

Name of Public Authority being audited: National Research Centre for Litchi (ICAR)

Address :

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
- 3.
- 4.
- 5.

'A' Category Parameters (High Importance)

Sl. No	Parameters 1	Requirements 2	Rating Scale 3	Score 4	Qualitative Observations/ Remarks 5
1	Language in which Information Manual/ Handbook available	<input type="checkbox"/> English <input type="checkbox"/> Vernacular / Local Language	Language in which available: • Both English & Vernacular: 2 • In 1 language only: 1 • Not available: 0	0	no manual has been found only the details of Rti submitted and PIO details mentioned.
2	When was the information Manual/ Handbook last updated?	<input type="checkbox"/> Annual update	• During last 1 year: 2 • More than 1 year ago: 1 • Not updated at all: 0	0	
3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]	Use of the most effective means of communication like <input type="checkbox"/> Notice boards <input type="checkbox"/> Newspapers <input type="checkbox"/> Public announcements <input type="checkbox"/> Media broadcasts <input type="checkbox"/> Internet or <input type="checkbox"/> Any other means including inspection of offices	Dissemination of information done using • At least two effective means of communication: 2 • Only one means of communication: 1 • No means of communication used: 0	0	
4	Procedure followed in decision making process [Section 4(1) (b) (iii)]	<input type="checkbox"/> Process of decision making <input type="checkbox"/> Final decision making authority <input type="checkbox"/> Related provisions, acts, rules etc. <input type="checkbox"/> Time limit for taking a decision, if any <input type="checkbox"/> Channels of supervision and accountability.	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
5	Norms for discharge of functions [Section 4(1) (b) (iv)]	<input type="checkbox"/> Nature of functions/services offered <input type="checkbox"/> Norms/standards for functions / service delivery <input type="checkbox"/> Time-limits for achieving the targets <input type="checkbox"/> Reference document prescribing the norms	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<input type="checkbox"/> Total Budget for the Public Authority <input type="checkbox"/> Budget for each agency and plan & programmes <input type="checkbox"/> Proposed expenditures <input type="checkbox"/> Revised budget for each agency, if any <input type="checkbox"/> Report on disbursements made and place where the related reports are available	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

7	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<input type="checkbox"/> Name of the programme or activity <input type="checkbox"/> Objective of the program <input type="checkbox"/> Procedure to avail benefits <input type="checkbox"/> Duration of the programme/scheme <input type="checkbox"/> Physical and financial targets of the program <input type="checkbox"/> Nature/scale of subsidy/amount allotted <input type="checkbox"/> Eligibility criteria for grant of subsidy <input type="checkbox"/> Details of beneficiaries of subsidy program (Number, profile etc.)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
8	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]	<input type="checkbox"/> Concessions, permits or authorisations granted by Public Authority <input type="checkbox"/> For each concessions, permit or authorisation granted <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Procedure for getting the concession/grant and/or permits or authorisations <input type="checkbox"/> Name and address of the recipients given concessions/ permits or authorisations <input type="checkbox"/> Date of award of concessions/ permits or authorisations	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
9	Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]	<input type="checkbox"/> Publish all relevant facts while formulating important policies or announcing decisions which affect public	At all times: 2 Sometimes: 1 Never: 0	0	
10	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	<input type="checkbox"/> Provide reasons for its administrative or quasijudicial decisions to affected persons	At all times: 2 Sometimes: 1 Never: 0	0	
CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]				0	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				20	
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100				0	

'B' Category Parameters (Medium Importance)

