
Self appraisal report for Year (2023-24)

Auditor Agency: Md Abdur Rajjaque(Ghani Khan Choudhury Institute of Engineering and Technology, Malda, West Bengal)

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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Fully Met	1.28	OK
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	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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	Fully Met	1.54	OK
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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	Fully Met	1.92	OK
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Details provided in link https://www.cens.res.in/en/rti	Fully Met	3.85	OK
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	The information available in CeNS website under 'People' under 'About	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.2	Composition	Fully Met	0.96	0.96	us' The information available in CeNS website under 'People' under 'About us'	Fully Met	0.96	OK
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	The information available in CeNS website under 'People' under 'About us'	Fully Met	0.96	OK
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	The information available in CeNS website under 'People' under 'About us'	Fully Met	0.96	OK
1.7.5	Powers and functions	Fully Met	0.96	0.96	The information available in CeNS website under 'People' under 'About	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					us'			
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	Fully Met	0.96	OK
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	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					website https://www.cens.res.in/en/rti			
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
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))							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 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
1.12.2	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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 website https://www.cens.res.in/en/rti	Fully Met	1.92	OK
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	92	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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 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
2.1.2	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	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Accounts also, wherein the details of grants received, actual expenditure under plans and extramural 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	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					projects are available to the public.			
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 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
2.1.5	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	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans 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	Fully Met	16.67	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under 'Resources'. Further, the visit undertaken and expenditure involved has been ratified in the 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'.	Fully Met	16.67	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Further, the visit undertaken and expenditure involved has been ratified in the respective Governing 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	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the document – Annual Report which consists the audited annual accounts also and the same is available in Centre's website.			
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	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 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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 both houses of the parliament.	Fully Met	50	50.00	Excluded from disclosure.	Fully Met	50.00	OK
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	Fully Met	12.50	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			
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	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
3.1.3	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	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	agreements.							
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
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 accessed through CeNS website link : www.cens.res.in	Fully Met	50.00	OK
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,	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in printed format.			
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 details provided in RTI Act.	Fully Met	25.00	OK
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, all circulars, office orders and replies for the correspondences received in Hindi, are all in two languages, i.e. English and Hindi	Fully Met	14.29	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	The Annual Reports, the forms utilised for internal purpose, all circulars, office orders and replies for the correspondences received in Hindi, 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 and Brochure, are uploaded in website as soon the documents are printed.	Fully Met	28.57	OK
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	Fully Met	9.52	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					3.4 above			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	As shown in 3.4 above	Fully Met	9.52	OK
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 been provided in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	7.14	OK
4.4.2	Details of information made available	Fully Met	7.14	7.14	Working hours of the Centre as well as	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>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</p>			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	<p>Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public</p>	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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
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	Fully Met	3.57	OK

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	'Resources'. 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	Required
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 reports are regularly uploaded in RTI Portal.	Fully Met	14.29	OK
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Quarterly RTI reports are regularly uploaded in	Fully Met	14.29	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					RTI Portal.			
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 sought for are provided through email as and when sought for.	Fully Met	28.57	OK
Total			200	196		200	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, (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 the same is available under 'Reports' under 'Resources' in CeNS	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					website www.cens.res.in Details of Third Party Audit for 2022-23 has been uploaded in the CIC portal and the details for 2023-24 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	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					were handled by the Public Information Officer in consultation with Appellate Authority.			
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	Consultancy Committee is not exclusively constituted. However, wherever the information is sought for were handled by the Public Information Officer in consultation with Appellate Authority.	Fully Met	20.00	OK
Total			100	100		100	100	
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	The details i.e. contact information is provided under RTI link	Fully Met	25.00	Ok
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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 Applicable	0	0	empty	Not Met	0	Required
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Required
Total			25	25		50	25	
Grand Total			792	789		817	789	