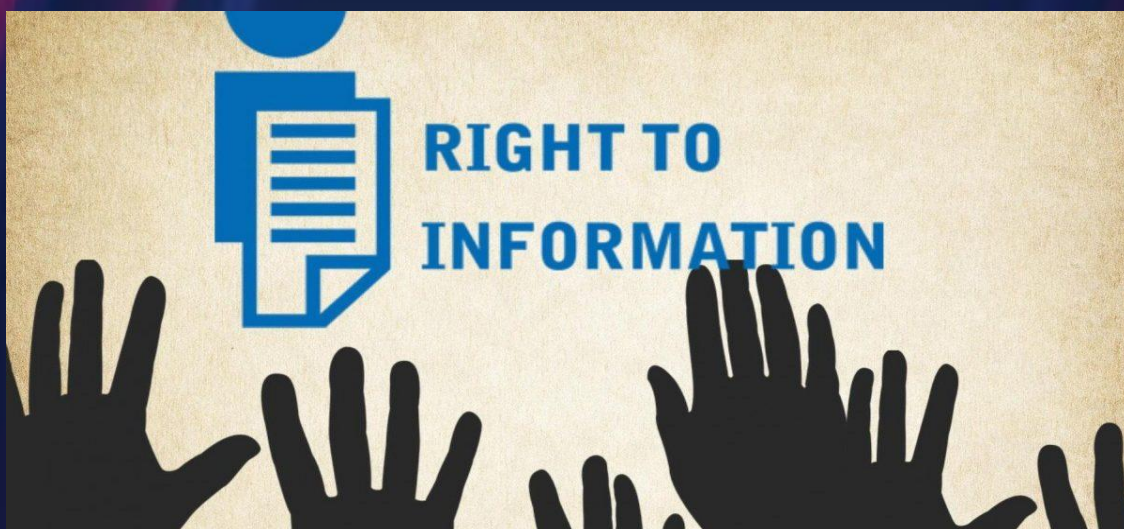


REPORT

THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE OF INFORMATION



Submitted to

**Ministry of Development of
North Eastern Region
Government of India**



Submitted by

**Indian Institute of Public
Administration
New Delhi**

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Project Coordinator

Dr. Sapna Chadah



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Preface

The Right to Information Act, 2005 was enacted with an aim to promote transparency and accountability in administration. The Act empowers Indian citizens to seek information from a Public Authority, thus making the Government and its functionaries more accountable and responsible. Another important aspect of the Act pertains to the obligation of public authorities to proactively disclose information to the public. Right to Information laws not only require governments to provide information upon request, they also impose a duty on public bodies to actively disclose, disseminate and publish, as widely as possible, information of general public interest even before it has been requested. The RTI Act mandates every public authority to disclose information as required under the 17 sub-clauses of section 4 (1) (b). The purpose of the proactive disclosure was to minimize the time, money and effort required by the public to access important but routine information; and reduce the overall number of individual requests, thereby reducing the administrative burden on government of implementing access to information laws.

However, the quality and quantity of proactive disclosure was not up to the desired level. It was felt by the government that the weak implementation of the Section 4 of the RTI Act was partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met. In order to address the above, Government of India issued guidelines for suo motu disclosure under section 4 of the RTI Act.

The Report presents a detailed analysis of the proactive disclosure of information by the Ministry of Development of North Eastern Region, Govt. of India as required under the RTI Act and the guidelines for suo motu disclosure under section 4 of the RTI Act. The objective of the study was to study the information disclosed Ministry of Development of North Eastern Region proactively; assess the quality of proactive disclosure made under the Act and the guidelines; and help identify information gaps in the proactive disclosure. I am thankful to Ms. Varuni B. R. for her help and assistance in bringing out this report.

**New Delhi
20.12. 2020**

**Dr. Sapna Chadah
Project Coordinator, IIPA**

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Chapter 1

Introduction

Background

Democracy means meaningful participation by the people in the public affairs. A democratic government must be sensitive to the public opinion, for which information must be made available to the people. Information and knowledge are instruments of transformation. Transparency, openness and accountability are the basic postulates of a responsive, responsible and accountable government. Effective accountability rests on the peoples' acquaintance with the information and circumstances for the decisions taken. Openness and full access to information are two pillars of any democratic state. Importance of the right to information has now been well recognized as one of the essential requirements of good governance as evident in the prescriptions provided by the international organizations such as World Bank, IMF, UNDP, OECD countries and ADB.

The Right to Information Act enacted on June 15, 2005, is an instrument to promote transparency and accountability in administration. The legislation confers on all citizens a right to seek information and correspondingly makes it the duty of the public authorities to disseminate information for better governance and accountability. The law has widest possible reach covering Central and State Governments, Panchayati Raj Institutions, local bodies and recipients of government grants but would not apply to the intelligence and security organizations except if the information relates to the allegations of corruption. It was expected that RTI Act would usher in a new era of performance and transparency to benefit the common man in the complex modern world and empower the people to judge if the government was functioning in public interest. RTI will give public-spirited people an instrument to prevent misuse of public power and funds. However, the Act has not yet reached the stage of implementation which was envisioned and one of the grey areas is proactive disclosure of information.

