

Self appraisal report for Year (2023-24)

Auditor Agency: Dr Hari Prakash(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/EICHeadOffice.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/EICHeadOffice.xhtml
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/visionAndMission.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/visionAndMission.xhtml
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.eicindia.gov.in/	Fully Met	1.28	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/aboutUs.xhtml			WebApp1/pages/menuInfo/aboutUs.xhtml
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml	Fully Met	1.28	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml
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	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/pages/menuInfo/peopleDirectory.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/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/peopleDirectory.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/documents.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
					ml			ml
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.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/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf	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/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.eicindia.gov.in/	Fully Met	1.54	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/documents.xhtml			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/documents.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.3.5	Channel 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	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/resources/PDF/Point%20no.3%20EIC_Organisation%20Chart.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.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.4.3	Process by which these services can be	Fully Met	1.54	1.54	https://www.ei	Fully Met	1.54	https://www.ei

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	accessed				cindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			cindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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	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	Fully Met	1.54	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/vigilanceHandling.xhtml and CPGRAMS link under : https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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/documents.xhtml	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/newsAndEvents.xhtml (Transfer order) and Transfer policy- https://www.eicindia.gov.in/WebApp1/resources/PDF/Transfer%20Policy1.pdf	Fully Met	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/newsAndEvents.xhtml (Transfer order) and Transfer policy- https://www.eicindia.gov.in/WebApp1/resources/PDF/Transfer%20Policy1.pdf
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/pag	Fully Met	3.85	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
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	Handling/taking over charge 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 and https://www.eicindia.gov.in/WebApp1/resources/PDF/Notificationof	Fully Met	0.96	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/aboutUs.xhtml and https://www.eicindia.gov.in/WebApp1/resources/PDF/Notificationof

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Reconstitution.pdf			Reconstitution.pdf
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	As mentioned on weblink: 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	As mentioned on weblink: 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	As mentioned on weblink: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.x

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL html
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	https://www.eicindia.gov.in/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/peopleDirectory.xhtml	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.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/resources/PDF/point%2010%20monthly%20remuneration.pdf	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/point%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/resources/PDF/point%2010%20monthly%20remuneration.pdf and Rules mentioned	Fully Met	3.85	https://www.eicindia.gov.in/WebApp1/resources/PDF/point%2010%20monthly%20remuneration.pdf and Rules mentioned

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml			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 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/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
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/resources/PDF/CPIO.pdf and https://www.eici

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ndia.gov.in/WebApp1/resources/PDF/16%20Details%20of%20CPIO%20and%20ACPIOs.pdf and https://www.eicindia.gov.in/WebApp1/resources/PDF/FAA%20Order.pdf
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	Partially Met	1.93	Link of Annual Report for the year 2022-2023 not accessible. Information for the year 2023-2024 may be updated on website.
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	Partially Met	1.93	Link of Annual Report for the year 2022-2023 not accessible. Information for the year

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								2023-2024 may be updated on website.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	Training programmes may be organised at regular intervals.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	Training programmes may be organised at regular intervals.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Not Met	0	Training programmes may be organised at regular intervals.
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
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/pag	Fully Met	7.69	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/newsAndEvents.shtml (Transfer order) and Transfer policy- https://www.eicindia.gov.in/WebApp1/resources/PDF/Transfer%20Policy1.pdf			es/menuInfo/newsAndEvents.shtml (Transfer order) and Transfer policy- https://www.eicindia.gov.in/WebApp1/resources/PDF/Transfer%20Policy1.pdf
Total			93	93		97	88	
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 Applicable	0	EIC is a regulatory body discharging Statutory Functions. No plan grant been received in FY 2023-24
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	EIC is a regulatory body discharging Statutory Functions. No

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								plan grant been received in FY 2023-24
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Applicable	0	EIC is a regulatory body discharging Statutory Functions. No plan grant been received in FY 2023-24
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	EIC is a regulatory body discharging Statutory Functions. No plan grant been received in FY 2023-24
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	EIC is a regulatory body discharging Statutory Functions. No plan grant been received in FY 2023-24
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	https://www.ei	Fully Met	16.67	Point No. 23

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml			under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	16.67	Point No. 23 under link: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml	Fully Met	16.67	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml
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
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	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
2.4	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			50	50		50	50	
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 representation by - (a) 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	https://www.eicindia.gov.in/WebApp1/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	& time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants				es/menuInfo/rti.html			
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
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.eicindia.gov.in/WebApp1/pages/menuInfo/rti.html	Fully Met	16.67	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/orders_and_not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ifications.xhtml I
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.xhtml	Fully Met	16.67	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml
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.xhtml	Fully Met	16.67	https://www.eicindia.gov.in/WebApp1/pages/public/landingPage.xhtml
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.xhtml	Fully Met	50.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml
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/pages/menuInfo/d	Fully Met	25.00	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
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	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	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	Fully Met	14.29	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
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 and when required	Fully Met	28.57	Updates are done on the website 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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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
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/peopleDirectory.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/documents.xhtml
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml
4.4.4	Contact person & contact details (Phone, fax	Fully Met	7.14	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/peopleDirectory.xhtml	Fully Met	7.14	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/contactUs.xhtml

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/p eopleDirectory .html			cindia.gov.in/ WebApp1/pag es/menuInfo/c ontactUs.xhtm l
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/menuInfo/v igilanceCHan dling.xhtml and CPGRAMS link under : htt ps://www.eicin dia.gov.in/We bApp1/pages/ public/landing Page.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/a nnualReport.x html	Fully Met	3.57	https://www.ei cindia.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	Partially Met	1.79	Details may be mentioned on website for the year 2023-2024 for better

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL transparency.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Partially Met	1.79	Details may be mentioned on website for the year 2023-2024 for better transparency.
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	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml	Fully Met	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/tenders.xhtml
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/annualReport.xhtml	Partially Met	1.79	Annual report 2022-2023 may be mentioned on website.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.xhtml	Fully Met	3.57	https://www.eicindia.gov.in/WebApp1/resources/PDF/FAQs_EIC_F.pdf
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/documents.xhtml	Fully Met	3.57	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/citizen_charter.xhtml and https://www.eicindia.gov.in/WebApp1/pages/menuInfo/citizen_charter.xhtml

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ia.gov.in/WebApp1/pages/menuInfo/documents.shtml
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.shtml	Partially Met	7.15	Details of RTI may be mentioned on website for better transparency
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.shtml	Fully Met	14.29	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.shtml
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		171	159	
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.shtml	Fully Met	20.00	Point no. 16 and 17: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.shtml
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.shtml	Fully Met	20.00	Point no. 22: https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.x

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL html
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.xhtml	Fully Met	20.00	https://www.eicindia.gov.in/WebApp1/resources/PDF/16%20Details%20of%20CPIO%20and%20ACPIOs.pdf
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	60	
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/menuInfo/rti.xhtml	Fully Met	25.00	https://www.eicindia.gov.in/WebApp1/pages/menuInfo/rti.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	Partially Met	12.5	6.25	The STQC certification is under process	Not Met	0	STQC certificate may be obtained and uploaded

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								on website
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	STQC certificate may be obtained and uploaded on website
Total			38	31		50	25	
Grand Total			573	567		604	556	