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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	https://www.cimap.res.in/english/index.php/about-us/history	Fully Met	1.28	ok
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://www.cimap.res.in/english/index.php/director	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	1.28	Partially Met	0.64	https://www.cimap.res.in/English/index.php/about-us/scope-functions	Fully Met	1.28	ok
1.1.4	Function and duties	1.28	Not Met	0		Not Met	0	not met
1.1.5	Organization Chart	1.28	Fully Met	1.28	https://www.cimap.res.in/English/index.php/about-us/organizational-chart	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	1.28	Partially Met	0.64	https://www.cimap.res.in/English/index.php/about-us/organizational-chart	Not Met	0	Not met
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)	1.54	Not Met	0		Not Met	0	Not met
1.2.2	Power and duties of other employees	1.54	Not Met	0		Not Met	0	Not met
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Not Met	0		Not Met	0	Not met
1.2.4	Exercised	1.54	Not Met	0		Not Met	0	Not met
1.2.5	Work allocation	1.54	Not Met	0		Not Met	0	Not met
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	1.54	Not Met	0		Not Met	0	Not met

1.3.2	Final decision making authority	1.54	Not Met	0		Not Met	0	Not met
1.3.3	Related provisions, acts, rules etc.	1.54	Not Met	0		Not Met	0	Not met
1.3.4	Time limit for taking a decisions, if any	1.54	Not Met	0		Not Met	0	Not met
1.3.5	Channel of supervision and accountability	1.54	Not Met	0		Not Met	0	Not met
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	1.54	Partially Met	0.77	https://www.cimap.res.in/English/images/rti/dischargeoffunction.pdf	Partially Met	0.77	More details required
1.4.2	Norms/ standards for functions/ service delivery	1.54	Partially Met	0.77	https://www.cimap.res.in/English/images/rti/dischargeoffunction.pdf	Partially Met	0.77	More details required
1.4.3	Process by which these services can be accessed	1.54	Partially Met	0.77	https://www.cimap.res.in/English/images/rti/dischargeoffunction.pdf	Partially Met	0.77	More details required
1.4.4	Time-limit for achieving the targets	1.54	Not Met	0		Not Met	0	not met
1.4.5	Process of redress of grievances	1.54	Not Met	0		Not Met	0	not met
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.	1.92	Not Met	0		Not Met	0	not met
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Not Met	0		Not Met	0	not met
1.5.3	Acts/ Rules manuals etc.	1.92	Not Met	0		Not Met	0	not met
1.5.4	Transfer policy and transfer orders	1.92	Not Met	0		Not Met	0	not met
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	3.85	Partially Met	1.93	https://www.cimap.res.in/English/images/rti/Registersdocument.pdf	Partially Met	1.93	More details required
1.6.2	Custodian of documents/categories	3.85	Partially Met	1.93	https://www.cimap.res.in/English/images/rti/Registersdocument.pdf	Partially Met	1.93	More details required
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.	0.96	Fully Met	0.96	https://www.cimap.res.in/English/index.php/about-us/research-council	Fully Met	0.96	ok

1.7.2	Composition	0.96	Fully Met	0.96	https://www.cimap.res.in/English/index.php/about-us/research-council	Fully Met	0.96	ok
1.7.3	Dates from which constituted	0.96	Not Met	0		Not Met	0	Not met
1.7.4	Term/ Tenure	0.96	Not Met	0		Not Met	0	Not met
1.7.5	Powers and functions	0.96	Not Met	0		Not Met	0	Not met
1.7.6	Whether their meetings are open to the public?	0.96	Not Met	0		Not Met	0	Not met
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Not Met	0		Not Met	0	Not met
1.7.8	Place where the minutes if open to the public are available?	0.96	Not Met	0		Not Met	0	Not met
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	3.85	Fully Met	3.85	https://www.cimap.res.in/english/images/Directory/cimap_directory2020.pdf	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://www.cimap.res.in/english/images/Directory/cimap_directory2020.pdf	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	3.85	Fully Met	3.85	https://www.cimap.res.in/English/images/rti/SAL_D EC19.pdf	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	3.85	Not Met	0		Fully Met	3.85	ok
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	3.85	Fully Met	3.85	https://www.cimap.res.in/English/index.php/rti-cell	Fully Met	3.85	ok
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	https://www.cimap.res.in/English/index.php/rti-cell	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	3.85	Not Met	0		Not Met	0	not met
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Not Met	0		Not Met	0	not met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	1.92	Not Met	0		Fully Met	1.92	CSIR-HRDC organise training programmes for all CSIR labs
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Not Met	0		Fully Met	1.92	CSIR-HRDC organise training programmes for all CSIR labs
1.12.3	Training of CPIO/APIO	1.92	Not Met	0		Fully Met	1.92	CSIR-HRDC organise training programmes for all CSIR labs
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Not Met	0		Not Met	0	not met
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]	7.69	Not Met	0		Fully Met	7.69	CSIR transfer policies applicable to all CSIR Labs
Total		100		32		100	50	