Suo-motu Disclosure under RTI Act

Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities proactively. It was supposed to be strongest pillar of the historic law that came into effect in 2005. It listed 17 categories of information which had to be proactively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision-making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

Thus Section 4(1)(b) requires Public Authorities to routinely disclose information about their functions, decision-making norms, documents held, employee contacts and budgets. Sections 4(2) and 4(3) prescribes the method of dissemination. "Every public authority shall constantly endeavor to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information." Every information shall be disseminated widely and, in such form, and manner which is easily accessible to the public. However, all materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.¹

The purpose of *suo-motu* disclosure is to place maximum information in the public domain on proactive basis which can easily be assessed by people without asking for the same. The idea was to cut number of RTI applications and lessen the burden on public authorities. Further, this will ensure transparency and openness in the functioning of public authorities. Since promulgation of RTI Act large amount of information relating to the functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to desired level. The major criticism against proactive disclosure is that every ministry and department is paying only lip service to section 4 and dishing out outdated information. This has given rise to a growing suspicion among the civil society groups that the government, let alone implementing section 4 of the Act, was trying to further restrict the Act.

A study commissioned by the government in 2009 and conducted by PricewaterhouseCoopers said that 75 percent of the respondents noted their dissatisfaction with the information furnished by the public authorities. This, the study

¹ *ibid* Section 4(2),(3), (4)

said, is usually due to poor record-keeping within the public authorities and, therefore, becomes a crucial factor in the non-compliance of public authorities with Section 4(1)(b) of the RTI Act. Against the backdrop of continued indifference to section 4 by the public authorities, the civil society groups mounted pressure on the government to come up with a detailed guideline on section 4. It was also felt by the government that the weak implementation of the section 4 of the RTI Act is partly due to the fact that certain provisions of this have not been fully detailed and in case of certain other provision there is need for laying the detail guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI are met. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included, apart from officials from various ministries, representatives of civil society organisations active in the field of RTI. The mandate of the task force was to examine the provisions of section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration; to recommend other items which may be included for *suo motu* disclosure; to explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure; to recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means; and to recommend guidelines for complying with the provisions under Section 4.²

Based on the report of the Task Force, the Government issued guidelines for *suo motu* disclosure under section 4 of the RTI Act.³ The Guidelines for Implementation of *suo-motu* disclosure under Section 4 of the RTI Act, 2005 for Central Ministries / Departments issued on April 15, 2013 are on:

- *Suo motu* disclosure of more items under Section 4
- Guidelines for digital Publication of proactive disclosure under Section 4
- Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv)
- Compliance mechanism for *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005

² Brajesh Kumar (June 17 2013), Section 4 changes welcome addition to RTI Act, Governance Now, <http://governancenow.com/news/regular-story/section-4-changes-welcome-addition-rti-act>

³ Office Memorandum No. 1/6/2011-IR DoPT dated April 15, 2013

Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

A *Suo motu* disclosure of more items under Section 4

The guidelines mandate that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities also may proactively disclose the following items under the *suo motu* disclosure provisions of Section 4:

1. Information related to Procurement-

- Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed.
- At present the limit is fixed at Rs. 10 lakh.
- In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.
- However, information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

2. Public Private Partnerships-

- If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement.
- This may include details of the Special Purpose Vehicle (SPV), detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- Information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed.

- All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.
- The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed *suo motu*.

3. Transfer Policy and Transfer Orders –

- Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed.
- All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.
- The guidelines would not apply to transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act.

4. RTI Applications –

- All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.
- RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

5. CAG & PAC paras –

- Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.
- CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

6. Citizens Charter-

- Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed
- Six monthly reports on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

7. Discretionary and Non-discretionary Grants –

- All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.
- Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.
- Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

8. Foreign Tours of PM/ Ministers-

- Public Authorities may proactively disclose the **details of foreign and domestic official tours** undertaken **by the Minister(s) and officials of the rank of Joint Secretary to the Government of India** and above and Heads of Departments, since 1st January, 2012.
- The disclosures may be **updated once every quarter**.
- Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.
- Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

B Guidelines for digital publication of proactive disclosure under Section 4

The guidelines provide that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a. It should be the endeavour of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer-based interface.
- b. Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c. Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d. Website should contain all the relevant Acts, Rules, forms and other documents, which are normally accessed by citizens.
- e. Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f. Under Section 4 (1) (b) (xiv) every public authority should indicate through the website t which digitally held information is made available publicly over the internet and which is not.
- g. The requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h. To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs.
- i. Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.

- j. The schedule mentioned in the 'National Data Sharing and Accessibility Policy' notified in March 2012 to make all the publically funded information readily available should be strictly adhered to.
- k. Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data should be presented in powerful visual ways using visualisation techniques. All such different media and forms should be used for proactive disclosure.
- l. Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

3 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are provided in the guidelines. These are **section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”**; **Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**; **Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**; **Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

A Guidelines for section 4(1)(b)(iii)- “the procedure followed in the decision-making processes, including channels of supervision and accountability”

The major challenge under this provision is to present a simplified version of the decision-making procedure that is of interest to a common citizen. For this, the guidelines for detailing the decision-making processes are as follows:

- a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.

- b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box.
- d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

B Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”

- The intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.
- Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, lay down norms of performance for major functions and for monitoring achievements against those standards.
- Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision-making processes as detailed earlier. All Public Authorities should proactively disclose the following:
 - a. Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
 - b. Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the

public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.

- c. Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d. Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines that are applicable to the goods and services that are accessible to the public.
- e. Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f. Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

C. Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”

The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities

may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

D. Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form

- Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that are exempted under Section 8.
- The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

4 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act

- Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.
- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be done annually and should be communicated to the Central Information Commission annually through

publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website.