Sl. No.	Parameters	Requirements	Rating Scale	Score	Qualitative Observations / Remarks
1	Form of accessibility of Information Manual/ Handbook u/s 4 (1) b	<ul style="list-style-type: none"> Electronic format Printed format 	Information Manual available in: <ul style="list-style-type: none"> In Both Formats: 2 In one format only: 1 Not available: 0 	0	
2	Whether Information Manual/ Handbook available free of cost or not	<ul style="list-style-type: none"> Free or At a reasonable cost of the medium 	Cost at which available: <ul style="list-style-type: none"> Free: 2 At Reasonable cost: 1 At High cost: 0 	0	
3	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	<input type="checkbox"/> Title and nature of the record / manual / instruction <input type="checkbox"/> Gist of contents	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
4	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	<input type="checkbox"/> Title of the document <input type="checkbox"/> Category of document <input type="checkbox"/> Custodian of the document	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

5	Information available in electronic form [Section 4(1) (b) (xiv)]	Details of information available in electronic form <input type="checkbox"/> Name/title of the document/record/other information <input type="checkbox"/> Location where available	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
6	Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]	<input type="checkbox"/> Name & location of the facility <input type="checkbox"/> Details of information made available <input type="checkbox"/> Working hours of the facility <input type="checkbox"/> Contact Person & contact details (phone, fax, email)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
7	Such other information as may be prescribed under Section 4(1) (b) (xvii)	<input type="checkbox"/> Citizen's charter of the public authority <input type="checkbox"/> Grievance redressal mechanisms <input type="checkbox"/> Details of applications received under RTI and information provided <input type="checkbox"/> List of completed schemes/projects/program mes <input type="checkbox"/> List of schemes/projects/program mes underway <input type="checkbox"/> Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. <input type="checkbox"/> Any other information	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
8	Receipt & Disposal of RTI applications	<input type="checkbox"/> Details of applications received under RTI and information provided	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	1	till 2015 reports are mentioned of Rti received
CATEGORY SCORE (B) [Sum of Scores across all A Category parameters]				1	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				16	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				6.25	

'C' Category Parameters (Low Importance)

Sl. No	Parameters	Requirements	Rating Scale	Score	Qualitative Observations/ Remarks
1	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<input type="checkbox"/> Name and address of the organisation <input type="checkbox"/> Head of the organisation <input type="checkbox"/> Key Objectives <input type="checkbox"/> Functions and duties <input type="checkbox"/> Organisation chart <input type="checkbox"/> Any other details	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<input type="checkbox"/> Powers and duties of officers (administrative, financial & judicial) <input type="checkbox"/> Powers and duties of other employees <input type="checkbox"/> Rules/orders under which powers and duties are derived	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
3	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (b) (vii)]	<input type="checkbox"/> Relevant rule, circular etc. <input type="checkbox"/> Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

4	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<input type="checkbox"/> Name of the Board, Council, committee etc <input type="checkbox"/> Composition <input type="checkbox"/> Powers & functions <input type="checkbox"/> Whether their meetings are open to the public? <input type="checkbox"/> Whether the minutes of the meeting are open to the public <input type="checkbox"/> Place where the minutes if open to the public are available?	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
5	Directory of Officers and employees [Section 4(1) (b) (ix)]	<input type="checkbox"/> Name and designation <input type="checkbox"/> Telephone, fax and email ID	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
6	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<input type="checkbox"/> Name and designation of the employee <input type="checkbox"/> Monthly remuneration <input type="checkbox"/> System of compensation as provided by in its regulations	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
7	Names, designations and other particulars of public information officers [Section 4(1) (b) (xvii)]	<input type="checkbox"/> Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority <input type="checkbox"/> Address, telephone numbers and email ID of each designated official	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	details of the PIO has been mentioned.
CATEGORY SCORE (C) [Sum of Scores across all A Category parameters]				2	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				14	
CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100				14.28	

S.No.	PERCENTAGE	PERCENTAGE OBTAINED	WEIGHTAGE	REVISED SCORE
	1	2	3	2 x 3
1	A Category Parameters	0%	0.5	0
2	B Category Parameters	6.25%	0.3	1.87
3	C Category Parameters	14.28%	0.2	2.85
FINAL SCORE				4.72
GRADE				D