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	<input type="text" value="10"/>	Not Met	<input type="text" value="0"/>		Fully Met	10.00	https://www.cimap.res.in/ENGLISH/images/rTI/5years expenditure statement.pdf
2.1.2	Budget for each agency and plan & programmes	<input type="text" value="10"/>	Fully Met	<input type="text" value="10.00"/>	https://www.cimap.res.in/ENGLISH/images/rTI/5years expenditure statement.pdf	Not Applicable	0	NA
2.1.3	Proposed expenditures	<input type="text" value="10"/>	Fully Met	<input type="text" value="10.00"/>	https://www.cimap.res.in/ENGLISH/images/rTI/5years expenditure statement.pdf	Fully Met	10.00	https://www.cimap.res.in/ENGLISH/images/rTI/5years expenditure statement.pdf
2.1.4	Revised budget for each agency, if any	<input type="text" value="10"/>	Not Met	<input type="text" value="0"/>		Not Applicable	0	NA
2.1.5	Report on disbursements made and place where the related reports are available	<input type="text" value="10"/>	Not Met	<input type="text" value="0"/>		Not Applicable	0	NA
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	<input type="text" value="16.67"/>	Not Met	<input type="text" value="0"/>		Fully Met	16.67	https://www.cimap.res.in/ENGLISH/images/rTI/5years expenditure statement.pdf

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	16.67	Not Met	0		Not Met	0	not met
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.	16.67	Fully Met	16.67	https://www.cimap.res.in/english/index.php/notice-board/tenders	Partially Met	8.34	Complete detail required as desired

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	0	Not Applicable	0		Not Applicable	0	NA
2.3.2	Objective of the programme	0	Not Applicable	0		Not Applicable	0	NA
2.3.3	Procedure to avail benefits	0	Not Applicable	0		Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0		Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0		Not Applicable	0	NA

2.3.6	Nature/ scale of subsidy /amount allotted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>		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	<input type="text" value="25"/>	Not Met	<input type="text" value="0"/>		Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="25"/>	Not Met	<input type="text" value="0"/>		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	<input type="text" value="25"/>	Not Met	<input type="text" value="0"/>		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	<input type="text" value="25"/>	Not Met	<input type="text" value="0"/>		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.	50	Not Met	0		Not Met	0	not met
Total		250		37		120	45	
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	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	12.5	Partially Met	6.25	CSIR-CIMAP has a well established technology and business development department where the members of the public can meet the concerned officials relating to the technologies available under consultancy .	Partially Met	6.25	more details required
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	12.5	Partially Met	6.25	The members of the public can meet the concerned officials relating to the formulation/ policy implementation during the office hours	Partially Met	6.25	more details required
3.1.3	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2.78	Not Met	0		Not Applicable	0	NA
3.1.4	Public-private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Not Met	0		Not Applicable	0	NA
3.1.5	Public-private partnerships (PPP)- Concession agreements.	2.78	Not Met	0		Not Applicable	0	NA
3.1.6	Public-private partnerships (PPP)- Operation and maintenance manuals	2.78	Not Met	0		Not Applicable	0	NA

