

Self appraisal report for Year (2020-21)

Auditor Agency: NITTTR Chandigarh

Ministry Name: Ministry of Earth Sciences

Department Name:

Public Authority Name: Indian National Centre for Ocean Information Services

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://incois.gov.in/portal/contactus	Fully Met	1.28	https://incois.gov.in/
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://incois.gov.in/portal/director.jsp	Fully Met	1.28	https://incois.gov.in/portal/directordesk.jsp
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://incois.gov.in/portal/mission	Fully Met	1.28	https://incois.gov.in/portal/mission
1.1.4	Function and duties	Fully Met	1.28	1.28	https://incois.gov.in/portal/structure The functions and duties are listed in the PDFs available in each section.	Fully Met	1.28	https://incois.gov.in/portal/structure
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://incois.gov.in/portal/str	Fully Met	1.28	https://incois.gov.in/portal/str

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ucture			ucture
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://incois.gov.in/portal/structure	Fully Met	1.28	https://incois.gov.in/portal/structure
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	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.2.4	Exercised	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.2.5	Work allocation	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_1	Fully Met	1.54	https://incois.gov.in/portal/rti2005_1
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://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234

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1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://incois.gov.in/portal/rti2005_234	Fully Met	1.54	https://incois.gov.in/portal/rti2005_234
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://incois.gov.in/portal/services.jsp	Fully Met	1.54	https://incois.gov.in/portal/services.jsp ; https://incois.gov.in/portal/rti2005_234
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://incois.gov.in/portal/services_delivery.jsp	Fully Met	1.54	https://incois.gov.in/portal/services_delivery.jsp ; https://incois.gov.in/portal/rti2005_234
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://incois.gov.in/portal/services_delivery.jsp	Fully Met	1.54	https://incois.gov.in/portal/services_delivery.jsp ; https://incois.gov.in/portal/rti2005_234
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://incois.gov.in/portal/services_delivery.jsp	Fully Met	1.54	https://incois.gov.in/portal/services_delivery.jsp ; https://incois.gov.in/portal/rti2005_234

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								tal/rti2005_234
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://incois.gov.in/documents/RTI/Grievances_Redress_mechanism_INCOIS.pdf	Fully Met	1.54	https://incois.gov.in/documents/RTI/Grievances_Redress_mechanism_INCOIS.pdf
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	https://incois.gov.in/portal/documents.jsp	Fully Met	1.92	https://incois.gov.in/portal/rti2005_5 ; https://incois.gov.in/portal/documents.jsp
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://incois.gov.in/portal/documents.jsp	Fully Met	1.92	https://incois.gov.in/portal/rti2005_5 ; https://incois.gov.in/portal/documents.jsp
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://incois.gov.in/portal/documents.jsp	Fully Met	1.92	https://incois.gov.in/portal/rti2005_5 ; https://incois.gov.in/portal/documents.jsp
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://incois.gov.in/portal/rti_1.12.jsp	Partially Met	0.96	https://incois.gov.in/portal/rti_1.12.jsp ; It is advised to upload

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL complete detail
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://incois.gov.in/portal/documents.jsp	Fully Met	3.85	https://incois.gov.in/portal/documents.jsp
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://incois.gov.in/portal/documents.jsp	Fully Met	3.85	https://incois.gov.in/portal/documents.jsp
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://incois.gov.in/portal/structure	Fully Met	0.96	https://incois.gov.in/portal/rti2005_7 ; https://incois.gov.in/portal/structure
1.7.2	Composition	Fully Met	0.96	0.96	https://incois.gov.in/portal/structure	Fully Met	0.96	https://incois.gov.in/portal/rti2005_7 ; https://incois.gov.in/portal/structure
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://incois.gov.in/portal/structure	Fully Met	0.96	https://incois.gov.in/portal/rti2005_7 ; https://incois.gov.in/portal/structure
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://incois.gov.in/portal/structure The term and	Fully Met	0.96	https://incois.gov.in/portal/rti2005_7 ; https://incois.gov.in/

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					tenure are listed in the pdfs listed in each section			portal/structure
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://incois.gov.in/portal/structure Powers and functions are listed in the PDFs available in each section	Fully Met	0.96	https://incois.gov.in/portal/rti2005_5
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://incois.gov.in/portal/rti_meeting.jsp	Fully Met	0.96	According to Institute, it is NOT. https://incois.gov.in/portal/rti2005_7
1.7.7	Whether the minutes of the meetings are open to the public?	Partially Met	0.96	0.48	https://incois.gov.in/portal/rti_minutes.jsp The Minutes are not open to the public, but available to its employees on Intranet with login credentials.	Fully Met	0.96	According to Institute, it is NOT, but available to its employees on Intranet with login credentials. https://incois.gov.in/portal/rti2005_7
1.7.8	Place where the minutes if open to the public are available?	Partially Met	0.96	0.48	https://incois.gov.in/intranet/index.jsp The	Fully Met	0.96	According to Institute, it is NOT, but

