

Self appraisal report for Year (2023-24)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication)

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
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://niperguwahati.ac.in/about.html	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://niperguwahati.ac.in/director.html	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://niperguwahati.ac.in/about.html	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	As per NIPER Acts/ https://niperguwahati.ac.in/niperact.html	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://niperguwahati.ac.in/administration.html	Fully Met	1.28	Okay
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from	Fully Met	1.28	1.28	As per NIPER Acts/ https://ni	Fully Met	1.28	Okay

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	time to time as well as the committees/ Commissions constituted from time to time have been dealt				perguwahati.a c.in/niperact.h tml			
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	1.54	1.54	As per NIPER Acts/ https://niperghuwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperghuwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperghuwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperghuwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperghuwahati.ac.in/niperact.html	Fully Met	1.54	Okay
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://niperghuwahati.ac.in/a	Fully Met	1.54	Okay

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					dministration.html			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	BoG/Director/ Administrative Ministry	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperguwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperguwahati.ac.in/niperact.html	Fully Met	1.54	Okay
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	As per NIPER Acts/ https://niperguwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	As per NIPER Acts/ https://niperguwahati.ac.in/niperact.html	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://niperguwahati.ac.in/admission.html	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	As per the	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					provisions of NIPER Acts and Ordinances			
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	As per NIPER Acts/ https://niperu.wahati.ac.in/niperact.html	Fully Met	1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	As per NIPER Acts/ https://niperu.wahati.ac.in/niperact.html	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	As per NIPER Acts/ https://niperu.wahati.ac.in/niperact.html	Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	As per NIPER Acts/ https://niperu.wahati.ac.in/niperact.html	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	As per NIPER Acts/ https://niperu.wahati.ac.in/niperact.html	Fully Met	3.85	Okay

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.1	List of employees with Gross monthly remuneration	Not Met	3.85	0	empty	Not Met	0	Okay
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Not Met	0	Okay
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://niperguwahati.ac.in/DOC/RTI/RTI_2024.pdf	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://niperguwahati.ac.in/DOC/RTI/RTI_2024.pdf	Fully Met	3.85	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	As per Internal training policy	Fully Met	1.92	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	As per policy	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Attended various trainings viz. CGG/DoPT; Civil Services Officers' Institute	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(CSOI)			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://niperguwahati.ac.in/DOC/RTI/RTI_2024.pdf	Fully Met	1.92	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			77	69		77	69	
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	Rs.22.88CRO RES	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	GIA Salary-Rs .12.30Crores GIAg: Rs.2.58Crores GIAc: Rs.8.00Crores	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	100%	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	As per above allocation	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Disbursement are made through DDO	Fully Met	10.00	Okay
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
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	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
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit							
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	Procurements are done through CPPP and GeM portal and relevant information are published at Institute's website as per practice of the Institute.	Fully Met	16.67	Okay
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	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
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
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	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
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Okay

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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
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	Tabled at both houses of the parliament.	Fully Met	50.00	Okay
Total			117	117		117	117	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation 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	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	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 & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Partially Met	12.5	6.25	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Partially Met	6.25	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay

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	project reports (DPRs)							
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
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	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	16.67	Okay
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	Structure designed as per GOI guidelines.	Fully Met	16.67	Okay
3.2.3	Publish all relevant facts while formulating	Fully Met	16.67	16.67	Structure	Fully Met	16.67	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy				designed as per GOI guidelines.			
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	GeM, RTI-MIS, CPGRAMS, DBT(Stipend and Research), CIC	Fully Met	50.00	Okay
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	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	25.00	Okay
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	YES; Available at official website of	Fully Met	25.00	Okay

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					NIPER Guwahati i.e. https://niperguwahati.ac.in/			
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	YES; Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	25.00	Okay
Total			225	219		225	219	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	YES	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	Hindi	Fully Met	14.29	Okay
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	Annually or as per requirement.	Fully Met	28.57	Okay
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	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	All Kind of FORMS and FORMAT	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/			
4.3.3	Location where available	Fully Met	9.52	9.52	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/ (Intranet)	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://niperguwahati.ac.in/faculty.html	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://niperguwahati.ac.in/cif.html	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	9.30am to 06.00pm	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://niperguwahati.ac.in/cif.html	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Grievances are addressed through Internal	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					committees of the NIPER and through CPGRAMS portal.			
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Available at the official website.	Fully Met	3.57	Okay
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Available at the official website.	Fully Met	3.57	Okay
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	Bilingual Annual Report is published every FY. Soft copies are available at the website of the Institute.	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	Available at official website of	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					NIPER Guwahati i.e. https://niperguwahati.ac.in/			
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	Fully Met	3.57	3.57	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	3.57	Okay
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	Yes; Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Available at official website of NIPER Guwahati i.e. https://niperguwahati.ac.in/	Fully Met	14.29	Okay
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	All answered.	Fully Met	28.57	Okay
Total			196	196		196	196	
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,	Fully Met	20	20.00	https://niperguwahati.ac.in/	Fully Met	20.00	Okay

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met	0	Okay
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Okay
Total			25	25		50	25	
Grand Total			680	666		705	666	