

## Self appraisal report for Year (2022-23)

**Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication, New Delhi)**

**Ministry Name: Ministry of Chemicals & Fertilizers**

**Department Name: Department of Pharmaceuticals**

**Public Authority Name: NIPER, Guwahati**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Details mentioned	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	Details mentioned	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Details mentioned	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	Details mentioned	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	Details mentioned	Fully Met	1.28	Okay
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	Partially Met	1.28	0.64	In the process of updation	Partially Met	0.64	Okay
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Partially Met	1.54	0.77	No judicial functions	Partially Met	0.77	Okay
1.2.2	Power and duties of other employees	Not Met	1.54	0	empty	Not Met	0	Okay
1.2.3	Rules/ orders under which powers and duty are	Fully Met	1.54	1.54	Details	Fully Met	1.54	Okay

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.1	Title and nature of the record/ manual /instruction.	Partially Met	1.92	0.96	No specific manual for the Institute	Partially Met	0.96	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Details mentioned	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Details mentioned	Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Not Met	3.85	0	empty	Not Met	0	Okay
1.6.2	Custodian of documents/categories	Partially Met	3.85	1.93	In the process of updation	Partially Met	1.93	Okay
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Partially Met	0.96	0.48	In the process of updation	Partially Met	0.48	Okay
1.7.2	Composition	Partially Met	0.96	0.48	In the process of updation	Partially Met	0.48	Okay
1.7.3	Dates from which constituted	Partially Met	0.96	0.48	In the process of updation	Partially Met	0.48	Okay
1.7.4	Term/ Tenure	Partially Met	0.96	0.48	In the process of updation	Partially Met	0.48	Okay
1.7.5	Powers and functions	Partially Met	0.96	0.48	In the process of updation	Partially Met	0.48	Okay
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Okay
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	Okay
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Partially Met	3.85	1.93	In the process of updation	Partially Met	1.93	Okay
1.8.2	Telephone , fax and email ID	Partially Met	3.85	1.93	In the process	Partially Met	1.93	Okay

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.1	Total Budget for the public authority	Partially Met	10	5.00	In the process of updation	Partially Met	5.00	Okay
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.3	Proposed expenditures	Partially Met	10	5.00	In the process of updation	Partially Met	5.00	Okay
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Partially Met	10	5.00	In the process of updation	Partially Met	5.00	Okay
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Applicable	0	0	empty	Not Applicable	0	Okay
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 Applicable	0	0	empty	Not Applicable	0	Okay
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	Details mentioned	Fully Met	16.67	Okay
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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.	Not Met	50	0	empty	Not Met	0	Okay
<b>Total</b>			<b>97</b>	<b>32</b>		<b>97</b>	<b>32</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Deatils mentioned	Fully Met	12.50	Okay
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day	Not Met	12.5	0	empty	Not Met	0	Okay

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	& time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants							
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	Details mentioned in website	Fully Met	50.00	Okay
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	Details mentioned	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Not Met	25	0	empty	Not Met	0	Okay
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>125</b>	<b>88</b>		<b>125</b>	<b>88</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Details mentioned in	Fully Met	9.52	Okay



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					website			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Details mentioned in website	Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	Details mentioned in website	Fully Met	9.52	Okay
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Partially Met	7.14	3.57	In the process of updation	Partially Met	3.57	Okay
4.4.2	Details of information made available	Partially Met	7.14	3.57	In the process of updation	Partially Met	3.57	Okay
4.4.3	Working hours of the facility	Partially Met	7.14	3.57	In the process of updation	Partially Met	3.57	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Partially Met	7.14	3.57	In the process of updation	Partially Met	3.57	Okay
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Partially Met	3.57	1.79	In the process of updation	Partially Met	1.79	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Details mentioned in website	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	3.57	1.79	In the process of updation	Partially Met	1.79	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	Details mentioned in website	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	Okay

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4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Details mentioned in website	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Details mentioned in website	Fully Met	14.29	Okay
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Details mentioned in website	Fully Met	28.57	Okay
<b>Total</b>			<b>132</b>	<b>111</b>		<b>132</b>	<b>111</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Partially Met	20	10.00	Current Details given	Partially Met	10.00	Okay
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	Details mentioned in website	Fully Met	20.00	Okay
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 Applicable	0	0	empty	Not Applicable	0	Okay
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 Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>40</b>	<b>30</b>		<b>40</b>	<b>30</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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	Information in website	Fully Met	25.00	Okay
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Okay
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>38</b>	<b>25</b>		<b>38</b>	<b>25</b>	
<b>Grand Total</b>			<b>517</b>	<b>331</b>		<b>517</b>	<b>331</b>	