

Self appraisal report for Year (2021-22)

Auditor Agency: Pawan Kumar

Ministry Name: Ministry of Defence

Department Name: Department of Defence

Public Authority Name: Department of Defence

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	www.mod.gov.in	Fully Met	1.28	OK
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.mod.gov.in	Fully Met	1.28	OK
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www.mod.gov.in	Fully Met	1.28	OK
1.1.4	Function and duties	Fully Met	1.28	1.28	www.mod.gov.in	Fully Met	1.28	OK
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.mod.gov.in	Fully Met	1.28	OK
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	www.mod.gov.in	Partially Met	0.64	Details not found
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	www.mod.gov.in	Partially Met	0.77	Not given Officer wise
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	No details found

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	Detailed order not found
1.2.4	Exercised	Fully Met	1.54	1.54	www.mod.gov.in	Not Applicable	0	irrelevant/carry on of previous point
1.2.5	Work allocation	Fully Met	1.54	1.54	www.mod.gov.in	Fully Met	1.54	ok
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	www.mod.gov.in	Partially Met	0.77	No details found
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.mod.gov.in	Fully Met	1.54	ok
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.mod.gov.in	Fully Met	1.54	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	www.mod.gov.in	Fully Met	1.54	ok
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.mod.gov.in	Partially Met	0.77	no details
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	www.mod.gov.in	Fully Met	1.92	ok

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	www.mod.gov.in	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.mod.gov.in	Fully Met	3.85	ok
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	Partially Met	3.85	1.93	www.mod.gov.in	Partially Met	1.93	no emp wise details
1.9.2	System of compensation as provided in its regulations	Partially Met	3.85	1.93	www.mod.gov.in	Partially Met	1.93	no details
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	www.mod.gov.in	Fully Met	3.85	ok
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www.mod.gov.in	Fully Met	3.85	ok
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	Not Met	3.85	0	empty	Not Met	0	not given
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	not given
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Partially Met	1.92	0.96	www.mod.gov.in	Partially Met	0.96	No update
1.12.2	Efforts to encourage public authority to participate in these programmes	Partially Met	1.92	0.96	www.mod.gov.in	Partially Met	0.96	no update
1.12.3	Training of CPIO/APIO	Partially Met	1.92	0.96	www.mod.gov.in	Partially Met	0.96	no update
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	www.mod.gov.in	Partially Met	0.96	no separate update
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.	Fully Met	7.69	7.69	www.mod.gov	Partially Met	3.85	Orders Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL found
	1/6/2011- IR Dt. 15.4.2013]				.in			
Total			100	83		96	67	
2	Budget and Programme						49	
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	www.mod.gov.in	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.mod.gov.in	Fully Met	10.00	ok
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.mod.gov.in	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.mod.gov.in	Fully Met	10.00	ok
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www.mod.gov.in	Fully Met	10.00	ok
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Partially Met	16.67	8.34	www.mod.gov.in	Partially Met	8.34	no proper details
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Partially Met	16.67	8.34	www.mod.gov.in	Not Met	0	Not given
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	Partially Met	16.67	8.34	www.mod.gov.in	Not Met	0	Not found

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	contract is to be executed.							
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/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	NA
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Partially Met	50	25.00	www.mod.gov.in	Partially Met	25.00	Not updated properly
Total			150	100		150	83	
3	Publicity Band Public interface							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 thereof [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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	www.mod.gov.in	Fully Met	50.00	ok
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	www.mod.gov.in	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	www.mod.gov.in	Fully Met	25.00	ok
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	Partially Met	25	12.50	www.mod.gov.in	Partially Met	12.50	no proper details
3.5.2	List of materials available At a reasonable cost of the medium	Partially Met	25	12.50	www.mod.gov.in	Partially Met	12.50	no proper details
Total			150	125		150	125	
4	E-Governance							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	www.mod.gov.in	Fully Met	14.29	ok
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	www.mod.gov.in	Fully Met	14.29	ok
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	Partially Met	28.57	14.29	www.mod.gov.in	Partially Met	14.29	No update on this point
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Partially Met	9.52	4.76	www.mod.gov.in	Partially Met	4.76	no proper details
4.3.2	Name/ title of the document/record/ other information	Partially Met	9.52	4.76	www.mod.gov.in	Partially Met	4.76	no proper details
4.3.3	Location where available	Partially Met	9.52	4.76	www.mod.gov.in	Partially Met	4.76	no proper details
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Not Applicable	0	0	empty	Not Applicable	0	NA
4.4.2	Details of information made available	Not Applicable	0	0	empty	Not Applicable	0	NA
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Not Applicable	0	NA
4.4.4	Contact person & contact details (Phone, fax email)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	www.mod.gov.in	Partially Met	1.79	No separate highlight
4.5.2	Details of applications received under RTI and information provided	Partially Met	3.57	1.79	www.mod.gov.in	Partially Met	1.79	NO proper update
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.6	Annual Report	Fully Met	3.57	3.57	www.mod.gov.in	Fully Met	3.57	OK
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	www.mod.gov.in	Fully Met	3.57	OK
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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Partially Met	14.29	7.15	www.mod.gov.in	Partially Met	7.15	not available to public
4.6.2	Details of appeals received and orders issued	Partially Met	14.29	7.15	www.mod.gov.in	Partially Met	7.15	not available to public
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	www.mod.gov.in	Fully Met	28.57	ok
Total			157	113		157	111	
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	www.mod.gov.in	Fully Met	20.00	ok
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	www.mod.gov.in	Fully Met	20.00	ok
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	www.mod.gov.in	Fully Met	20.00	ok
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	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.5	officers Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Applicable	0	NA
Total			80	50		60	60	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	www.mod.gov.in	Fully Met	25.00	OK
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	www.mod.gov.in	Not Met	0	NOT FOUND
6.2.2	Does the website show the certificate on the Website?	Partially Met	12.5	6.25	www.mod.gov.in	Not Met	0	NOT FOUND
Total			50	38		50	25	(13)
Grand Total			687	508		663	471	

(323)