

Self appraisal report for Year (2023-24)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication)

Ministry Name: Ministry of Science & Technology

Department Name: Department of Bio-Technology

Public Authority Name: National Institute of Immunology (NII)

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	National Institute of Immunology Aruna Asaf Ali Marg, Jawaharlal Nehru University, New Delhi, Delhi 110067 https://nii.res.in/	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	Dr. Debasisa Mohanty., PhD	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Vision: To undertake fundamental research of the highest	Fully Met	1.28	Okay

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					standard in the area of immunology and related areas to develop modalities for combating various diseases. Mission • To undertake, aid, promote, guide and coordinate research of a high calibre in basic and applied immunology. • To carry out research for the development of new vaccines, immunodiagnostic kits, immunological reagents. • To interact with industry for			

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					transfer of technology for the leads developed from research. <ul style="list-style-type: none">• To provide and promote linkages between various scientific research agencies/laboratories in the field of immunology, vaccine development and related areas The institute is committed for the following: <ul style="list-style-type: none">• Investigating the mechanisms used by the immune system in responding to infectious pathogens			

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					and molecular characterizati on of the strategies used by a variety of pathogens to create infection. • Dissection of the fundamental rules of molecular design and recognition, by cutting-edge research in the post-genomic field of proteomics. • To address questions on control of reproduction and development and understanding genetic as well as environmental			

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					defects especially involving studies with the human immune system. • Continue to strengthen its IPRs and transfer the developed technologies to industry/society. • To expand NII's scientific manpower resource base and its research capabilities through expansion of space and infrastructural facilities. • Continue to carry out, state-of-the-art teaching and training			

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					facilities in advanced biological sciences to inculcate the highest level of aptitude and ability in the country's skilled manpower pool through seminars and workshops. • Continue to carry out Ph.D programme. • Dissemination of scientific information both through professional journals and through symposia, conferences and public lectures to the community at large. • Continue to invite thought			

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					leaders as visiting faculty and adjunct faculty members. • Start new initiatives in the area of Immunology about disease biology.			
1.1.4	Function and duties	Fully Met	1.28	1.28	http://www.nii.res.in/sites/default/files/CitizenCharter.pdf <p>The institute is committed for the following:</p> <ul style="list-style-type: none"> Investigating the mechanisms used by the immune system in responding to infectious pathogens and molecular characterization of the strategies used by a 	Fully Met	1.28	Okay

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					variety of pathogens to create infection. • Dissection of the fundamental rules of molecular design and recognition, by cutting-edge research in the post-genomic field of proteomics. • To address questions on control of reproduction and development and understanding genetic as well as environmental defects especially involving studies with the human			

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					immune system. • Continue to strengthen its IPRs and transfer the developed technologies to industry/society. • To expand NII's scientific manpower resource base and its research capabilities through expansion of space and infrastructural facilities. • Continue to carry out, state-of-the-art teaching and training facilities in advanced biological sciences to inculcate the			

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					<p>highest level of aptitude and ability in the country's skilled manpower pool through seminars and workshops. •</p> <p>Continue to carry out Ph.D programme. •</p> <p>Dissemination of scientific information both through professional journals and through symposia, conferences and public lectures to the community at large. •</p> <p>Continue to invite thought leaders as visiting faculty and adjunct faculty members. •</p>			

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					Start new initiatives in the area of Immunology about disease biology.			
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nii.res.in/en/history Under organization chart	Fully Met	1.28	Okay
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	The procedure followed to decide on various matters is following the rules and regulations governing body the subject matter under consideration. To arrive at a particular decision for important matters, the Governing body of NII	Fully Met	1.28	Okay

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					gives the direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director Notwithstanding the fact that the Director has the authority to exercise all financial and disciplinary and other powers, he has delegated certain administrative and financial powers to subordinate functionaries. SAC/ Governing body and			

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					other committees meet to take stock of progress of research, financial and other matters of the institute, and the minutes of the meetings are recorded. The Director, NII performs or coordinates all the duties as the Principal Executive and is the communicating authority on behalf of the Governing Body/Scientific Advisory Committee (SAC). The Governing body which is the highest de			

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					cision-making body and has the following members in decision making of the Institute			
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	(Administrative, Financial and judicial): Administrative , Financial powers and duties are executed as notified by the Government of India from time to time and as defined in NII's Bye-Laws and Recruitment Rules uploaded on the website http://www.nii.res.in/en/rti Bye-Laws and Recruitment	Fully Met	1.54	Okay

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					Rules			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<p>Director Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and the Government. He/she shall be vested with such</p>	Fully Met	1.54	Okay

