
Self appraisal report for Year (2022-23)

Auditor Agency: Abdure Rajjaque

Ministry Name: Ministry of Science & Technology

Department Name: Department of Science & Technology

Public Authority Name: Centre for Nano and Soft Matter Sciences (Formerly Centre for Soft Matter Research)

| 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 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.28 | OK |
| 1.1.2 | Head of the organization | Fully Met | 1.28 | 1.28 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.28 | OK |
| 1.1.3 | Vision, Mission and Key objectives | Fully Met | 1.28 | 1.28 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.28 | OK |
| 1.1.4 | Function and duties | Fully Met | 1.28 | 1.28 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.28 | OK |

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|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 1.1.5 | Organization Chart | Fully Met | 1.28 | 1.28 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.28 | OK |
| 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 | Details provided in link https://www.cens.res.in/en/rti | Partially Met | 0.64 | Full required |
| 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 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.2.2 | Power and duties of other employees | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.2.4 | Exercised | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.2.5 | Work allocation | Fully Met | 1.54 | 1.54 | Details | Partially Met | 0.77 | Full required |

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|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | provided in link https://www.cens.res.in/en/rti | | | |
| 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 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.3.2 | Final decision making authority | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.3.3 | Related provisions, acts, rules etc. | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.3.4 | Time limit for taking a decisions, if any | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.3.5 | Channel of supervision and accountability | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | 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 | Fully Met | 1.54 | 1.54 | Details | Fully Met | 1.54 | OK |

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| | | | | | provided in link https://www.cens.res.in/en/rti | | | |
| 1.4.2 | Norms/ standards for functions/ service delivery | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.4.3 | Process by which these services can be accessed | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.54 | OK |
| 1.4.4 | Time-limit for achieving the targets | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | Partially Met | 0.77 | Full required |
| 1.4.5 | Process of redress of grievances | Fully Met | 1.54 | 1.54 | Details provided in link https://www.cens.res.in/en/rti | 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. | Fully Met | 1.92 | 1.92 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.92 | OK |
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | Fully Met | 1.92 | 1.92 | Details provided in | Fully Met | 1.92 | OK |

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| | | | | | link https://www.cens.res.in/en/rti | | | |
| 1.5.3 | Acts/ Rules manuals etc. | Fully Met | 1.92 | 1.92 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 1.92 | OK |
| 1.5.4 | Transfer policy and transfer orders | Fully Met | 1.92 | 1.92 | Details provided in link https://www.cens.res.in/en/rti | Partially Met | 0.96 | Full required |
| 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 | Details provided in link https://www.cens.res.in/en/rti | Partially Met | 1.93 | Full required |
| 1.6.2 | Custodian of documents/categories | Fully Met | 3.85 | 3.85 | Details provided in link https://www.cens.res.in/en/rti | Fully Met | 3.85 | OK |
| 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://www.cens.res.in/en/rti Information also available in link under 'About us' | Fully Met | 0.96 | OK |
| 1.7.2 | Composition | Fully Met | 0.96 | 0.96 | https://www.cens.res.in/en/rti | Fully Met | 0.96 | OK |

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| | | | | | ens.res.in/en/r ti Information also available in link under 'About us' | | | |
| 1.7.3 | Dates from which constituted | Fully Met | 0.96 | 0.96 | https://www.c ens.res.in/en/r ti Information also available in link under 'About us' | Fully Met | 0.96 | OK |
| 1.7.4 | Term/ Tenure | Fully Met | 0.96 | 0.96 | https://www.c ens.res.in/en/r ti Information also available in link under 'About us' | Fully Met | 0.96 | OK |
| 1.7.5 | Powers and functions | Fully Met | 0.96 | 0.96 | https://www.c ens.res.in/en/r ti Information also available in link under 'About us' | Fully Met | 0.96 | OK |
| 1.7.6 | Whether their meetings are open to the public? | Fully Met | 0.96 | 0.96 | Information excluded from disclosure | Fully Met | 0.96 | OK |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Fully Met | 0.96 | 0.96 | Information excluded from disclosure | Fully Met | 0.96 | OK |
| 1.7.8 | Place where the minutes if open to the public are available? | Fully Met | 0.96 | 0.96 | Information excluded from disclosure | Not Met | 0 | OK |