- The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.
- Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.
- Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

5 Nodal Officer

Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

6 Annual Reports to Parliament/Legislatures

Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department

Objectives of the Study

The Objectives of the Study are to:

- study the information disclosed by the Ministry of Development of North Eastern Region proactively under Section 4(1)(b) of the RTI Act;

- assess the quantity and quality of proactive disclosure made and compliance of mandated suo motu disclosures under Section 4 of the RTI Act therein;
- examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act by Ministry of Development of North Eastern Region;
- help identify information gaps in the proactive disclosure and areas of improvement; and
- suggest appropriate measures to foster better compliance with the provisions of the RTI Act relating to proactive disclosure and make the implementation of the guidelines more effective.

Methodology of the Study

The proactive disclosure under RTI Act, 2005 is to be made by providing information to the public at regular intervals through various means of communications including internet. Further, the 2013 Guidelines for Proactive Disclosure by Department of Personnel & Training, Gol mandates that the disclosure would gradually to be made through internet. Therefore, the study involved a scrutiny of the proactive disclosure through Website of Ministry of Development of North Eastern Region and to examine how far the requirements of the RTI Act and the Guidelines have been fulfilled. For that, the information and various documents disclosed through the website were examined to find out the level and state of *suo-motu* disclosure and the extent of compliance of 2013 guidelines. Discussions with various officials involved in the implementation of the RTI Act and guidelines were also taken up.

Chapter 2

Audit of Proactive Disclosure under the RTI Act, 2005 by Ministry of Development of North Eastern Region, Govt of India

Name of Public Authority being Audited: Ministry of Development of North Eastern Region, Govt of India

Website: <https://mdoner.gov.in>

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties	(i) Name and address of the Organization	Fully Met https://mdoner.gov.in/contentimages/files/RTI_0.pdf https://mdoner.gov.in/contactus
		(ii) Head of the organization	Fully Met https://mdoner.gov.in/about-ministry/minister-mdoner-inner

	[Section 4(1)(b)(i)]	(iii) Vision, Mission and Key objectives	Fully Met	https://mdoner.gov.in/contentimages/files/RTI_0.pdf
		(iv) Function and duties	Fully Met	https://mdoner.gov.in/contentimages/files/RTI_0.pdf gov.in/contentimages/files/Vision_2020
		(v) Organization Chart	Fully Met	https://mdoner.gov.in/about-ministry/organisation-chart
		(vi) 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	https://mdoner.gov.in/contentimages/files/RTI_0.pdf
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully Met	https://mdoner.gov.in/contentimages/files/officers_employees.pdf https://mdoner.gov.in/about-ministry/officials https://mdoner.gov.in/contentimages/files/FAA.pdf
		(ii) Power and duties of other employees	Fully Met	https://mdoner.gov.in/about-ministry/officials
		(iii) Rules/ orders under which powers and duty are derived and	Not Met	Specific rules or orders through which powers are derived have not been disclosed. Catalogued rules and orders mapped well with assigned duties and authorizations have to be mentioned.
		(iv) Exercised	Not Met	SOP (standard operating procedure to ensure the execution of above rules and orders for discharge of

				assigned duties and to function as an entity of organization has to be disclosed.
		(v) Work allocation	Fully Met	https://mdoner.gov.in/about-ministry/officials https://mdoner.gov.in/contentimages/files/FAA.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
		(ii) Final decision-making authority	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
		(iii) Related provisions, acts, rules etc.	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
		(iv) Time limit for taking a decision, if any	Not Met	Specific time limit has to be defined and should be available for public view.
		(v) Channel of supervision and accountability	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully Met	https://mdoner.gov.in/activities
		(ii) Norms/ standards for functions/ service delivery	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf https://mdoner.gov.in/contentimages/files/discharge_functions.pdf
		(iii) Process by which these services can be accessed	Fully Met	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf https://mdoner.gov.in/contentimages/files/discharge_functions.pdf

		(iv) Time-limit for achieving the targets	Not Met	Specific time limit has to be defined and should be available for public view.
		(v) Process of redress of grievances	Fully Met	https://mdoner.gov.in/about-ministry/grievance-redressal
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction	Fully Met	https://mdoner.gov.in/contentimages/files/discharging_functions.pdf
		(ii) List of Rules, regulations, instructions manuals and records.	Fully Met	https://mdoner.gov.in/contentimages/files/discharging_functions.pdf
		(iii) Acts/ Rules manuals etc.	Partially Met	https://www.indiacode.nic.in/handle/123456789/1580?view_type=browse&sam_handle=123456789/1362
		(iv) Transfer policy and transfer orders	Not Met	As per RTI Norms of Suo motu Disclosure, Transfer Policy and Orders have to be made visible and easily accessible in public domain/ website.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Not Met	https://mdoner.gov.in/contentimages/files/under_control.pdf
		(ii) Custodian of documents/ categories	Not Met	The above-mentioned link provides a general statement. However, Suo motu disclosure requires specific documents to be listed and category wise classification such as: Classified, Unclassified, restricted, Confidential and life period of each document and level/designation of custodian of different levels of documents to be disclosed.