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					minutes are available to employees on Intranet with login credentials.			available to its employees on Intranet with login credentials. https://incois.gov.in/portal/rti2005_7
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://incois.gov.in/portal/rti2005_8	Fully Met	3.85	https://incois.gov.in/portal/rti2005_8
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://incois.gov.in/portal/rti2005_8	Fully Met	3.85	https://incois.gov.in/portal/rti2005_8
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://incois.gov.in/portal/rti2005_9	Fully Met	3.85	https://incois.gov.in/portal/rti2005_9
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://incois.gov.in/portal/rti2005_9	Partially Met	1.93	It is advised to upload complete detail
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://incois.gov.in/portal/rti2005_15	Fully Met	3.85	https://incois.gov.in/portal/rti2005_15
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://incois.gov.in/portal/rti2005_15	Fully Met	3.85	https://incois.gov.in/portal/rti2005_15
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	Fully Met	3.85	3.85	https://incois.gov.in/portal/rti2005_15	Fully Met	3.85	According to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	action has been (i) Pending for Minor penalty or major penalty proceedings				ov.in/portal/rti_1.11.jsp			the institute, it is NIL.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://incois.gov.in/portal/rti_1.11.jsp	Fully Met	3.85	According to the institute, it is NIL.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://incois.gov.in/portal/rti_1.12.jsp Links are provided to websites of RTI, CIC and DOP for information, guidelines and updates on RTI	Partially Met	0.96	It is advised to give complete detail
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://incois.gov.in/portal/rti_1.12.jsp Public authority is encouraged to participate in the programmes on understanding RTI	Partially Met	0.96	It is advised to give complete detail
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://incois.gov.in/portal/rti	Fully Met	1.92	https://incois.gov.in/portal/rti.

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					_1.12.jsp CPIO is encouraged to participate in the training programmes on RTI. CPIO has not attended any training programme during the period under report			jsp
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://incois.gov.in/portal/rti_1.12.jsp Links are provided to websites of RTI, CIC and DOP for information, guidelines and updates on RTI	Fully Met	1.92	https://incois.gov.in/portal/rti.jsp
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://incois.gov.in/portal/rti_1.12.jsp	Partially Met	3.85	https://incois.gov.in/portal/rti_1.12.jsp; It is advised to upload

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL complete detail
Total			100	99			91	
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://incois.gov.in/portal/rti2005_10	Fully Met	10.00	https://incois.gov.in/portal/rti2005_10
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://incois.gov.in/portal/rti2005_10	Fully Met	10.00	https://incois.gov.in/portal/rti2005_10
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://incois.gov.in/portal/rti2005_10 Proposed expenditures are as BE	Fully Met	10.00	https://incois.gov.in/portal/rti2005_10
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://incois.gov.in/portal/rti2005_10 There is no RE	Fully Met	10.00	https://incois.gov.in/portal/rti2005_10
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://incois.gov.in/portal/annualreports The disbursements are listed in the Annual Reports	Fully Met	10.00	https://incois.gov.in/portal/annualreports
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2.1	Budget	Fully Met	16.67	16.67	https://incois.gov.in/portal/rti_tours.jsp	Fully Met	16.67	https://incois.gov.in/portal/rti_tours.jsp
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	Fully Met	16.67	16.67	https://incois.gov.in/portal/rti_tours.jsp	Fully Met	16.67	https://incois.gov.in/portal/rti_tours.jsp
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	https://incois.gov.in/documents/RTI/Procurements2020-21.pdf	Fully Met	16.67	https://incois.gov.in/documents/RTI/Procurements2020-21.pdf
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	According to the institute, it is not applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is not applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is not applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	According to

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								the institute, it is not applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is not applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is not applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is 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	Not Applicable	0	According to the institute, it is not applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is 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	Not Applicable	0	According to the institute, it is not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL applicable
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	According to the institute, it is not applicable
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://incois.gov.in/portal/rti_2_6.jsp https://cag.gov.in/en/audit-report/details/112156 The audit replies are submitted to Ministry of Earth Sciences.	Fully Met	50.00	https://cag.gov.in/en/audit-report/details/112156 ; https://incois.gov.in/portal/rti_2_6.jsp
Total			150	150			150	
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 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	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not

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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	According to the institute, it is Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable
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	According to the institute, it is Not applicable
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	According to the institute, it is Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable

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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	According to the institute, it is Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is 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	Not Applicable	0	0	empty	Not Applicable	0	According to the institute, it is Not applicable
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	According to the institute, it is Not applicable
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	According to the institute, it is Not applicable
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://incois.gov.in/	Fully Met	50.00	https://incois.gov.in/
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://incois.gov.in/portal/rti2005_13	Fully Met	25.00	https://incois.gov.in/portal/rti2005_13
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://incois.gov.in/portal/rti	Fully Met	25.00	https://incois.gov.in/portal/rti