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|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| 1.8 | Directory of officers and employees[Section 4(1) (b) (ix)] | | | | | | | |
| 1.8.1 | Name and designation | Fully Met | 3.85 | 3.85 | The information available in CeNS website under 'People' under 'About us' | Fully Met | 3.85 | OK |
| 1.8.2 | Telephone , fax and email ID | Fully Met | 3.85 | 3.85 | The information available in CeNS website under 'People' under 'About us' | 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 | Fully Met | 3.85 | 3.85 | The information available in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 3.85 | OK |
| 1.9.2 | System of compensation as provided in its regulations | Fully Met | 3.85 | 3.85 | The information available in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 3.85 | OK |

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| 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://www.cens.res.in/en/rti The information also available in CeNS website under 'People' under 'About us' | Fully Met | 3.85 | OK |
| 1.10.2 | Address, telephone numbers and email ID of each designated official. | Fully Met | 3.85 | 3.85 | https://www.cens.res.in/en/rti The information also available in CeNS website under 'People' under 'About us' | 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 | Fully Met | 3.85 | 3.85 | No cases so far. | Fully Met | 3.85 | OK |
| 1.11.2 | (ii) Finalised for Minor penalty or major penalty proceedings | Fully Met | 3.85 | 3.85 | No cases so far. | Fully Met | 3.85 | OK |
| 1.12 | Programmes to advance understanding of RTI(Section 26) | | | | | | | |
| 1.12.1 | Educational programmes | Fully Met | 1.92 | 1.92 | Training programmes whenever conducted for | Fully Met | 1.92 | OK |

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| | | | | | CPIO has been attended. RTI guidelines available in RTI link in our website https://www.cens.res.in/en/rti | | | |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | Fully Met | 1.92 | 1.92 | Training programmes whenever conducted for CPIO has been attended. RTI guidelines available in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 1.92 | OK |
| 1.12.3 | Training of CPIO/APIO | Fully Met | 1.92 | 1.92 | Training programmes whenever conducted for CPIO has been attended. RTI guidelines available in RTI link in our | Fully Met | 1.92 | OK |

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| | | | | | website https://www.cens.res.in/en/rti | | | |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | Fully Met | 1.92 | 1.92 | Training programmes whenever conducted for CPIO has been attended. RTI guidelines available in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 1.92 | OK |
| 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 | OK |
| Total | | | 92 | 92 | | 92 | 86 | |
| 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 | The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual | Fully Met | 10.00 | OK |

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| | | | | | Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public | | | |
| 2.1.2 | Budget for each agency and plan & programmes | Fully Met | 10 | 10.00 | The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural | Fully Met | 10.00 | OK |

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| | | | | | projects are available to the public | | | |
| 2.1.3 | Proposed expenditures | Fully Met | 10 | 10.00 | The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public | Fully Met | 10.00 | OK |
| 2.1.4 | Revised budget for each agency, if any | Fully Met | 10 | 10.00 | The Annual Report uploaded in CeNS website under 'Resources' consists of | Fully Met | 10.00 | OK |

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|--------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public | | | |
| 2.1.5 | Report on disbursements made and place where the related reports are available | Fully Met | 10 | 10.00 | The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans | Fully Met | 10.00 | OK |

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| | | | | | and extramural projects are available to the public | | | |
| 2.2 | Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012) | | | | | | | |
| 2.2.1 | Budget | Fully Met | 16.67 | 16.67 | As detailed above in 2.1 | Fully Met | 16.67 | OK |
| 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 | The details of foreign travel i.e. purpose, period of visit undertaken by the Director and equivalent grade are available in Annual Reports uploaded in our website under 'Resources'. Further, the visit undertaken and expenditure involved has been ratified in the | Fully Met | 16.67 | OK |