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Fully Met	https://mdoner.gov.in/contentimages/files/Constitution_of_IMC_for_Roads.pdf https://mdoner.gov.in/contentimages/files/Constitute_of_SLSC_and_DLC.pdf https://mdoner.gov.in/activities/constitutionon-imc-forstiner https://mdoner.gov.in/activities/background-on-imc-for-maps https://mdoner.gov.in/contentimages/files/revised_constitution_IMC_MAPs.pdf https://mdoner.gov.in/about-ministry/hindi-salahkar-samiti
		(ii) Composition	Fully Met	https://mdoner.gov.in/contentimages/files/Constitution_of_IMC_for_Roads.pdf https://mdoner.gov.in/contentimages/files/Constitute_of_SLSC_and_DLC.pdf https://mdoner.gov.in/activities/constitution-on-imc-forstiner https://mdoner.gov.in/activities/background-on-imc-formaps https://mdoner.gov.in/contentimages/files/revised_constitution_IMC_MAPs.pdf
		(iii) Dates from which constituted	Partially Met	https://mdoner.gov.in/contentimages/files/more_persons.pdf
		(iv) Term/ Tenure	Not Met	Suo motu disclosure norms require Term/Tenure of the Boards, Councils, and Committees to be displayed for public view.
		(v) Powers and functions	Fully Met	https://mdoner.gov.in/contentimages/files/more_persons.pdf

		(vi) Whether their meetings are open to the public?	Fully Met	https://mdoner.gov.in/contentimages/files/more_person_s.pdf It has been mentioned that meetings are not open to public
		(vii) Whether the minutes of the meetings are open to the public?	Partially Met	https://mdoner.gov.in/activities/nlcpr-meetings - not Updated.
		(viii) Place where the minutes if open to the public are available?	Fully Met	Minutes of meeting for few committee shave been put on the website
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully Met	https://mdoner.gov.in/about-ministry/officials
		(ii) Telephone , fax and email ID	Fully Met	https://mdoner.gov.in/about-ministry/officials
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully Met	https://mdoner.gov.in/contentimages/files/monthly_remuneration-07292019081942.pdf
		(ii) System of compensation as provided in its regulations	Not Met	Compensatory offs, overtime allowance, honorariums, other incentives in the form of awards and rewards etc as per the regulations have to be specifically mentioned.
1.10	Name, designation and	(i) Name and designation of the public information	Fully Met	https://mdoner.gov.in/about-ministry/appellate-authorities-cpios

	other particulars of public information officers	officer (PIO), Assistant Public Information (s) & Appellate Authority		https://mdoner.gov.in/contentimages/files/PIO-List1.pdf
	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	Fully Met	https://mdoner.gov.in/contentimages/files/PIO-List1.pdf
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been	Not Met	As per Suo motu disclosure norms, No. of employees against whom disciplinary action has been taken or pending for penalty has to be disclosed.
	(Section 4(2))	(i) Pending for Minor penalty or major penalty proceedings		
		(ii) Finalized for Minor penalty or major penalty proceedings	Not Met	
1.12	Programmes to advance understanding of RTI	(i) Educational programmes	Not Met	Details of training imparted to CPIO have to be made available on the Website and experience of CPIOs. Example: Trainings conducted by the authority, Conference or workshops attended by CPIO/PIO of the authority with regard to RTI, details of date, time and number of people attending such programs etc. have to be clearly published on the website.
	(Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	Not Met	Not Disclosed

		(iii) Training of CPIO/APIO	Not Met	Not Disclosed
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	RTI guidelines specific to the Ministry has to be published on the website and has to be regularly updated as per guidelines by DoP&T and CIC.
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Not Met	Suo motu disclosure norms and CIC guidelines requires the Transfer Policy which may specify clearly for Rotational Transfers, Random transfers and special transfers has to be publicly disclosed. It also requires exemptions and preempting provisions to be mentioned with clarity as per ground reality.

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Fully Met	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
		(ii) Budget for each agency and plan & programmes	Fully Met	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and

				Expenditure 2018-19.pdf
		(iii) Proposed expenditures	Fully Met	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
		(iv) Revised budget for each agency, if any	Fully Met	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure2018-19.pdf
		(v) Report on disbursements made and place where the related reports are available	Not Met	Reports on the utilization of the disbursements made and location of the related reports have to be disclosed. Brief list has to be provided in this regard.
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not Met	Not Disclosed
		(ii) 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	Not Met	<ul style="list-style-type: none"> • Not Disclosed • The budget for th foreign and domestic tour along with expenditure made on the same needs to be uploaded on the website. • Besides this the following information relating to the tours must be put in public domain: <ol style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation

		b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit		d) Expenditure on the visit <ul style="list-style-type: none"> The information is required to be uploaded on quarterly basis
		(iii) 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	Partially Met a. Yes b. No c. No d. No	https://mdoner.gov.in/archive?type=1&page=1 https://mdoner.gov.in/notice-inviting-tender Tender notice is available in the above link. However, details of bids awarded comprising names of the suppliers, the rates and the total amount at which the contract is executed has to be disclosed publicly.

			such procurement or works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	Not Applicable	NA
		(ii)	Objective of the programme	Not Applicable	NA
		(iii)	Procedure to avail benefits	Not Applicable	NA
		(iv)	Duration of the programme/ scheme	Not Applicable	NA
		(v)	Physical and financial targets of the programme	Not Applicable	NA
		(vi)	Nature/ scale of subsidy /amount allotted	Not Applicable	NA
		(vii)	Eligibility criteria for grant of subsidy	Not Applicable	NA
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	NA
2.4	Discretionary and non-discretionary	(i)	Discretionary and non-discretionary	Fully Met	https://mdoner.gov.in/activities/selected-projects https://mdoner.gov.in/activities/btc-package

	grants [F. No. 1/6/2011-IR dt. 15.04.2013]		grants/ allocations to State Govt./ NGOs/other institutions		https://mdoner.gov.in/activities/karbi-anlong-package https://mdoner.gov.in/activities/dima-hasao-package https://mdoner.gov.in/activities/nesrip-project-details https://mdoner.gov.in/activities/nerlp-project-details https://mdoner.gov.in/activities/projects-status Project wise budget is available at https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19(1).pdf
			(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Met	Not Disclosed The accounts of the entities to whom the grants have been dispersed must be uploaded
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i)	Concessions, permits or authorizations granted by public authority	Not Applicable	NA
		(ii)	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations	Not Applicable	NA

		c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations		
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	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 Met	It is mandatory to upload the Comptroller & Auditor General (CAG) paras and ATR reports once these have been placed before the Parliament.