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					executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-Laws. He//She shall subject to the provisions of these Rules and Bye-Laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe			

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					<p>their duties and functions. The Director shall coordinate and exercise general supervision over all the activities of the Society</p> <p>Scientists -Investigators/ Departmental Heads: The principal investigators/ department heads shall supervise and direct the work in their respective subjects (research/ administration) under the general direction of the Director.</p> <p>Senior Manager</p>			

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					Directs and coordinates the business services functions and procedures of activities in NII, serves as the chief administrator of the Institute and ensures compliance with all applicable orders framed by DBT, state and federal regulations and policies. He/She advises the Head of the Department on all matters of policy and administration. Further, the work has been distributed amongst			

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					these officers and he act as the Administrative Head for allocated work. He /she is responsible in this capacity for the smooth functioning of the Institute. He also recommends cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Manager A &E In all matters concerning the Institute policy both scientific and academic.			

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					Governing Body and Society meetings, RR Rules, Bylaws,/MOA ,Compendium (scientific and Administration both) Cabinet Notes and others when required by the Institute as advised by the Director/SM, Hindi cell, APAR Cell and FR(56J) Finance officer Annual budget estimates: The Finance & Accounts Officer (F & AO) of the Institute shall prepare, in consultation with the			

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					<p>Director, the Annual Budget of the Institute for submission to the Governing Body.</p> <p>Disbursement of salaries and other financial expenses under the signatures of the Director/ Manager or a senior Faculty member.</p> <p>Stores and Purchase Officer SPO coordinates all activities about materials management in the laboratory.</p> <p>The core activities of procedures and follow-up</p>			

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					applicable for material procurement, inspection, issue, stock entry, inventory record, disposal of surplus unserviceable stores, and payment of bills of vendors. To facilitate smooth functioning regarding the material procurement, the SPO also coordinates activities between inventors planning, stores, purchase, accounts, administration, vendors (both			

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					Indian and Foreign), statutory agencies like Customs and their agencies like transporters, clearing and forwarding agencies. Administrative and Section officer and Management Assistant Works under the instruction of Senior manager. They organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after			

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					discipline, administrative matters including cases of Earned Leave, in-sub ordination, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings Administrative Officer Academics and Training The AO coordinates the Ph.D. program of NII, under the umbrella of the Jawaharlal Nehru University, New Delhi.			

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					For this a National Level Entrance Examination is conducted. Advertisements for the entrance test are widely circulated in leading national dailies and employment news in the month of March-April. Coordinate training programs for Masters' students from all over the country in areas of Bio-Technology relevant to the programs that the concerned laboratory undertakes. Scientific			

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					tours of NII and its labs by college, university and school students from within the country. Executive Engineer Execution of construction, maintenance etc. of buildings (laboratories, animal houses, guest houses, staff quarters) air-conditioning facility, generators, electric supply units, water distribution and layout of roads, gardens etc. The executive engineer is assisted by			

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					two assistant engineers and a no. of other staff. Assistant Engineer Execute the works allotted by the Executive engineer concerning Civil, Electrical and mechanical Senior Technical Officer, Technical officer, Technical Assistant and Skilled work Assistant Technical and Supporting Staff Members provides technical support to the R&D			

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					<p>Scientists. Administrative and Accounts/ Stores & Purchase/Security/ Laboratory House Keeping activities. Documentation Officer Responsible for the custody of the library: The D.O. shall be responsible for the custody of books, manuscripts, periodicals etc., belonging to the library, and shall maintain a complete register and index.</p> <p>Distribution of E-library</p>			

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					journals to Scientists The D.O. in consultation with a committee of scientists and other departmental heads shall prepare, by the end of March every year, a report on the working of the Institute for favor of necessary action by the Director Patent Officer Once the Director approves of an invention to be patented, the designated Staff Scientist manages the subsequent			

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					activities which include initial assessment, contact with attorneys in India and abroad and regular interactions with the scientists involved in an invention. Coordination of visits by International Scientists/ or members of Diplomatic Core, to different laboratories for collaboration/ visits etc. Hindi Cell To follow guidelines given by DBT for correspondence in Hindi			

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					Imparts training to staff on learning and using Hindi language. Conduct workshop for Hindi software Consolidate quarterly Hindi reports for correspondence to the ministry To celebrate “Hindi Pakhwada” wherein Hindi essay competition, poetry, debates, cultural programs etc. Bi-annual quiz competitions in Hindi Official circulars issued in Hindi Kindly refer to Bye-			