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| | | | | | respective Governing Council / Finance Committee meeting. | | | |
| 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 | The details of foreign travel i.e. purpose, period of visit undertaken by the Director and equivalent grade are available in Annual Reports uploaded in our website under 'Resources'. Further, the visit undertaken and expenditure involved has been ratified in the respective Governing | Fully Met | 16.67 | OK |

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| | | | | | Council / Finance Committee meeting. | | | |
| 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 | OK |
| 2.3.2 | Objective of the programme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.3 | Procedure to avail benefits | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.4 | Duration of the programme/ scheme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.5 | Physical and financial targets of the programme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.7 | Eligibility criteria for grant of subsidy | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 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 | Fully Met | 25 | 25.00 | The details about the different projects taken up by the Centre are available in the document – Annual Report which consists the audited annual accounts also and the same is available in Centre's | Fully Met | 25.00 | OK |

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|------------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Fully Met | 25 | 25.00 | website The details about the different projects taken up by the Centre are available in the document – Annual Report which consists the audited annual accounts also and the same is available in Centre's website | Fully Met | 25.00 | OK |
| 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 | OK |
| 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 | OK |
| 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 | Fully Met | 50 | 50.00 | Excluded from disclosure. | Fully Met | 50.00 | OK |

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| | both houses of the parliament. | | | | | | | |
| Total | | | 200 | 200 | | 200 | 200 | |
| 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 | Fully Met | 12.5 | 12.50 | Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 12.50 | OK |
| 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 | Fully Met | 12.5 | 12.50 | Working hours of the Centre as well as contact information is | Fully Met | 12.50 | OK |

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| | provide publications frequently sought by RTI applicants | | | | provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti . | | | |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs) | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 3.1.5 | Public- private partnerships (PPP)- Concession agreements. | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 3.1.6 | Public- private partnerships (PPP)- Operation and maintenance manuals | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 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 | OK |
| 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 | OK |

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| 3.1.9 | Public- private partnerships (PPP) -Information relating to outputs and outcomes | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 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 | OK |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | OK |
| 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 | OK |
| 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 | OK |
| 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 | OK |
| 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 | Contact information provided in website. Requirements can be sought through email or information may be | Fully Met | 50.00 | OK |