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2005_14			2005_14
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://incois.gov.in/portal/documents.jsp	Fully Met	25.00	https://incois.gov.in/portal/index.jsp
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	It is advised to prepare the list and upload in the website
Total			150	125			125	
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	https://incois.gov.in/portal/rti.jsp	Fully Met	14.29	https://incois.gov.in/portal/rti.jsp
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://incois.gov.in/portal/hindi/home.do	Fully Met	14.29	https://incois.gov.in/portal/hindi/home.do
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://incois.gov.in/portal/rti.jsp The date of last updation listed in the heading of the page as 31 March 2021	Fully Met	28.57	https://incois.gov.in/portal/rti.jsp
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://incois.gov.in/portal/services.jsp	Fully Met	9.52	https://incois.gov.in/portal/services.jsp ; http

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								s://incois.gov.in/
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://incois.gov.in/portal/documents.jsp	Fully Met	9.52	https://incois.gov.in/; https://incois.gov.in/portal/documents.jsp
4.3.3	Location where available	Fully Met	9.52	9.52	https://incois.gov.in/portal/documents.jsp	Fully Met	9.52	https://incois.gov.in/; https://incois.gov.in/portal/documents.jsp
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://incois.gov.in/portal/rti_public_info.jsp	Fully Met	7.14	https://incois.gov.in/portal/rti_public_info.jsp
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://incois.gov.in/portal/rti_public_info.jsp	Fully Met	7.14	https://incois.gov.in/portal/rti_public_info.jsp
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://incois.gov.in/portal/contactus	Fully Met	7.14	https://incois.gov.in/portal/rti_public_info.jsp
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://incois.gov.in/portal/rti2005_15	Fully Met	7.14	https://incois.gov.in/portal/rti_public_info.jsp
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	https://incois.gov.in/docume	Fully Met	3.57	https://incois.gov.in/docume

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nts/RTI/Grievances_Redress_mechanism_INCOIS.pdf			nts/RTI/Grievances_Redress_mechanism_INCOIS.pdf; https://incois.gov.in/documents/RTI/Grievances_Redress_mechanism_INCOIS.pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	The details of applications received and information provided are listed in the RTI Quarterly/ Annual Returns posted at the following links https://incois.gov.in/portal/rti_annual_report.jsp	Fully Met	3.57	https://incois.gov.in/portal/rti_annual_report.jsp
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://incois.gov.in/portal/rti_budget_2017-20.jsp	Fully Met	3.57	https://incois.gov.in/portal/rti.jsp
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://incois.gov.in/portal/rti_budget_2017	Fully Met	3.57	https://incois.gov.in/portal/rti.jsp

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	-20.jsp https://incois.gov.in/documents/RTI/Procurements2020-21.pdf	Fully Met	3.57	https://incois.gov.in/documents/RTI/Procurements2020-21.pdf
4.5.6	Annual Report	Fully Met	3.57	3.57	Annual Report both in English and Hindi are available from the following link https://incois.gov.in/portal/documents.jsp	Fully Met	3.57	https://incois.gov.in/portal/annualreports
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	It is advised to prepare FAQs and upload in the website
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	https://incois.gov.in/portal/rti_4.5.8.jsp The inputs are submitted to the nodal ministry i.e., Ministry of Earth Sciences and the information is	Partially Met	1.79	It is advised to upload complete detail

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available on MoES website			
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://incois.gov.in/portal/rti_annual_report.jsp	Fully Met	14.29	https://incois.gov.in/portal/rti_annual_report.jsp
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://incois.gov.in/portal/rti_annual_report.jsp	Fully Met	14.29	https://incois.gov.in/portal/rti_annual_report.jsp
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	https://incois.gov.in/portal/rti_4.7.jsp The inputs are submitted to the nodal ministry i.e., Ministry of Earth Sciences and the information is available on MoES website	Fully Met	28.57	https://incois.gov.in/portal/rti_4.7.jsp T; http://moes.gov.in/parliament
Total			200	196			195	
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://incois.gov.in/portal/rti_5.1.jsp	Fully Met	20.00	https://incois.gov.in/portal/rti_5.1.jsp

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://incois.gov.in/portal/rti_5.1.jsp	Not Met	0	It is being carried out for 2020-21
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	Fully Met	20	20.00	https://incois.gov.in/portal/rti_5.1.jsp The CPIO of INCOIS is acting as the Nodal Officer for RTI from INCOIS.	Partially Met	10.00	It is advised to upload the same
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	Fully Met	20	20.00	https://incois.gov.in/portal/rti_5.1.jsp	Partially Met	10.00	It is advised to upload the same
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	Fully Met	20	20.00	https://incois.gov.in/portal/rti_5.1.jsp	Partially Met	10.00	It is advised to upload the same
Total			100	100			50	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
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	https://incois.gov.in/portal/rti.jsp	Fully Met	25.00	https://incois.gov.in/portal/rti.jsp
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	Not Met	12.5	0	empty	Not Met	0	It is advised to apply for obtaining

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								STQC certification
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	On obtaining the certificate, it is to be uploaded in the website
Total			50	25			25	
Grand Total			750	695				636