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					Laws and Recruitment Rules of NII http://www.nii.res.in/en/rti			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Kindly refer to above point (1.2.1)	Fully Met	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	Kindly refer to above point (1.2.1)	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	Kindly refer to above point (1.2.1)	Fully Met	1.54	Okay
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	As defined in NII Bye-Laws and Recruitment Rules uploaded on the website http://www.nii.res.in/en/rti The procedure followed to decide on various matters is following the rules and regulations	Fully Met	1.54	Okay

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					governing body the subject matter under consideration. To arrive at a particular decision for important matters, the Governing body of NII gives the direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director Notwithstanding the fact that the Director has the authority to exercise all financial and disciplinary			

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					and other powers, he has delegated certain administrative and financial powers to subordinate functionaries. SAC/ Governing body and other committees meet to take stock of progress of research, financial and other matters of the institute, and the minutes of the meetings are recorded. The Director, NII performs or coordinates all the duties as the Principal Executive and			

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					is the communicating authority on behalf of the Governing Body/Scientific Advisory Committee (SAC). The Governing body which is the highest decision-making body and has some members (List is available on website) in decision making of the Institute			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Kindly refer to Bye-Laws and Recruitment Rules of NII(http://www.nii.res.in/en/rti)	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Kindly refer to Bye-Laws and Recruitment Rules of NII(http://www.nii.res.in/en/rti)	Fully Met	1.54	Okay

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1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	es.in/en/rti Kindly refer to Bye-Laws and Recruitment Rules of NII(http://www.nii.res.in/en/rti	Fully Met	1.54	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Kindly refer to Bye-Laws and Recruitment Rules of NII(http://www.nii.res.in/en/rti The Institute operates under the overall control of DBT (Department of Biotechnology). NII will manage the routine administrative & financial matters. However, DBT will be the nodal authority in matters such as Receipt &	Fully Met	1.54	Okay

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					Disbursement of funds from the Government, Research Fellowship and Training, Budget & Finance, policies of recruitment and promotion, legal matters, etc The Director of NII shall be assisted by administrative functionaries (Control of Administration, Finance & Accounts, Stores & Purchase) to advise him in respect of all administrative and financial matters. All matters that			

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					are concerned with service conditions of employees of NII are framed by NII recruitment Rules approved by the Governing body and NII society along with the frames of the Fundamental and Supplementary Rules framed by the Government of India from time to time. Notwithstanding anything contained in the Bye-law, the Governing Body shall have the power to relax the requirement of any rule to			

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					such extent and subject to such conditions as it may consider necessary			
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	No service Offered and Only Educational program leading to PHd and Training of Students is carried out in the Institute	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	NA	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	The PHd entrance and other details is updated regualrly in NII website http://www.nii.res.in/en/doctoralprogramme	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	NA	Fully Met	1.54	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Any grievance concerning to	Fully Met	1.54	Okay

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					anyone is addressed by the Grievance committee framed by Director NII.			
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	List of Rules, regulations, instructions manuals and records documents pertained for discharging functions are documented held under the supervision of Head of Administration Bye- Laws and Recruitment Rules of NII and all other notifications released by the Government of India from time to time.	Fully Met	1.92	Okay

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					Under MOU and Recruitment rules			
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Kindly refer to 1.5.1	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Kindly refer to 1.5.1	Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	There is NO Specific Transfer policy, However Inter department Transfer is done within the Institute under approval from Competent authority	Fully Met	1.92	Okay
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	Category of Document Documents Held by Documents relating to service matters All documents relating to	Fully Met	3.85	Okay

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					General Administration All documents relating to Vigilance / Disciplinary/legal case Administration All documents related to recruitment, Assessment and promotions of staff. Service book of all core employees, promotion file, MACP files, Probation clearance, GIS policy files, DBT replies files, grievance file, Transfer files, recruitment files, Review files, Canteen files, Tender files,			

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					Transport files, Accommodation files and Parliament question file. Administration Documents relating to all purchases (Tender) stores and issue related. Stores and Purchase Documents relating to payments/finance , Audited statements of accounts which are required to be tabled in the parliament of India by the department, Utilization certificates for the grants-in-aid received, Audit reports			

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					of the department Finance and Accounts Documents relating to construction & maintenance works (Civil, Electrical, Mechanical) Engineering Section All documents relating to R & D projects IPR and Finance Division All documents relating to publication and science communication including Annual Reports and Parliamentary Question Library and Documentation service RTI cells			

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					Documents pertaining to Questions and replies for RTI			
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	List of Rules, regulations, instructions manuals and records documents pertained for discharging functions are documented held under the supervision of Head of Administration.	Fully Met	3.85	Okay
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://nii.res.in/en/history Kindly refer Under Organization	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	https://nii.res.in/en/history Society /Committee Constitution Date Tenure NII Society	Fully Met	0.96	Okay