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|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | accessed through CeNS website link : www.cens.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 | Fully Met | 25 | 25.00 | Documents like Annual report, Newsletter, Brochure etc. are available in electronic format. | Fully Met | 25.00 | OK |
| 3.4.2 | Information manual/handbook available in Printed format | Fully Met | 25 | 25.00 | The information/records, which are not disclosed will be provided to the public, in case of requirements, in printed format. | Fully Met | 25.00 | OK |
| 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 | The rates/cost as per the details provided in RTI Act. | Fully Met | 25.00 | OK |
| 3.5.2 | List of materials available At a reasonable cost of the medium | Fully Met | 25 | 25.00 | The rates/cost as per the | Fully Met | 25.00 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|-----------|------------|---------------|---|------------------|---------------|---------------------|
| | | | | | details provided in RTI Act. | | | |
| Total | | | 175 | 175 | | 175 | 175 | |
| 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 | The Annual Reports, the forms utilised for internal purpose are all in two languages, i.e. English and Hindi. | Fully Met | 14.29 | OK |
| 4.1.2 | Vernacular/ Local Language | Fully Met | 14.29 | 14.29 | The Annual Reports, the forms utilised for internal purpose are all in two languages, i.e. English and Hindi. | Fully Met | 14.29 | OK |
| 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 | The Annual Reports including audited statement of accounts, Newsletter | Fully Met | 28.57 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | and Brochure, are uploaded in website as soon the documents are printed. | | | |
| 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 | As shown in 3.4 above | Fully Met | 9.52 | OK |
| 4.3.2 | Name/ title of the document/record/ other information | Fully Met | 9.52 | 9.52 | As shown in 3.4 above | Partially Met | 4.76 | Full required |
| 4.3.3 | Location where available | Fully Met | 9.52 | 9.52 | CeNS website: www.cens.res.in | Fully Met | 9.52 | OK |
| 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 | Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has | Fully Met | 7.14 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---------------------------------------|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | been provided in RTI link in our website https://www.cens.res.in/en/rti | | | |
| 4.4.2 | Details of information made available | Fully Met | 7.14 | 7.14 | Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 7.14 | OK |
| 4.4.3 | Working hours of the facility | Fully Met | 7.14 | 7.14 | Working hours of the Centre as well as contact information is | Fully Met | 7.14 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti | | | |
| 4.4.4 | Contact person & contact details (Phone, fax email) | Fully Met | 7.14 | 7.14 | Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, | Fully Met | 7.14 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
| | | | | | Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti | | | |
| 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 attended to through the Complaints Monitoring Cell of CeNS and also through CPGRAMS portal. | Fully Met | 3.57 | OK |
| 4.5.2 | Details of applications received under RTI and information provided | Fully Met | 3.57 | 3.57 | Quarterly RTI reports are regularly uploaded in RTI Portal. | Fully Met | 3.57 | OK |
| 4.5.3 | List of completed schemes/ projects/ Programmes | Fully Met | 3.57 | 3.57 | Details are available in the Annual Reports uploaded in CeNS website www.cens.res.in under 'Resources'. | Fully Met | 3.57 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---------------------|
| 4.5.4 | List of schemes/ projects/ programme underway | Fully Met | 3.57 | 3.57 | Details are available in the Annual Reports uploaded in CeNS website www.cens.res.in under 'Resources'. | Fully Met | 3.57 | OK |
| 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 | Information displayed in the Notice Board as per the Labour Act. | Fully Met | 3.57 | OK |
| 4.5.6 | Annual Report | Fully Met | 3.57 | 3.57 | Available under 'Reports' under 'Resources' in CeNS website www.cens.res.in. | Fully Met | 3.57 | OK |
| 4.5.7 | Frequently Asked Question (FAQs) | Not Met | 3.57 | 0 | empty | Not Met | 0 | OK |
| 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 | Information will be provided to DST as and when sought for. | Fully Met | 3.57 | OK |
| 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 | Quarterly RTI | Fully Met | 14.29 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|---|-----------|------------|---------------|---|------------------|---------------|---------------------|
| | | | | | reports are regularly uploaded in RTI Portal. | | | |
| 4.6.2 | Details of appeals received and orders issued | Fully Met | 14.29 | 14.29 | Quarterly RTI reports are regularly uploaded in RTI Portal. | Fully Met | 14.29 | OK |
| 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 | Information provided to through email as and when sought for. | Fully Met | 28.57 | OK |
| Total | | | 200 | 196 | | 200 | 192 | |
| 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 | The details have been provided in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 20.00 | OK |
| 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 | Audit reports along with financial statements are provided in Annual Reports and | Fully Met | 20.00 | OK |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
| | | | | | the same is available under 'Reports' under 'Resources' in CeNS website www.cens.res.in Details of Third Party Audit will be updated in the website within the due date. | | | |
| 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 | The details have been provided in RTI link in our website https://www.cens.res.in/en/rti | Fully Met | 20.00 | OK |
| 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 | Consultancy Committee is not exclusively constituted. However, wherever the information is sought for were handled | Fully Met | 20.00 | OK |

[illegible]

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------------|---|----------------|------------|---------------|---|------------------|---------------|---------------------|
| | Personnel, Publ | | | | | | | |
| 6.2.1 | Whether STQC certification obtained and its validity | Fully Met | 12.5 | 12.50 | STQC certification is not applicable to our website | Not Met | 0 | OK |
| 6.2.2 | Does the website show the certificate on the Website? | Not Applicable | 0 | 0 | empty | Not Met | 0 | OK |
| Total | | | 38 | 38 | | 50 | 25 | |
| Grand Total | | | 805 | 801 | | 817 | 778 | |