

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 duties[Section 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 employees[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 process [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

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	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	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
2.3	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	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

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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. 15.04.2013]							
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
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	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
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.	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 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]							
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

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	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
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.2.2	Publish all relevant facts while formulating	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
	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	0	0	empty	Not Applicable	0	Okay
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)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(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
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	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
Total			25	25		25	25	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
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	Vernacular/ Local Language	Fully Met	9.52	9.52	Okay	Fully Met	9.52	Okay
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	Fully Met	28.57	28.57	Okay	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section 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 Mark	Remarks	Auditor Category	Auditor Marks	Auditor 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 information[Section 4(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 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	0	0	empty	Not Applicable	0	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	0	0	empty	Not Applicable	0	Okay
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	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. 1/2/2016-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	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

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	-(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	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	Okay	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 minimum resort to use of RTI Act to obtain 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 (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, Public Grievance and Pensions, Govt. Of India)							
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 Total			603	528		603	528	