is being upgraded	Fully Met	0.96	https://www.csio.res.in/CommonNew.php?ds=194&page=1
1.7.2	Composition	<input type="text" value="0.96"/>	Fully Met	<input type="text" value="0.96"/>	www.csio.res.in Specific weblink is being upgraded	Fully Met	0.96	https://www.csio.res.in/CommonNew.php?ds=194&page=1

1.7.3	Dates from which constituted	<input type="text" value="0.96"/>	Fully Met	<input type="text" value="0.96"/>	www.csio.res.in Specific weblink is being upgraded	Not Met	0	Not met
1.7.4	Term/ Tenure	<input type="text" value="0.96"/>	Fully Met	<input type="text" value="0.96"/>	www.csio.res.in Specific weblink is being upgraded	Not Met	0	Not met
1.7.5	Powers and functions	<input type="text" value="0.96"/>	Fully Met	<input type="text" value="0.96"/>	www.csio.res.in Specific weblink is being upgraded	Not Met	0	Not met
1.7.6	Whether their meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	NA
1.7.7	Whether the minutes of the meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	NA
1.7.8	Place where the minutes if open to the public are available?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	NA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							

1.8.1	Name and designation	3.85	Fully Met	3.85	www.csio.res.in	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	www.csio.res.in	Fully Met	3.85	ok
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	3.85	Fully Met	3.85	https://www.csio.res.in/upload/PDF/PayLevelCSIOStaff1.pdf	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	https://www.csir.res.in/	Fully Met	3.85	ok
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	3.85	Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=186&page=1	Fully Met	3.85	ok

1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=186&page=1 Specific link is being upgraded	Fully Met	3.85	ok
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=186&page=1	Fully Met	3.85	ok
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	https://www.csio.res.in/CommonNew.php?ds=186&page=1	Fully Met	3.85	ok
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	1.92	Fully Met	1.92	Conducted by CSIR-HRDG	Fully Met	1.92	ok

1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	as above	Fully Met	1.92	ok
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	as above	Fully Met	1.92	CSIR-HRDC conducting training
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	being done	Partially Met	0.96	More specific details to be given
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]	7.69	Fully Met	7.69	https://www.csio.res.in/upload/PDF/t&o.pdf	Fully Met	7.69	ok
Total		89		88		97	90	

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Budget and Programme**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	10	Partially Met	5.00	under process
2.1.2	Budget for each agency and plan & programmes	10	Partially Met	5.00	under process
2.1.3	Proposed expenditures	10	Partially Met	5.00	under process
2.1.4	Revised budget for each agency, if any	10	Partially Met	5.00	under process
2.1.5	Report on disbursements made and place where the related reports are available	10	Partially Met	5.00	under process
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	16.67	Partially Met	8.34	under process
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	16.67	Partially Met	8.34	under process

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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.	16.67	Partially Met	8.34	under process
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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.	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
Total		100		50	
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Publicity Band Public interface**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	0	Not Applicable	0	
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	0	Not Applicable	0	
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Fully Met	2.78	Annual report of CSIO is available at www.csio.res.in
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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)	<input type="text" value="50"/>	Fully Met	<input type="text" value="50.00"/>	www.csio.res.in
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	<input type="text" value="25"/>	Fully Met	<input type="text" value="25.00"/>	www.csio.res.in
3.4.2	Information manual/handbook available in Printed format	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="25"/>	Fully Met	<input type="text" value="25.00"/>	Online
3.5.2	List of materials available At a reasonable cost of the medium	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		103		103	
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E-Governance**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. ...]				
4.1.1	English	14.29	Fully Met	14.29	English
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	Hindi
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15 ...]				
4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	05.04.2019
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	csir-csio website
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	csir-csio website
4.3.3	Location where available	9.52	Fully Met	9.52	www.csio.res.in
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(v)]				
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	Library and Concerned divisions/sections.
4.4.2	Details of information made available	7.14	Fully Met	7.14	Library and Concerned divisions/sections.
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	9AM - 5.30PM

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	PIO : Sh. Prasant Kumar Mahapatra, Princip Sector 30C, Chandigarh-160030 0171-2672-prasant22@csio.res.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Partially Met	1.79	under process
4.5.2	Details of applications received under RTI and information provided	3.57	Partially Met	1.79	under process
4.5.3	List of completed schemes/ projects/ Programmes	0.57	Fully Met	0.57	Annual reports
4.5.4	List of schemes/ projects/ programme underway	3.57	Fully Met	3.57	Annual reports
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Fully Met	3.57	i. Annual contract for security manpower Ser Chandigarh-160030. Contractor : M/s Raksh Annual contract value: Rs.6565481.00 Perio to 15.7.2020 ii. Annual contract for House Ke Canteen, Guest House and other Manpower Chandigarh-160030. Contractor : M/s Guard Placement Services Annual contract value: F of contract : 1.3.2018 to 28.2.2019
4.5.6	Annual Report	3.57	Fully Met	3.57	www.csio.res.in
4.5.7	Frequently Asked Question (FAQs)	0	Not Applicable	0	
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	Partially Met	1.79	under process
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.6.1	Details of applications received and disposed	14.25	Partially Met	7.15	Weblink is being updated
4.6.2	Details of appeals received and orders issued	14.25	Partially Met	7.15	Weblink is being updated
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	https://www.csio.res.in/upload/PDF/Parliamentary Questions and Answers - 2019-2020.pdf
Total		193		174	
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Information as may be prescribed**Year(2019-20)**

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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	20	Fully Met	20.00	https://www.csio.res.in/CommonNew.php?ds=209&page=1
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Not Met	0	
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	20	Fully Met	20.00	Dr. PK Mahapatra Principal Scientist
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	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	20	Not Met	0	
Total		80		40	
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Information Disclosed on own Initiative**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	25	Fully Met	25.00	www.csio.res.in
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	12.5	Partially Met	6.25	In process
6.2.2	Does the website show the certificate on the Website?	0	Not Applicable	0	
Total		38		31	

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