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents	Not Met	Relevant Acts, rules which are normally accessed has to be made available on the website.

<p>policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>which are normally accessed by citizens</p>		
	<p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>Partially Met</p>	<p>https://mdoner.gov.in/contentimages/files/THEPA_1.pdf</p>
	<p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p>	<p>Not Applicable</p>	<p>NA</p>
	<p>(ii) Detailed project reports (DPRs)</p>	<p>Not Applicable</p>	<p>NA</p>
	<p>(iii) Concession agreements.</p>	<p>Not Applicable</p>	<p>NA</p>
	<p>(iv) Operation and maintenance manuals</p>	<p>Not Applicable</p>	<p>NA</p>

		(v) Other documents generated as part of the implementation of the PPP	Not Applicable	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	NA
		(vii) Information relating to outputs and outcomes	Not Applicable	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	NA
		(ix) All payment made under the PPP project	Not Applicable	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Partially Met	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf

		(i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process	Partially Met	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf
		(iii) Outline the arrangement for consultation before formulation of policy	Partially Met	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Sec 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully Met	https://mdoner.gov.in/about-ministry/mandatory-disclosures
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully Met	https://mdoner.gov.in/about-ministry/mandatory-disclosures
		(ii) Printed format	Not Met	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not Met	A separate document which provides a list of all the documents available free of cost and the documents available at a reasonable cost have to be mentioned and made available to the public.
		(ii) At a reasonable cost of the medium	Not Met	

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully Met	https://mdoner.gov.in/about-ministry/mandatory-disclosures
		(ii) Vernacular/Local Language	Partially Met	Website is in Hindi. However, RTI information is only in English.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Partially Met	Only provided as yearly updated. No date of last updation provided.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Not Met	A separate list comprising of all the information that are available in electronic form has to be made and should be disclosed. Location of the document should also be specified for the benefit and ease of access of information to the public.
		(ii) Name/ title of the document/record/ other information	Not Met	
		(iii) Location where available	Not Met	
4.4	Particulars of facilities available to citizen for obtaining	(i) Name & location of the faculty	Not Met	This parameter is specifically pertaining to any facility for citizens to obtain information. (This does not include website). Where any person can come in and request for

	information [Section 4(1)(b)(xv)]			obtaining any information pertaining to the public authority.
		(ii) Details of information made available	Not Met	Not Disclosed
		(iii) Working hours of the facility	Not Met	Not Disclosed
		(iv) Contact person & contact details (Phone, fax email)	Not Met	Not Disclosed
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully Met	https://mdoner.gov.in/about-ministry/grievance-redressal
		(ii) Details of applications received under RTI and information provided	Not Met	As per Suo Motu disclosure norms (and Section 4(1) of RTI Act, 2005) Details of RTI applications received and information provided it has to be in the public domain and easily accessible to public through website.
		(iii) List of completed schemes/ projects/ Programmes	Fully Met	https://mdoner.gov.in/activities
		(iv) List of schemes/ projects/ programme underway	Fully Met	https://mdoner.gov.in/activities

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	For all the tenders and contracts invited and executed by the Ministry, implementing agency shall also be MoDNER. Hence, all the details have to be uploaded on the website as per Suo motu disclosure norms.
		(vi) Annual Report	Fully Met	https://mdoner.gov.in/about-ministry/annual-report
		(vii) Frequently Asked Question (FAQs)	Fully Met	https://mdoner.gov.in/activities/faqs
		(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the same d) Performance against the benchmarks set in the Citizen's Charter	Not Met	Not Disclosed <ul style="list-style-type: none"> • The citizen charter outlining the services provided by the Ministry and the norms for the same must be disclosed on the Website. • Besides this, Result Framework Document (RFD), Six monthly reports and Performance against the benchmarks
4.6	Receipt & Disposal of RTI applications & appeals [F.No	(i) Details of applications received and disposed	Not Met	Details have to be uploaded on the website. If not the link where the details are provided has to be visible on the website.

	1/6/2011-IR dt. 15.04.2013]	(ii) Details of appeals received and orders issued	Not Met	Not Disclosed
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not Met	Not Disclosed

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Partially Met	https://mdoner.gov.in/contentimages/files/PIO-List1.pdf The link provides present PIO's details. However, details of earlier PIO, CPIO & FAAs have to be made available on the website.
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not Met	As per RTI guidelines, third party audit has to be carried out from the year 2013 and the report has to be made public.