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					24-09-2021 Nominated members 3 Years Governing Body 24-09-2021 Nominated members 3 Years Scientific Advisory Committee 24-09-2021 Nominated members 3 Years Research area Panel 24-09-2021 Nominated members 3 Years Finance Committee 24-09-2021 Nominated members 3 Years Building Committee July 2020 Nominated members 3			

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					Years Academic Committee 10-05-2022 3 years			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Please refer 1.7.2	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Please refer 1.7.2	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://nii.res.in/en/rti Under Bylaws	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	NO	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Yes https://nii.res.in/en/rti Under Governing Body meetings and society meetings	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Yes https://nii.res.in/en/rti Under Governing Body meetings and society meetings	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://nii.res.in/en/organizat	Fully Met	3.85	Okay

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					ion under Technical , scientist and Administrative			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nii.res.in/en/administration /faculty and Technical	Fully Met	3.85	Okay
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nii.res.in/en/rti Under Pay	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nii.res.in/en/rti Under welfare Funds	Fully Met	3.85	Okay
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	PIO Dr. P. Nagarajan Staff Scientist V National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067 Telephone: (office) 26703709 Email: nagarajan@nii.ac.in AA Dr.	Fully Met	3.85	Okay

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					Sanjeev Das Staff Scientist- VI National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067 Telephone: (office) 26703702			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Please refer 1.10 1	Fully Met	3.85	Okay
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	NO	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NO	Fully Met	3.85	Okay
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	training programmes from outside institute are attended by PIO to have insights over the RTI provisions and make officials acquaintance	Fully Met	1.92	Okay