3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2.78	Not Met	0		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	2.78	Not Met	0		Not Applicable	0	NA
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	2.78	Not Met	0		Not Applicable	0	NA
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	2.78	Not Met	0		Not Applicable	0	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	2.78	Not Met	0		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	16.67	Partially Met	8.34	Most of the details are available on CIMAP website	Partially Met	8.34	more details required
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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	16.67	Partially Met	8.34	Most of the details are available on CIMAP website	Partially Met	8.34	more details required
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	16.67	Partially Met	8.34	Most of the details are available on CIMAP website	Partially Met	8.34	more details required
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)	50	Fully Met	50.00	https://www.cimap.res.in/english/index.php	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	25	Fully Met	25.00	https://www.cimap.res.in/english/images/AboutUs/InformationBrochure/CIMAPInformationBrochure.pdf	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Available at CIMAP Publication Counter	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	25	Not Met	0		Not Met	0	not met
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	https://www.cimap.res.in/english/images/AboutUs/services/essential_oil_Price.pdf	Fully Met	25.00	ok
Total		250		163		225	163	

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	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	14.29	Fully Met	14.29	https://www.cimap.res.in/english/images/AboutUs/InformationBrochure/CIMAPInformationBrochure.pdf	Fully Met	14.29	ok
4.1.2	Vernacular/ Local Language	14.29	Not Met	0		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	28.57	Fully Met	28.57	Year 2019	Fully Met	28.57	ok
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	https://www.cimap.res.in/english/	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record or other information	9.52	Fully Met	9.52	https://www.cimap.res.in/english/	Fully Met	9.52	ok
4.3.3	Location where available	9.52	Fully Met	9.52	https://www.cimap.res.in/english/	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	https://www.cimap.res.in/English/index.php/staff/allstaff	Fully Met	7.14	Available under R&D support
4.4.2	Details of information made available	7.14	Fully Met	7.14	https://www.cimap.res.in/english/	Fully Met	7.14	ok
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	https://www.cimap.res.in/English/index.php/about-us/contact	Fully Met	7.14	ok
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	https://www.cimap.res.in/English/index.php/about-us/contact	Fully Met	7.14	ok
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	3.57	Not Met	0		Not Met	0	not met
4.5.2	Details of applications received under RTI and information provided	3.57	Partially Met	1.79	https://www.cimap.res.in/english/index.php/progress-report-under-rti	Partially Met	1.79	Updated details information required
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Not Met	0		Not Met	0	not met

4.5.4	List of schemes/ projects/ programme underway	3.57	Not Met	0		Not Met	0	not met
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Not Met	0		Not Met	0	not met
4.5.6	Annual Report	3.57	Fully Met	3.57	https://www.cimap.res.in/english/index.php/annual-report	Fully Met	3.57	ok
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0		Not Met	0	not met
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	3.57	Not Met	0		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	14.29	Partially Met	7.15	https://www.cimap.res.in/english/index.php/progress-report-under-rti	Partially Met	7.15	More details required
4.6.2	Details of appeals received and orders issued	14.29	Not Met	0		Not Met	0	not met
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	28.57	Not Met	0		Not Met	0	not met
Total		200		112		196	127	

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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	20	Partially Met	10.00	https://www.cimap.res.in/english/index.php/rti-cell	Partially Met	10.00	more details required
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Not Met	0		Fully Met	20.00	Done by HRDC
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	0	Not Applicable	0		Partially Met	10.00	Details required as desired
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	20	Not Met	0		Not Met	0	Not met
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	20	Partially Met	10.00	https://www.cimap.res.in/english/index.php/rti-cell	Partially Met	10.00	Details required as desired
Total		80		20		100	50	

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	25	Partially Met	12.50	https://www.cimap.res.in/english/	Partially Met	12.50	Details information required on website
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	12.5	Not Met	0		Not Met	0	Not met
6.2.2	Does the website show the certificate on the Website?	12.5	Partially Met	6.25	CSIR-CIMAP has SSL Certificate	Not Met	0	Not met
Total		50		19		50	13	

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