		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Fully Met	https://mdoner.gov.in/about-ministry/nodal-officers-for-states https://mdoner.gov.in/about-ministry/nodal-officers-for-ministries
		(a) Date of appointment (b) Name & Designation of the officers		
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure	Not Met	Not Disclosed
		(a) Dates from which constituted (b) Name & Designation of the officers		
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify	Not Met	Not Disclosed

		frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers		
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully Met	Most of the information is available on website.
6.2	Guidelines for Indian Government Websites	(i) Whether STQC certification obtained and its validity.	Fully Met	https://mdoner.gov.in/contentimages/files/STQC_certificate.pdf

<p>(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, Public Grievance and Pensions, Govt. Of India)</p>	<p>(ii) Does the website show the certificate on the Website?</p>	<p>Fully Met</p>	<p>It is visible on the website</p>
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Chapter 3

Conclusions and Recommendations

Major Findings

1. The information disclosure required under seventeen categories of Section 4(1)(b) of the RTI Act and guidelines by the organization is low. The total score of organization is 368 out of 790 (46.58%). Thus, there is still scope for further improvement.
2. Disclosure needs to be improved in both quantity and quality of information. Disclosure in certain aspects is incomplete and partial and needs to be updated.
3. Information pertaining to Rules and Orders through which powers and duties are derived has not been disclosed. Catalogued rules and orders mapped well with assigned duties and authorizations have to be mentioned.
4. Key information relating to transfer policy of the organization along with all the transfer orders has not been disclosed. Though detailed decision making process has been provided, it lacks information with regard to time limit for taking decisions and achieving targets.
5. Under the category of Rules, regulations, instructions, manuals and record for discharging functions, only North Eastern Council Act, 1971 has been made available and no other information is presented.
6. List comprising category of documents held by the public authority with specific classification, location and custodian has not been provided.
7. Details on Boards, Councils & Committees have been disclosed but date of constitution of the board and details on term and tenure of members is not provided.
8. CAG & PAC paras and its Action Taken Reports are vital categories under which compliance is completely lacking and authority needs to disclose information at the earliest.
9. Under the category of procurements, only tender notices have been made available for public but information pertaining to bids awarded comprising names of suppliers, work contract concluded along with rates and total amount of procurement have not been disclosed.
10. Citizen Charter, details of question asked and replies given in Parliament, list of documents available in electronic form and details pertaining to RTI application received, information sought and replies given has not been provided.
11. According to RTI Act the information requires annual updation. The information regarding some of the items is old and requires updating. Besides this the list of

documents available in electronic form must be uploaded on the website to give clear picture of computerization and easy accessibility to citizens.

12. The information is available on the website in English. The website has Hindi version but information is not available on the same. The process of translation in Hindi may be expedited and completed before next audit.

Recommendations

For better implementation of the *Suo-motu* disclosure of information following steps are required to be taken:

1. The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.
2. Endeavour should be made that all information should be readily available and in an easily understandable format.
3. Website disclosure should be complete and easily accessible. The orders of the Public Authority and other proactively disclosed information may be uploaded immediately after it has been issued and not later than a week.
4. Proper grouping and categorization of the information may be made. The information which is available on website needs to be collated in proper manner.
5. All the Acts, rules, regulations, orders, which specify the norms for discharge of functions may be disclosed and classified properly. Further it could be presented in simple and easy manner and linked to decision-making process.
6. The public authority should make efforts to collect the large quantum of information and digitalize which is still not there on the website. At present the information relating to Acts, rules and orders, transfer policy and orders, CAG/PAC paras, System of compensation, Budget information pertaining to foreign and Domestic tours etc. have not been uploaded on the website. The same should be uploaded at the earliest in simple format for easy understanding.
7. Under procurements not only tender notice invitation but also, bids of suppliers, bids awarded, details of suppliers, work contract concluded, rates and total amount of procurement have to be disclosed exhaustively and at the earliest.
8. Details of discretionary and non-discretionary grants has been provided but annual accounts of all legal entities who are provided grants may also be disclosed on the website.
9. Citizen charter should be disclosed on the website. Details of number of RTI applications received along with information sought and replies given should be disclosed. Categorization of the information sought through RTI and replies given will enable easy access of required information to public and might reduce repetitive RTI applications.

10. To maintain the reliability of information, timely updating of the information may be ensured. Therefore, it is required that a system is created for automatic updation of information, based on key word outputs. The date of last updation should be displayed on the website. Different media and forms should be used for proactive disclosure.
11. Besides uploading the original documents there is also need to present the information from the user's perspective in a simplified manner. Different media and forms like flow charts, tabular presentation should be used for proactive disclosure.
12. The elements of information required to be proactively disclosed under section 4(1)(b) are inter-related, the endeavor should be made to disclose them in an integrated manner. The functions, powers, responsibilities, rules, regulations and decision-making process are interconnected and are difficult to understand in isolation; therefore endeavor should be made to present these in integrated manner.
13. The chapter on RTI Act in the annual report of the organization should include the details about the compliance with the proactive disclosure guidelines.
14. Details of RTI applications received, appeals received along with detailed of information sought and given should be disclosed publicly. It will help in improving transparency and thereby reduce applications seeking repetitive information.
15. Information must be made available both in English and vernacular language.
16. Keeping in view the need and importance of RTI, it is imperative to regularly sensitize the officials of the organization so that RTI Act is effectively implemented.

