

Year(2025-26)

Organisation and Function

Sl. No	Details of disclosure	Category	Marks	Marks Obtained	URL link	Remarks
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]					
1.1.1	Name and address of the Organization	Select On	1.28			
1.1.2	Head of the organization	Select On	1.28			
1.1.3	Vision, Mission and Key objectives	Select On	1.28			
1.1.4	Function and duties	Select On	1.28			
1.1.5	Organization Chart	Select On	1.28			
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	Select On	1.28			
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)	Select On	1.92			
1.2.2	Power and duties of other employees	Select On	1.92			
1.2.3	Rules/ orders under which powers and duty derived and exercised	Select On	1.92			
1.2.4	Work allocation	Select On	1.92			
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	Select On	1.54			
1.3.2	Final decision making authority	Select On	1.54			

Sl. No.	Details of disclosure	Category	Marks	Marks Obtained	URL link	Remarks
1.3.3	Related provisions, acts, rules etc.	Select On	1.54			
1.3.4	Time limit for taking a decisions, if any	Select On	1.54			
1.3.5	Channels of supervision and accountability	Select On	1.54			
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]					
1.4.1	Nature of functions/ services offered	Select On	1.54			
1.4.2	Norms/ standards for functions/ service delivery	Select On	1.54			
1.4.3	Process by which these services can be accessed	Select On	1.54			
1.4.4	Time-limit for achieving the targets	Select On	1.54			
1.4.5	Process of redressal of grievances	Select On	1.54			
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]					
1.5.1	Title and nature of the record/ manual /instruction.	Select On	2.6			
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Select On	2.6			
1.5.3	Acts/ Rules/ manuals, etc.	Select On	2.6			
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]					
1.6.1	Categories of documents	Select On	3.85			
1.6.2	Custodian of documents/categories	Select On	3.85			
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.	Select On	0.96			

	Details of disclosure	Category	Marks	Marks Obtained	URL link	Remarks
1.7.2	Composition	Select On	0.96			
1.7.3	Dates from which constituted	Select On	0.96			
1.7.4	Term/ Tenure	Select On	0.96			
1.7.5	Powers and functions	Select On	0.96			
1.7.6	Whether their meetings are open to the public?	Select On	0.96			
1.7.7	Whether the minutes of the meetings are open to the public?	Select On	0.96			
1.7.8	Place where the minutes if open to the public are available?	Select On	0.96			

1.8 Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1	Name and designation	Select On	3.85			
1.8.2	Telephone , fax and email ID	Select On	3.85			

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	Select On	3.85			
1.9.2	System of compensation as provided in its regulations	Select On	3.85			

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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Select On	3.85			
1.10.2	Address, telephone numbers and email ID of each designated official.	Select On	3.85			

1.11 Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)

No	Details of disclosure	Category	Marks	Marks Obtained	URL link	Remarks
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Select On	3.85			
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Select On	3.85			
1.12	Programmes to advance understanding of RTI(Section 26)					
1.12.1	Educational programmes	Select On	1.92			
1.12.2	Efforts to encourage public authority to participate in these programmes	Select On	1.92			
1.12.3	Training of CPIO/APIO	Select On	1.92			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Select On	1.92			
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]	Select On	7.69			
Total			100	NaN		

Save

Next (/question/audit-question/2)