

## 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: Institute of Life Sciences(ILS)**

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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	making points							
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.ils.resin	Fully Met	1.54	Okay
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	www.ils.resin	Fully Met	1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.ils.resin	Fully Met	1.92	Okay
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.ils.resin	Fully Met	1.92	Okay
1.5.4	Transfer policy and transfer orders	Not Applicable0		0	empty	Not Applicable0		Okay
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	www.ils.resin	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	www.ils.resin	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www.ils.resin	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.ils.resin	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	www.ils.resin	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	www.ils.resin	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	www.ils.resin	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.resin	Fully Met	0.96	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	available?							
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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.resin	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.resin	Fully Met	3.85	Okay
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www.ils.resin	Fully Met	3.85	Okay
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.ils.resin	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.resin	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.ils.resin	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.resin	Fully Met	1.92	Okay
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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
<b>Total</b>			<b>87</b>	<b>87</b>		<b>87</b>	<b>87</b>	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	www.ils.resin	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.ils.resin	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.ils.resin	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.ils.resin	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.resin	Fully Met	10.00	Okay
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Applicable	0	0	empty	Not Applicable	0	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.	Fully Met	16.67	16.67	www.ils.resin	Fully Met	16.67	Okay
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.2	Objective of the programme	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	www.ils.resin	Fully Met	6.25	Okay
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
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
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
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
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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.	Fully Met	50	50.00	www.ils.resin	Fully Met	50.00	Okay
<b>Total</b>			<b>167</b>	<b>167</b>		<b>167</b>	<b>167</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	www.ils.resin	Fully Met	12.50	Okay
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in	Fully Met	12.5	12.50	www.ils.resin	Fully Met	12.50	Okay

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	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
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
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
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	www.ils.resin	Fully Met	50.00	Okay
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.4.2	Information manual/handbook available in Printed format	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Okay
<b>Total</b>			<b>75</b>	<b>75</b>		<b>75</b>	<b>75</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	www.ils.resin	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	www.ils.resin	Partially Met	7.15	Okay
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	www.ils.resin	Fully Met	28.57	Okay
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	www.ils.resin	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other	Fully Met	9.52	9.52	www.ils.resin	Fully Met	9.52	Okay

[illegible]



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>5.1</b>	<b>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]</b>							
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.resin	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.resin	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.resin	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.resin	Fully Met	20.00	Okay
<b>Total</b>			<b>80</b>	<b>80</b>		<b>80</b>	<b>80</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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.resin	Fully Met	25.00	Okay
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	www.ils.resin	Not Met	0	PI upload the certificate
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www.ils.resin	Not Met	0	PI upload the certificate
<b>Total</b>			<b>50</b>	<b>50</b>		<b>50</b>	<b>25</b>	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Grand Total			651	642		651	617	