(Sapna Chadah)

Self appraisal report for Year (2019-20)

Auditor Agency: Indian Institute of Public Administration

Ministry Name: Ministry of Development of North Eastern Region

Department Name:

Public Authority Name: Ministry of Development of North Eastern Region

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	x	Fully Met	1.28	https://mdoner.gov.in/contentimages/files/RTI_0.pdf https://mdoner.gov.in/contactus
1.1.2	Head of the organization	Fully Met	1.28	1.28	x	Fully Met	1.28	https://mdoner.gov.in/about-ministry/minister-mdoner-inner
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	x	Fully Met	1.28	https://mdoner.gov.in/contentimages/files/RTI_0.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	x	Fully Met	1.28	https://mdoner.gov.in/contentimages/files/Vision_2020.pdf https://mdo

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ner.gov.in/contentimages/files/Vision_2020_ANNE_II.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	x	Fully Met	1.28	https://mdoner.gov.in/about-ministry/organisation-chart
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	x	Fully Met	1.28	https://mdoner.gov.in/contentimages/files/RTI_0.pdf
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	x	Fully Met	1.54	https://mdoner.gov.in/contentimages/files/officers_employees.pdf https://mdoner.gov.in/about-ministry/officials https://mdoner.gov.in/contentimages/files/FAA.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	x	Fully Met	1.54	https://mdoner.gov.in/about-ministry/officials
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	x	Not Met	0	Not Disclosed

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.4	Exercised	Fully Met	1.54	1.54	x	Not Met	0	Not Disclosed
1.2.5	Work allocation	Fully Met	1.54	1.54	x	Fully Met	1.54	https://mdoner.gov.in/about-ministry/officials https://mdoner.gov.in/contentimages/files/FAA.pdf
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	x	Fully Met	1.54	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	x	Fully Met	1.54	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	x	Fully Met	1.54	https://mdoner.gov.in/contentimages/files/supervision_accountability.pdf
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	x	Not Met	0	Not Disclosed
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	x	Fully Met	1.54	https://mdoner.gov.in/contentimages/files/supervision_ac

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	x	Fully Met	1.92	https://mdoner.gov.in/contentimages/files/discharging_functions.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	x	Fully Met	1.92	https://mdoner.gov.in/contentimages/files/discharging_functions.pdf
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	x	Partially Met	0.96	https://www.indiacode.nic.in/handle/123456789/1580?view_type=browse&sam_handle=123456789/1362
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	As per govt. rules	Not Met	0	Not Disclosed
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	x	Not Met	0	Needs to be disclosed
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	x	Not Met	0	Needs to be disclosed
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	x	Fully Met	0.96	https://mdoner.gov.in/contentimages/files/Constitution_of_IMC_for_Roads.pdf https://

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								/mdoner.gov.in/contentimages/files/Constitution_of_SLSC_and_DLC.pdf https://mdoner.gov.in/activities/constitution-on-imc-for-stiner https://mdoner.gov.in/activities/background-on-imc-for-maps https://mdoner.gov.in/contentimages/files/revised_constitution_IMC_MAPs.pdf https://mdoner.gov.in/about-ministry/hindi-salahkar-samiti
1.7.2	Composition	Fully Met	0.96	0.96	x	Fully Met	0.96	https://mdoner.gov.in/contentimages/files/Constitution_of_IMC_for_Roads.pdf https://mdoner.gov.in/contentimag

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								es/files/Constitute_of_SLSC_and_DLC.pdf https://mdoner.gov.in/activities/constitution-on-imc-for-stiner https://mdoner.gov.in/activities/background-on-imc-for-maps https://mdoner.gov.in/contentimages/files/revised_constitution_IMC_MAPs.pdf
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	x	Partially Met	0.48	https://mdoner.gov.in/contentimages/files/more_persons.pdf
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	x	Not Met	0	Needs to be disclosed
1.7.5	Powers and functions	Fully Met	0.96	0.96	x	Fully Met	0.96	https://mdoner.gov.in/contentimages/files/more_persons.pdf
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	x	Fully Met	0.96	https://mdoner.gov.in/content

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								timages/files/more_persons.pdf It has been mentioned that meetings are not open to public
1.7.7	Whether the minutes of the meetings are open to the public?	Partially Met	0.96	0.48	x	Partially Met	0.48	https://mdoner.gov.in/activities/nlcpr-meetings - not Updated.
1.7.8	Place where the minutes if open to the public are available?	Partially Met	0.96	0.48	minutes are available on the website of PSUs	Fully Met	0.96	Minutes of meeting for few committees have been put on the website
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	x	Fully Met	3.85	https://mdoner.gov.in/about-ministry/officials
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	x	Fully Met	3.85	https://mdoner.gov.in/about-ministry/officials
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	x	Fully Met	3.85	https://mdoner.gov.in/contentimages/files/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								monthly_remu neration-0729 2019081942.p df
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	As per govt. rules	Not Met	0	Needs to be disclosed
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	x	Fully Met	3.85	https://mdoner.gov.in/about-ministry/appellate-authorities-cpios https://mdoner.gov.in/contentimages/files/PIO-List1.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	x	Fully Met	3.85	https://mdoner.gov.in/contentimages/files/PIO-List1.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	Disciplinary proceedings are confidential and disclosed as per requirement	Not Met	0	Needs to be disclosed
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Disciplinary proceedings are confidential	Not Met	0	Needs to be disclosed

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and disclosed as per requirement			
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Partially Met	1.92	0.96	Informal educational programmes as discussed in the meetings	Not Met	0	Needs to be disclosed
1.12.2	Efforts to encourage public authority to participate in these programmes	Partially Met	1.92	0.96	done by concerned authorities	Not Met	0	Needs to be disclosed
1.12.3	Training of CPIO/APIO	Partially Met	1.92	0.96	done by concerned authorities	Not Met	0	Needs to be disclosed
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	done by concerned authorities	Not Met	0	Needs to be disclosed
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	x	Not Met	0	Needs to be disclosed
Total			100	95			54	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	xx	Fully Met	10.00	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.g

