## Self appraisal report for Year (2021-22)

Auditor Agency: IIMC

## Ministry Name: Ministry of Science & Technology

## Department Name: Department of Bio-Technology

## Public Authority Name: Institute of Life Sciences(ILS)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function				1	<u>-</u>		
1.1	Particulars of its organisation, functions and c	luties[Section	on 4(1)(b)(	i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	www.ils.res.in	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.ils.res.in	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www.ils.res.in	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	www.ils.res.in	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.ils.res.in	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	www.ils.res.in	Fully Met	1.28	Okay
1.2	Power and duties of its officers and employee	s[Section 4	(1) (b)(ii)]					
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.3	Procedure followed in decision making proce	ss [Section	4(1)(b)(iii)	]				
1.3.1	Process of decision making Identify key decision	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay

sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URI
	making points							
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
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.ils.res.in	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.ils.res.in		1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.ils.res.in	Fully Met	1.54	Okay
1.5	Rules, regulations, instructions manual and re	ecords for d	lischargin	g function	s[Section 4(1)	(b)(v)]		
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	www.ils.res.in		1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.ils.res.in		1.92	Okay
1.6	Categories of documents held by the authorit	y under its o	control[Se	ection 4(1)				
1.6.1	Categories of documents	Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.7	Boards, Councils, Committees and other Bod	ies constitu	ted as par	rt of the Pu	blic Authority	[Section 4(	1)(b)(viii)]	-
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	www.ils.res.in		0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	www.ils.res.in		0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are	Fully Met	0.96	0.96	www.ils.res.in	Fully Met	0.96	Okay

Sr. No	Details of disclosure	Category I	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
	available?							
1.8	Directory of officers and employees[Section 4	(1) (b) (ix)]						
1.8.1			3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.9	Monthly Remuneration received by officers &	employees inc	luding	system of	compensatio	n[Section 4(1)	(b) (x)]	
1.9.1	List of employees with Gross monthly remuneration		3.85	3.85	www.ils.res.in		3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.10	Name, designation and other particulars of pu	blic informatio	on offic	ers[Sectio	n 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.ils.res.in	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.11	No. Of employees against whom Disciplinary a	action has bee	n prop	osed/ take	n(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 Applicable		0	empty	Not Applicable0		Okay
1.11.2		Fully Met	3.85	3.85	www.ils.res.in	Fully Met	3.85	Okay
1.12	Programmes to advance understanding of RT	(Section 26)						
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	www.ils.res.in	Fully Met	1.92	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2	011- IR dt. 15.	4.2013]					
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			88	88		88	88	

Sr. No	Details of disclosure	Category I	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
2	Budget and Programme			Mark		Category	IVIAIKS	Remarks/URL
2.1	Budget allocated to each agency including all 4(1)(b)(xi)]	plans, propos	ed exp	enditure a	nd reports on	disbursement	s made (	etc.[Section
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	www.ils.res.in	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes		10	10.00	www.ils.res.in		10.00	Okay
2.1.3	Proposed expenditures		10	10.00	www.ils.res.in		10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.ils.res.in	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	www.ils.res.in	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	www.ils.res.in	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	Not Applicable	0	0	empty	Not Applicable	0	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 above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.		16.67	8.34	www.ils.res.in	Partially Met	8.34	Okay
2.3	Manner of execution of subsidy programme [	Section 4(i)(b)(	xii)]					
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay
2.3.2	Objective of the programme	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay

r. No	Details of disclosure	Category I	Marks	Obtained			Auditor	Auditor
			0.05	Mark		0 7	Marks	Remarks/URI
2.3.6	Nature/ scale of subsidy /amount allotted	,	6.25	6.25	www.ils.res.in		6.25	Okay
2.3.7	Eligibility criteria for grant of subsidy		6.25	6.25	www.ils.res.in		6.25	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	www.ils.res.in	Fully Met	6.25	Okay
<b>D</b> 4	· · · · ·			E 04 20421				
2.4	Discretionary and non-discretionary grants [F						0	
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
	provided grants by public authorities							-
2.5	Particulars of recipients of concessions, perm	its of authoriz	ations	granted by	, the public au	thority[Section	n 4(1) (b)	(xiii)]
2.5.1	Concessions, permits or authorizations granted	Not Applicable		0	empty	Not Applicable		Okay
	by public authority			-	- 1.2			
2.5.2	For each concessions, permit or authorization	Not Applicable	0	0	empty	Not Applicable	0	Okay
	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							
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2	0121						
2.6.1	CAG and PAC paras and the action taken reports	-	50	50.00	www.ils.res.in	Fully Mot	50.00	Okay
2.0.1	(ATRs) after these have been laid on the table of	i uliy wet	50	50.00	www.ii5.ie5.iii	i uliy Met	50.00	Окау
Total	both houses of the parliament.		183	175		183	175	
	Dublicity Devel Dublic interface		183	175		183	175	
3	Publicity Band Public interface							4
3.1	Particulars for any arrangement for consultation formulation of policy or implementation there	-		-		-	elation to	the
3.1.1	Relevant Acts, Rules, Forms and other	Fully Met	12.5	12.50	www.ils.res.in	Fully Met	12.50	Okay
	documents which are normally accessed by							
	citizens							
3.1.2	Arrangements for consultation with or	Fully Met	12.5	12.50	www.ils.res.in	Fully Met	12.50	Okay
	representation by - (a) Members of the public in	,	-				-	

r. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		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	e0	0	empty	Not Applicable	90	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	e0	0	empty	Not Applicable	90 90	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	90	0	empty	Not Applicable	90	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	e0	0	empty	Not Applicable	90 0	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.2	Are the details of policies / decisions, which a	ffect public, ir	nforme	d to them[S	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	empty	Not Applicable	90	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
	previous one year							
3.2.2	Publish all relevant facts while formulating	Not Applicable	€0	0	empty	Not Applicable	e0	Okay
	important policies or announcing decisions which							
	affect public to make the process more interactive	<b>;</b>						
	<ul> <li>Outline the Public consultation process</li> </ul>							
3.2.3	Publish all relevant facts while formulating	Not Applicable	e0	0	empty	Not Applicable	90	Okay
	important policies or announcing decisions which							
	affect public to make the process more							
	interactive- Outline the arrangement for							
	consultation before formulation of policy							
3.3	Dissemination of information widely and in su	ch form and r		which is e	asily accessib	le to the publi	c [Sectio	on 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	www.ils.res.in	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ h	andbook[Sec	tion 4(1	)(b)]				
3.4.1	Information manual/handbook available in Electronic format	Not Applicable	€0	0	empty	Not Applicable	90	Okay
3.4.2	Information manual/handbook available in Printec	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.5	Whether information manual/ handbook availa	ble free of co	st or no	ot [Section	4(1)(b)]			
3.5.1	List of materials available Free of cost	Not Applicable	e0	0	empty	Not Applicable	90	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	e0	0	empty	Not Applicable	90	Okay
Total			75	75		75	75	
4	E-Governance							
4.1	Language in which Information Manual/Handb	ook Available	F No.	1/6/2011-IF	R dt. 15.4.2013			
4.1.1	English	Fully Met	14.29	14.29	www.ils.res.in	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	www.ils.res.in	Fully Met	14.29	Okay
4.2	When was the information Manual/Handbook I	ast 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	www.ils.res.in	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section	on 4(1)(b)(xiv)]						
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	www.ils.res.in	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other	Fully Met	9.52	9.52	www.ils.res.in	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
	information							
4.3.3	Location where available	Fully Met	9.52	9.52	www.ils.res.in	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for	obtaining info	rmatior	[Section 4	(1)(b)(xv)]			
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	www.ils.res.in	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.ils.res.in	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.ils.res.in	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.ils.res.in	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed	under Sectior	4(i) (b)	(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	www.ils.res.in	Fully Met	3.57	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	www.ils.res.in	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	www.ils.res.in	Fully Met	3.57	Okay
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.ils.res.in	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	www.ils.res.in	Fully Met	3.57	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	www.ils.res.in	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	e0	0		Not Applicable	e0	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	Not Applicable		0	empty	Not Applicable		Okay
4.6	Receipt & Disposal of RTI applications & appe	als [F.No 1/6/2	2011-IR	dt. 15.04.2	2013]			
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	www.ils.res.in	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.ils.res.in	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	www.ils.res.in	Fully Met	28.57	Okay
Total			193	193		193	193	
5	Information as may be prescribed							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
5.1	Such other information as may be prescribed	[F.No. 1/2/201	6-IR dt.	17.8.2016,	F No. 1/6/201	1-IR dt. 15.4.20	)13]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	www.ils.res.in	Fully Met	20.00	Okay
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	www.ils.res.in	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	www.ils.res.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 Applicable	0	0	empty	Not Applicable	0	Okay
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	Fully Met	20	20.00	www.ils.res.in	Fully Met	20.00	Okay
Total			80	80		80	80	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have	ve minimum re	esort to	use of RT	I 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.ils.res.in	Fully Met	25.00	Okay
6.2	Guidelines for Indian Government Websites (C Secretariat Manual of Office Procedures (CSM Personnel, Publ	•	-					
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	www.ils.res.in	Not Met	0	pls, get the certificate
6.2.2	Does the website show the certificate on the	Fully Met	12.5	12.50	www.ils.res.in	Not Met	0	pls, get the
0.2.2	Website?			50				certificate

Sr. No	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
				Mark		Category	Marks	Remarks/URL
Grand	Total		670	661			50	636