

Self appraisal report for Year (2021-22)

Auditor Agency: Quality Council of India

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/rti.xhtml	Fully Met	1.28	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml "
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Not Met	0	"specify the link/ para/ sub para where details are provided under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/abo

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								utUs.xhtml"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.28	"People directory under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml and 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/rti.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pag	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pag

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					es/menuInfo/rti.xhtml https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			es/menuInfo/peopleDirectory.xhtml
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml https://	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml

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.xhtml			ml
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml
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/pages/menuInfo/rti.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.54	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml "
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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/rti.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml			cindia.gov.in/ WebApp1/pag es/menuInfo/d ocuments.xht ml
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml	Fully Met	1.54	https://www.ei cindia.gov.in/ WebApp1/res ources/PDF/P oint%20no.3% 20EIC_Organi sation%20Ch art.pdf
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.ei cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml	Fully Met	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/d ocuments.xht ml
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml	Fully Met	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/d ocuments.xht ml
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml	Fully Met	1.54	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/d ocuments.xht ml

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml (Link for CPGRAMS website available)	Not Met	0	Link not active
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/d	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/d

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ocuments.xhtml			ocuments.xhtml
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.7.2	Composition	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml "

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml			icindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
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/	Fully Met	3.85	https://www.eicindia.gov.in/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					WebApp1/pages/menuInfo/rti.xhtml			WebApp1/pages/menuInfo/peopleDirectory.xhtml
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml
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/pages/menuInfo/rti.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/pooint%2010%20monthly%20remuneration.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/pooint%2010%20monthly%20remuneration.pdf
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.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					i.xhtml			i.xhtml
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/pages/menuInfo/rti.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Not Met	0	Link of Annual Report provided. But details pertaining to disciplinary action not provided.
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	Link of Annual Report provided. But details pertaining to disciplinary action not provided.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Not Met	0	"Please specify the link/ para/ sub para where details are provided under link: https://www.eicin

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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	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	NA
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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.	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
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 Applicable	0	NA
Total			0	0		0	0	
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	12.50	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml "
3.1.2	Arrangements for consultation with or	Fully Met	12.5	12.50	https://www.ei	Not Met	0	Please

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				cindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml			provide specific link where information is available.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	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	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	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	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	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	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	Fully Met	16.67	16.67	https://www.eicindia.gov.in/WebApp1/pag	Fully Met	16.67	https://www.eicindia.gov.in/WebApp1/pag

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	- Policy decisions/ legislations taken in the previous one year				es/menuInfo/rti.html			es/menuInfo/documents.xhtml
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/menuInfo/rti.html	Fully Met	16.67	"https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html"
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/menuInfo/rti.html	Fully Met	16.67	"https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html"
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/menuInfo/rti.html	Fully Met	50.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html
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/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	25.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
3.4.2	Information manual/handbook available in Printed format	Not Applicable	0	0	empty	Not Applicable	0	NA
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/pag	Fully Met	25.00	"https://www.eicindia.gov.in/WebApp1/pag

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					es/menuInfo/documents.xhtml			es/menuInfo/documents.xhtml"
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	NA
Total			175	175		175	163	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	14.29	"https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml"
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	NA
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 as and when required	Fully Met	28.57	Updates are done as and when required
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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	"https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml "
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/resources/PDF/EIC%20website%20www.eicindia.gov.in.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/resources/PDF/EIC%20website%20www.eicindia.gov.in.pdf
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/resources/PDF/EIC%20website%20www.eicindia.gov.in.pdf
4.4.4	Contact person & contact details (Phone, fax	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/resources/PDF/EIC%20website%20www.eicindia.gov.in.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	email)				cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml			cindia.gov.in/ WebApp1/res ources/PDF/E IC%20website %20www.eici ndia.gov.in.pd f
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.ei cindia.gov.in/ WebApp1/pag es/public/landi ngPage.xhtml	Fully Met	3.57	https://www.ei cindia.gov.in/ WebApp1/pag es/public/landi ngPage.xhtml
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/rt i.xhtml	Fully Met	3.57	"https://www.e icindia.gov.in/ WebApp1/pag es/menuInfo/rt i .xhtml"
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/a nnualReport.x html	Fully Met	3.57	"Annual report link: https://w ww.eicindia.g ov.in/WebApp 1/pages/menu Info/annualRe port.xhtml"
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://www.ei cindia.gov.in/ WebApp1/pag es/menuInfo/a nnualReport.x html	Fully Met	3.57	"https://www.e icindia.gov.in/ WebApp1/pag es/menuInfo/a nnualReport.x html"
4.5.5	Details of all contracts entered into including	Fully Met	3.57	3.57	https://www.ei	Fully Met	3.57	https://www.ei

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	name of the contractor, amount of contract and period of completion of contract				cindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml			cindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Fully Met	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	3.57	"https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml"
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/citizen_charter.xhtml	Fully Met	3.57	https://www.eicindia.gov.in/WebApp1/resources/PDF/Citizen%20Charter%20CoO.pdf
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/annualReport.xhtml	Fully Met	14.29	"Mentioned in Annual Report under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xht

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL ml"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.html	Fully Met	14.29	"Mentioned in Annual Report under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.html "
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	NA
Total			157	157		157	157	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html	Fully Met	20.00	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html "
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html	Not Met	0	Please specify link where audit report is available.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html	Fully Met	20.00	" https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html "
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	which constituted, (b) Name & Designation of the officers							
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	Not Applicable	0	0	empty	Not Applicable	0	NA
Total			60	60		60	40	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml	Fully Met	25.00	" https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml "
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	The same has been mentioned as Not Met as STQC certificate has not been obtained.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	The same has been mentioned as Not Met as STQC certificate has not been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								obtained.
Total			38	25		50	25	
Grand Total			525	512		537	465	