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					with RTI provisions and Government regulations.			
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	As and when the information related to RTI is circulated by the concerned Government; it is duly circulated and forwarded among all for information and necessary action. Sometimes, materials are placed on notice board for wider publicity.	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	: CPIO was sent to attend training programmes conducted by ISTM new	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Delhi			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Guidelines and detail are updated on website from time to time.	Fully Met	1.92	Okay
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	There is NO Specific Transfer policy, However Inter department Transfer is done within the Institute under approval from Competent authority	Fully Met	7.69	Okay
Total			100	100		100	100	
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	Budget Head Budget Proposed Expenditure Disbursed till date 31.03.2023 GIA - Creation	Fully Met	10.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					of Capital Assets 3500 3500 3500 GIA- Salaries 4367 4367 4367 GIA- General 2650 2650 2650 Total 10517 10517 10517			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Please refer 2.1.1	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	Please refer 2/1.1	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Please refer 2/1.1	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Please refer 2/1.1	Fully Met	10.00	Okay
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	40 lac	Fully Met	16.67	Okay
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	https://nii.res.in/en/rti Please refer Foreign and Domestic travel	Fully Met	16.67	Okay
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	Fully Met	16.67	16.67	Through NII website GEM and newspaper for the status of tenders. https://	Fully Met	16.67	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.				nii.res.in/en/rti Under Contracts ,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	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
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	Okay
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	Fully Met	50	50.00	Please refer h ttp://www.nii.r	Fully Met	50.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	both houses of the parliament.				es.in/en/rti Under status of parliamentary questions			
Total			150	150		150	150	
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 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	Fully Met	12.5	12.50	Forms and other documents which are normally accessed by citizens: Society Rules, Memorandum of Association, Bye-Laws and Recruitment Rules of NII available on website http://www.nii.res.in/en/rti Under By laws and Recruitment Rules	Fully Met	12.50	Okay
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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							
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
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	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	previous one year							
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	Okay
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	Okay
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	All the recruitment advertisements, EOIs, Tenders etc. are uploaded on the website of the institute. http://www.nii.res.in under Notice, Circulars and Tenders	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://nii.res.in/en/rti Under handbook	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Individuals may download this information	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					from institute's website.			
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	Information available in electronic form on the website is available free of cost.	Fully Met	25.00	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Information available in electronic form on the website is available free of cost.	Fully Met	25.00	Okay
Total			163	163		163	163	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	Handbook Available [F. No. 1/6/2011-IR dt. 15.4.2013] Important policy matters, administrative approval, Act/Rules, relating to	Fully Met	14.29	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					trade, schemes and programmes of the entire Department besides citizecharter, information on budget, demand for Grants and other activities of the Department are posted on the Department's website for wider dissemination and publicity which is accessible to the public. http://www.nii.res.in/noticecirc ulars Yes, kindly click on the link to go through institute's RTI Manual/Hand			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					book			
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	Okay
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	8-04-2024	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://nii.res.in/en/rti	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	1. RIGHT TO INFORMATION (RTI) INFORMATION MANUAL / HANDBOOK 2021-22 2. NII-STAFF 3. NII-RIO-QUARTERLY/MONTHLY REPORT 4. NII-MEMORANDUM OF ASSOCIATION & RULES,1982 5. NII-REVISED MEMORANDUM OF ASSOCIATION & RULES, 1982 (AMENDED AS ON 29TH OCTOBER, 2021) 6. NII-R	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ECRUITMENT RULES 7. N II-BYE-LAWS 8. NII-STAFF-WELFARE-FUND 9. PAY DETAILS OF THE INSTITUTE'S EMPLOYEES 10. FOREIGN & DOMESTIC TOURS BY OFFICIALS OF THE INSTITUTE 11. DETAILS OF BID AWARDED DURING THE FINANCIAL YEAR 2022-23 12. LIST OF ONGOING AND COMPLETED PROJECTS DURING THE FINANCIAL YEAR 2022-23 13.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					DETAILS OF CONTRACT STATUS OF PARLIAMENT QUESTIONS 14. MINUTES OF THE GOVERNING BODY MEETINGS 15. MINUTES OF THE SOCIETY MEETINGS SCHEME FOR ENGAGEMENT OF CONSULTANTS 16. COMpendium of INSTRUCTIONS			
4.3.3	Location where available	Fully Met	9.52	9.52	https://nii.res.in/en/rti	Fully Met	9.52	Okay
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	Available on website and Notice Board of NII NII, Aruna asaf Ali Marg New Delhi 110067	Fully Met	7.14	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.2	Details of information made available	Fully Met	7.14	7.14	Advertisement for Jobs, Tenders, Seminars, conference etc.	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Morning 9.00 to 6 PM	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Dr. D.K. Vashist (Senior Manager, Head of Administration) Email: vashist@nii.ac.in Phone : 011-26741480	Fully Met	7.14	Okay
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	A grievance committee exists has been formed for redressal of grievances	Fully Met	3.57	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://www.nii.res.in/en/rti Under Monthly and quartely report	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://www.nii.res.in/en/rti	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Under Ongoing and completed Pr0jects			
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://www.nii.res.in/en/rti Under Ongoing and completed Pr0jects	Fully Met	3.57	Okay
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	http://www.nii.res.in/en/rti Under contracts awarded	Fully Met	3.57	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	https://nii.res.in/annual-reports	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	http://www.nii.res.in/en/rti RTI HAND BOOK	Fully Met	3.57	Okay
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	http://www.nii.res.in/en/rti Under citizen charter also available in NII Home http://www.nii.res.in/	Fully Met	3.57	Okay
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	http://www.nii.res.in/	Fully Met	14.29	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					res.in/en/rti Under Monthly and quartely report			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://www.nii. res.in/en/rti Under Monthly and quartely report	Fully Met	14.29	Okay
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	http://www.nii. res.in/en/rti Under Parlimentary questions	Fully Met	28.57	Okay
Total			200	186		200	186	
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	Present CPIO ; From 10-02-2022 Onwards Dr. P. Nagarajan Staff Scientist IV National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067 Telephone:	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(office) 26703709 Email: nagarajan@nii.ac.in FAA - Dr.Sanjeev Das Staff ScientistVI National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067 Telephone: (office) 26703702 Email: sdas@nii.ac.in Earlier CPIO and FAA : Dr Sarika Gupta Staff Scientist V National Institute of Immunology NII Campus, Aruna Asaf Ali Marg New Delhi-110 067 Telephone			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					26703666 E mail : sraika@nii.ac.in			
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	August 2023 , Report - in website https://nii.res.in/en/rti and CIC	Fully Met	20.00	Okay
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	D. Madhulika Srivastava , Ph.D. Staff Scientist - VII National Institute of Immunology Aruna Asaf Ali Marg New Delhi 110067 Tel: + 91-11-26703749, +91-11-26715016 Fax:+ 91-11-26742125 Mob: 9811322731 E-mail: madhu@nii.ac.in	Fully Met	20.00	Okay
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	Okay
5.1.5	Committee of PIOs/FAAs with rich experience in	Not Met	20	0	empty	Not Met	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							
Total			100	60		100	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	The Institute is committed to provide all possible assistance to the general public and stakeholders. The information regarding academic & research activities, tenders, jobs, infrastructure facilities, officials/nodal officers/committees etc.have been made available on the website of the Institute. The complete details thereof	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					have been suitably displayed on the website of the Institute.			
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	Under Process	Partially Met	6.25	Okay
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Okay
Total			50	31		50	31	
Grand Total			763	689		763	689	