Self appraisal report for Year (2024-25)

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
1	Organisation and Function							
1.1	Particulars of its organisation, functions and o	luties[Section	n 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Okay	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	Okay	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Okay	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	Okay	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	Okay	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	Okay	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	1.92	1.92	Okay	Fully Met	1.92	Okay
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	Okay	Fully Met	1.92	Okay
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	Okay	Fully Met	1.92	Okay
1.2.4	Work allocation	Fully Met	1.92	1.92	Okay	Fully Met	1.92	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 making points	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor	Auditor	Auditor Remarks/URL
1 2 2	Final designer making outhority	Fully Mot	1.54		Okov	Category	Marks	
1.3.2	Final decision making authority	Fully Met		1.54	Okay	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.4	Norms for discharge of functions[Section 4(1)				1-			
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Okay	Fully Met	1.54	Okay
1.5	Acts, rules, regulations, instructions, manuals	s and record	ls for disc	charging fu			1	
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	Okay	Fully Met	2.60	Okay
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	Okay	Fully Met	2.60	Okay
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	Okay	Fully Met	2.60	Okay
1.6	Categories of documents held by the authorit	y under its o	ontrol[Se	ection 4(1)((b) (vi)]			
1.6.1	Categories of documents	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.7	Boards, Councils, Committees and other Bod	•	ted as pa	rt of the Pu			1)(b)(viii)1	
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Okay	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	-	0.96	0.96	Okay	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	Okay	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4	(1) (b) (ix)1						

r. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URI
1.8.1	Name and designation	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.0.∠ 1.9	Monthly Remuneration received by officers &							Okay
			3.85	3.85				Okov
1.9.1	List of employees with Gross monthly remuneration	Fully Met			Okay	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.10	Name, designation and other particulars of Pu	blic Informa	tion Offic	cers[Section	n 4(1) (b) (x	(vi)]		
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority		3.85	3.85	Okay	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Okay	Fully Met	3.85	Okay
1.11	Number of employees against whom disciplin	ary action h	as been i	proposed/	taken (F No	. 1/6/2011- IR d	t. 15.4.201	3)
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Not Applicat	ole0	0	empty	Not Applical	ole0	Okay
1.11.2		Fully Met	3.85	3.85	Okay	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	Okay	Fully Met	1.92	Okay
1.12.2		Fully Met	1.92	1.92	Okay	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Okay	Fully Met	1.92	Okay
1.12.4	-	Fully Met	1.92	1.92	Okay	Fully Met	1.92	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2	2011- IR dt. 1	5.4.2013]		'		
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	Okay	Fully Met	7.69	Okay
Total			96	96		96	96	
2	Budget and Programme							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Okay	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Okay	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	Okay	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Okay	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	Okay	Fully Met	10.00	Okay
2.1.6	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	10	10.00	Okay	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	Not Applicable		0	empty	Not Applicable	e0	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			0	empty	Not Applicable	e0	Okay
2.3	Manner of execution of subsidy programme [S	Section 4(i)(b)	(xii)]					
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	Okay	Fully Met	6.25	Okay
2.4	Discretionary and non-discretionary grants [F	. No. 1/6/2011-	IR dt. 1	5.04.2013]		<u>'</u>		<u>'</u>
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	e0	0	empty	Not Applicable	0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	e0	0	empty	Not Applicable	0	Okay
2.5	Particulars of recipients of concessions, perm	its of authoriz	zations	granted by	the public	authority[Sectio	n 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	e0	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	e0	0	empty	Not Applicable	0	Okay
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2	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.	Fully Met	50	50.00	Okay	Fully Met	50.00	Okay
Total	'		160	160		160	160	
3	Publicity and Public interface					'		
3.1	Particulars for any arrangement for consultati formulation of policy or implementation there	•		•		•	elation t	o the
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Okay	Fully Met	12.50	Okay
3.1.2	 a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of 	Fully Met	12.5	12.50	Okay	Fully Met	12.50	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
	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	0	Okay
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	e0	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	e 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	e0	0	empty	Not Applicable	0	Okay
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	e0	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	e 0	0	empty	Not Applicable	0	Okay
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.2	Are the details of policies / decisions, which a	ffect public, i	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 previous one year	Not Applicable		0	empty	Not Applicable	eO	Okay
3.2.2	Publish all relevant facts while formulating	Not Applicable	e0	0	empty	Not Applicable	: 0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process							
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	9 0	0	empty	Not Applicable	0	Okay
3.3	Dissemination of information widely and in su	ch form and r	nanner	which is e	asily access	sible to the publi	c [Section	on 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Not Applicable	e0	0	empty	Not Applicable	0	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	e0	0	empty	Not Applicable	: 0	Okay
3.4.2	Information manual/handbook available in printed format	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.5	Whether information manual/ handbook availa	ble free of co	st or no	t [Section	4(1)(b)]			
3.5.1	List of materials available Free of cost	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	e0	0	empty	Not Applicable	: 0	Okay
Total			25	25		25	25	
4	E-Governance							
4.1	Language in which Information Manual/Handb	ook Available	[F No.	1/6/2011-IF	R dt. 15.4.20	13]		
4.1.1	Hindi	Fully Met	9.52	9.52	Okay	Fully Met	9.52	Okay
4.1.2	English	Partially Met	9.52	4.76	Okay	Partially Met	4.76	Okay
4.1.3		Fully Met	9.52	9.52	Okay		9.52	Okay
4.2	When was the information Manual/Handbook I	ast updated?	[F No. 1	/6/2011-IR	dt 15.4.2013	3]		
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Okay	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section	n 4(1)(b)(xiv)						
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Okay	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Okay	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
				Mark		Category	Marks	Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	Okay	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for	obtaining info	rmatior	[Section 4	l(1)(b)(xv)]			
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Okay	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	Okay	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Okay	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Okay	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed	under Section	1 4(i) (b)	(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	Okay	Fully Met	4.10	Okay
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	Okay	Fully Met	4.10	Okay
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	Okay	Fully Met	4.10	Okay
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	4.1	2.05	Okay	Partially Met	2.05	Okay
4.5.5	Annual Report	Fully Met	4.1	4.10	Okay	Fully Met	4.10	Okay
4.5.6	Frequently Asked Question (FAQs)	Not Applicable	e0	0	empty	Not Applicable	e0	Okay
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not Applicable	e0	0	empty	Not Applicable	e0	Okay
4.6	Receipt & Disposal of RTI applications & appe	eals [F.No 1/6/	2011-IR	dt. 15.04.2	2013]			
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Okay	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Not Met	14.29	0	empty	Not Met	0	Okay
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]					
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	Okay
Total			192	142		192	142	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed	[F.No. 1/2/201	6-IR dt.	17.8.2016,	F No. 1/6/20	11-IR dt. 15.4.2	013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	Okay	Fully Met	20.00	Okay
5.1.2	Details of third party audit of voluntary disclosure	Fully Met	20	20.00	Okay	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	-(a) Dates of audit carried out , (b) Report of the audit carried out							
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	Okay	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	eO	0	empty	Not Applicab	le0	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	Okay	Fully Met	20.00	Okay
Total	<u> </u>		80	80		80	80	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have	e minimum re	esort to	use of RT	I Act to obta	ain information	[Section	4(2)]
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	Okay	Fully Met	25.00	Okay
6.2	Guidelines for Indian Government Websites (CSM Secretariat Manual of Office Procedures (CSM Personnel, Public Grievance and Pensions, G	OP) by Depar	•		•			
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	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	25		50	25	
Grand								