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	x	Fully Met	10.00	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	x	Fully Met	10.00	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.g

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	x	Fully Met	10.00	https://mdoner.gov.in/about-ministry/budget-allocation-expenditure https://mdoner.gov.in/about-ministry/detailed-demands-for-grants https://mdoner.gov.in/contentimages/files/Allocation_and_Expenditure_2018-19.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Met	0	Not Disclosed
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	x	Not Met	0	Not Disclosed
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the	Partially Met	16.67	8.34	Tour programmes	Not Met	0	Not Disclosed

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				and tours are not uploaded on website but mostly provided under RTI Act when demanded			
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	x	Partially Met	8.34	Only Tender notice is available no other information https://mdoner.gov.in/archive?type=1&page=1 https://mdoner.gov.in/notice-inviting-tender
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
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/	Fully Met	25	25.00	x	Fully Met	25.00	https://mdoner

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	allocations to State Govt./ NGOs/other institutions							.gov.in/activities/selected-projects https://mdoner.gov.in/activities/btc-package https://mdoner.gov.in/activities/karbi-anglong-package https://mdoner.gov.in/activities/dima-hasao-package https://mdoner.gov.in/activities/nersip-project-details https://mdoner.gov.in/activities/nerlap-project-details https://mdoner.gov.in/activities/projects-status Project wise budget is available at https://mdoner.gov.in/contentimages/files/Allocation_and_

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Expenditure_2018-19(1).pdf
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Met	0	Needs to be disclosed
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 Met	0	Needs to be disclosed
Total			115	107			73	
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	x	Not Met	0	Not Disclosed
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Partially Met	12.5	6.25	x	Partially Met	6.25	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	x	Partially Met	8.34	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf
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	Partially Met	16.67	8.34	x	Partially Met	8.34	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Partially Met	16.67	8.34	x	Partially Met	8.34	https://mdoner.gov.in/contentimages/files/THEPA_1.pdf
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	x	Fully Met	50.00	https://mdoner.gov.in/about-ministry/mandatory-disclosures
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	x	Fully Met	25.00	https://mdoner.gov.in/about-ministry/mandatory-disclosures
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	x	Not Met	0	Needs to be disclosed
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	x	Not Met	0	Needs to be disclosed
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	x	Not Met	0	Needs to be disclosed
Total			225	202			106	
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	x	Fully Met	14.29	https://mdoner.gov.in/about-ministry/mandatory-disclosures

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	x	Partially Met	7.15	Website in Hindi. However, RTI information is only in English.
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	x	Partially Met	14.29	Only provided as yearly updated. No date of last updation provided.
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	x	Not Met	0	Needs to be disclosed
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	x	Not Met	0	Needs to be disclosed
4.3.3	Location where available	Fully Met	9.52	9.52	x	Not Met	0	Needs to be disclosed
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	x	Not Met	0	Needs to be disclosed
4.4.2	Details of information made available	Fully Met	7.14	7.14	x	Not Met	0	Needs to be disclosed
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	x	Not Met	0	Needs to be disclosed
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	x	Not Met	0	Needs to be disclosed
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	x	Fully Met	3.57	https://mdoner.gov.in/about-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ministry/grievance-redressal
4.5.2	Details of applications received under RTI and information provided	Partially Met	3.57	1.79	x	Not Met	0	Needs to be disclosed
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	x	Fully Met	3.57	https://mdoner.gov.in/activities
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	x	Fully Met	3.57	https://mdoner.gov.in/activities
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	contractor details are maintained by the implementing agencies	Not Met	0	Needs to be disclosed
4.5.6	Annual Report	Fully Met	3.57	3.57	x	Fully Met	3.57	https://mdoner.gov.in/about-ministry/annual-report
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	x	Fully Met	3.57	https://mdoner.gov.in/activities/faqs
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	x	Not Met	0	Needs to be disclosed
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	As per govt. rules	Not Met	0	Needs to be disclosed
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	As per govt.	Not Met	0	Needs to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL disclosed
					rules			
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	x	Not Met	0	Needs to be disclosed
Total			200	198			54	
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	x	Partially Met	10.00	https://mdoner.gov.in/contentimages/files/PIO-List1.pdf Earlier CPIO's and FAA's information has to be provided.
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Partially Met	20	10.00	Action has been initiated	Not Met	0	Needs to be disclosed
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	Partially Met	20	10.00	Action has been initiated	Fully Met	20.00	https://mdoner.gov.in/about-ministry/nodal-officers-for-states https://mdoner.gov.in/about-ministry/nodal-officers-for-ministries
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	Partially Met	20	10.00	Action has been initiated	Not Met	0	Needs to be disclosed

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	Partially Met	20	10.00	Action has been initiated	Not Met	0	Needs to be disclosed
Total			100	60			30	
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	x	Fully Met	25.00	Most of the information has been provided on the website. A separate tab for RTI has been provided on the website which provides information to the public
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	Fully Met	12.5	12.50	x	Fully Met	12.50	https://mdoner.gov.in/contentimages/files/STQC_certificate.pdf
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	x	Fully Met	12.50	It is visible on the website
Total			50	50			50	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Grand Total			790	712				368