

Self appraisal report for Year (2024-25)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: Export Inspection Council of India

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://www.eicindia.gov.in/WebApp1/pages/menuInfo/EICHeadOffice.xhtml https://www.eicindia.gov.in/WebApp1/pages/menuInfo/EICHeadOffice.xhtml	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.28	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cindia.gov.in/WebApp1/pages/menuInfo/visionAndMission.xhtml			the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Partially Met	0.64	URLs cited by the Public Authority is correct. Category "Partially Met"
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	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory	Fully Met	1.92	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.xhtml			"Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/resources/PDF/P	Fully Met	1.54	URLs cited by the Public Authority is correct.

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					oint%20no.3%20EIC_Organisation%20Chart.pdf			Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met" URLs cited by the Public Authority is correct. Category "Partially Met"
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://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf	Fully Met	1.54	URLs cited by

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					cindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			the Public Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/vigilanceCHandling.xhtml and CPGRAMS link under : htt	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

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					ps://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml			
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Handling/	Fully Met	3.85	URLs cited by

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					taking over charge https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			the Public Authority is correct. Category "Fully Met"
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.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml and https://www.eicindia.gov.in/WebApp1/resources/PDF/NotificationofReconstitution.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Partially Met	0.48	URLs cited by the Public Authority is correct. Category "Partially Met" URLs cited by the Public Authority is correct. Category "Partially Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Partially Met	0.48	URLs cited by the Public Authority is correct. Category "Partially Met" URLs cited by the Public Authority is correct. Category "Partially Met"
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/resources/PDF/point%2010%20monthly%20remuneration.pdf	Partially Met	1.93	URLs cited by the Public Authority is correct. Category "Partially Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/point%2010%20monthly%20remuneration.pdf and Rules	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"

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					mentioned under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/CPIO.pdf and https://www.eicindia.gov.in/WebApp1/resources/PDF/16%20Details%20of%20CPIO%20and%20ACPIOs.pdf and https://www.eicindia.gov.in/WebApp1/resources/PDF/FAA%20Order.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/CPIO.pdf and ht	Fully Met	3.85	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://www.eicindia.gov.in/WebApp1/resources/PDF/16%20Details%20of%20CPIO%20and%20ACPIOs.pdf and https://www.eicindia.gov.in/WebApp1/resources/PDF/FAA%20Order.pdf			"Fully Met"
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Not Met	0	Category Not Met
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Not Met	0	Category Not Met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	Category Not Met

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1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met" URLs cited by the Public Authority is correct. Category "Partially Met"
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/newsAndEvents.xhtml (Transfer order) and Transfer policy- https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	7.69	URLs cited by the Public Authority is correct. Category "Fully Met"

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					gov.in/WebApp1/resources/PDF/Transfer%20Policy1.pdf			
Total			93	93		100	80	
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	Not Applicable	0	0	empty	Not Met	0	Category Not Met
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Met	0	Category Not Met
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Met	0	Category Not Met
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Met	0	Category Not Met
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Fully Met	10.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.html
2.1.6	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	10	10.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml	Fully Met	10.00	URLs cited by the Public Authority is correct. Category “Fully Met”

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	Point No. 23 under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	20	20.00	Point No. 23 under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Not Met	0	Category Not Met
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	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable

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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	Category 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	Category 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	Category Not 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	Category 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.	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			50	50		150	40	
3	Publicity and 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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day &	Fully Met	12.5	12.50	https://www.eicindia.gov.in/WebApp1/pag	Fully Met	12.50	URLs cited by the Public Authority is

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	time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants				es/menuInfo/rti.xhtml			correct. Category "Fully Met"
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category 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	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Fully Met	16.67	16.67	https://www.ei.cindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml & https	Fully Met	16.67	URLs cited by the Public Authority is correct. Category

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					://www.eicindia.gov.in/WebApp1/pages/menuInfo/orders_and_notifications.shtml			"Fully Met"
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.shtml	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	16.67	16.67	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.shtml	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/pages/public/landingPage.shtml & https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.shtml	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/	Fully Met	25.00	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					WebApp1/pages/menuInfo/documents.xhtml			Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in printed format	Not Applicable	0	0	empty	Fully Met	25.00	tps://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml https://www.eicindia.gov.in/WebApp1/pages/menuInfo/document s.xhtml URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Fully Met	25.00	tps://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml https://w

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.shtml URLs cited by the Public Authority is correct. Category "Fully Met"
Total			175	175		225	225	
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	Hindi	Fully Met	9.52	9.52	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.shtml	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	English	Fully Met	9.52	9.52	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.shtml	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Met	0	Category Not Met
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	Updates are done on the website as	Fully Met	28.57	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and when required			correct. Category "Fully Met"
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pag	Fully Met	7.14	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					es/menuInfo/documents.xhtml			correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/vigilanceCHandling.xhtml and CPGRAMS link under : https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://www.eicindia.gov.in/	Partially Met	2.05	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					WebApp1/pages/menuInfo/annualReport.xhtml			Authority is correct. Category "Partially Met"
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.5	Annual Report	Fully Met	4.1	4.10	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.eicindia.gov.in/WebApp1/resources/PDF/FAQs_EIC_F.pdf	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the	Fully Met	4.1	4.10	https://www.eicindia.gov.in/	Partially Met	2.05	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	performance against the benchmarks set in the Citizen's Charter				WebApp1/pages/menuInfo/citizen_charter.xhtml and https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			Authority is correct. Category "Partially Met"
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://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			162	162		200	156	
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	Point 16 & 17: https://www.eicindia.gov.in/WebApp1/pag	Fully Met	20.00	URLs cited by the Public Authority is correct.

[illegible]

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, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	The STQC certification is under process	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			38	31		50	25	
Grand Total			578	571		825	586	