

Self appraisal report for Year (2019-20)

Auditor Agency: National Institute of Financial Management(Mr. K.J. Chaudhry National Institute of Financial Management (NIFM) Pali Rd, Pocket A, SGM Nagar, Sector 48, Faridabad, Haryana 121001)

Ministry Name: Ministry of Finance

Department Name: Department of Expenditure

Public Authority Name: Controller General of Accounts

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	http://cga.nic.in/Page/Contact-Us-.aspx	Fully Met	1.28	The URL cited by the public authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://cga.nic.in/index.aspx	Fully Met	1.28	The URL cited by the public authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://cga.nic.in/Page/Particulars-of-organization-functions-and-duties-.aspx	Fully Met	1.28	The URL cited by the public authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	http://cga.nic.in	Fully Met	1.28	The URL cited

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/Page/Particulars-of-organization-functions-and-duties-.aspx			by the public authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://cga.nic.in/writereaddata/file/OrganizationChart16102019.pdf	Fully Met	1.28	The URL cited by the public authority is correct. Category "Fully Met"
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	http://cga.nic.in/writereaddata/file/training%20HR/Induction%20Material/InductionMaterial24082016.pdf	Fully Met	1.28	The URL cited by the public authority is correct. Category "Fully Met"
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	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://cga.nic.in/Book/Published/list.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
1.2.4	Exercised	Fully Met	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
1.2.5	Work allocation	Fully Met	1.54	1.54	http://cga.nic.in/writereaddata/file/training%20HR/Induction%20Material/InductionMaterial24082016.pdf	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
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	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								“Fully Met”
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category “Fully Met”
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	Category “Not Applicable”
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category “Fully Met”
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	http://cga.nic.in/Page/The-norms-set-by-it-for-the-discharge-of-its-functions.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category “Fully Met”
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://cga.nic.in/Page/The-norms-set-by-it-for-the-discharge-of-its-functions.aspx	Fully Met	1.54	The URL cited by the public authority is correct. Category “Fully Met”
1.4.3	Process by which these services can be accessed	Not Applicable	0	0	empty	Fully Met	1.54	The URL cited by the public authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://cga.nic.in/writereaddata/file/CPGProgram.pdf	Fully Met	1.54	The URL cited by the public authority is correct. Category "Fully Met"
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	The URL cited by the public authority is correct. Category "Fully Met"
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	The URL cited by the public authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	The URL cited by the public authority is correct. Category "Fully Met"
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--i	Fully Met	1.92	The URL cited by the public authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nstructions--manuals-and-records.aspx			correct. Category "Fully Met"
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
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.	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	The URL cited by the public authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	The URL cited by the public authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://cga.nic.in	Fully Met	0.96	The URL cited

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx			by the public authority is correct. Category "Fully Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	The URL cited by the public authority is correct. Category "Fully Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	The URL cited by the public authority is correct. Category "Fully Met"
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	http://cga.nic.in/writereaddata/file/UpdatedContactus18022020.pdf	Fully Met	3.85	The URL cited by the public authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://cga.nic.in/writereaddata/file/UpdatedContactus18022020.pdf	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
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	Fully Met	3.85	3.85	http://cga.nic.in/Page/Monthly-remuneration-received-by-employees.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	http://cga.nic.in/Page/PUBLIC-INFORMATION-OFFICERS.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://cga.nic.in/Page/PUBLIC-INFORMATION-OFFICERS.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-	Fully Met	3.85	The URL cited by the public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	major penalty proceedings				other-information-as-prescribed.aspx			authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-other-information-as-prescribed.aspx	Fully Met	3.85	The URL cited by the public authority is correct. Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Category "Not Met"
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Not Met	0	Category "Not Met"
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]	Fully Met	7.69	7.69	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Partially Met	3.85	Transfer Policy is reflected on the web portal cga.nic.in but not transfer order. Category "Partially Met"
Total			85	81		86	79	
2	Budget and Programme							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	The URL cited by the public authority is correct. Category "Fully Met"
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	The URL cited by the public authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	The URL cited by the public authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	The URL cited by the public authority is correct. Category "Fully Met"
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	The URL cited by the public authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	The URL cited by the public authority is correct. Category "Fully Met"
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	Fully Met	16.67	16.67	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	The URL cited by the public authority is correct. Category "Fully Met"
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	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	The URL cited by the public authority is correct. Category "Fully Met"
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"

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	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Category "Not Applicable"
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Category "Not Applicable"
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	Category "Not Applicable"
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.	Not Met	50	0	empty	Not Met	0	Category "Not Met"
Total			150	100		150	100	
3	Publicity Band 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	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	citizens							
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in 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	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Category "Not Applicable"
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	Category "Not Applicable"
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Category "Not Applicable"
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Not Applicable	0	0	empty	Not Applicable	0	Category "Not

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 - Policy decisions/ legislations taken in the previous one year							Applicable”
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	Category “Not Applicable”
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	Category “Not Applicable”
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)	Fully Met	50	50.00	http://www.cga.nic.in/ViewAll/News.aspx	Fully Met	50.00	The URL cited by the public authority is correct. Category “Fully Met”
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	http://cga.nic.in/Book/Published/list.aspx	Fully Met	25.00	The URL cited by the public authority is correct. Category “Fully Met”
3.4.2	Information manual/handbook available in Printed format	Not Met	25	0	empty	Not Met	0	Category “Not Met”
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	Partially Met	25	12.50	http://cga.nic.in/Book/Publis	Partially Met	12.50	Category “Partially

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	hed/list.aspx empty	Not Met	0	Category "Not Met"
Total			150	88		150	88	
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	English	Fully Met	14.29	14.29	http://www.cga.nic.in/Book/Published/list.aspx	Fully Met	14.29	The URL cited by the public authority is correct. Category "Fully Met"
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Not Met	28.57	0	empty	Not Met	0	Category "Not Met"
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	http://cga.nic.in//Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	The URL cited by the public authority is correct. Category "Fully Met"
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://cga.nic.in//Page/Details-in-respect-of-information-available-to-or-	Fully Met	9.52	The URL cited by the public authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					held-by-it-reduced-in-an-electronic-form.aspx			"Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	The URL cited by the public authority is correct. Category "Fully Met"
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	The URL cited by the public authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	The URL cited by the public authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	The URL cited by the public authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	The URL cited by the public authority is correct. Category "Fully Met"
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://cga.nic.in/writereaddata/file/CPGrammar.pdf	Fully Met	3.57	The URL cited by the public authority is correct. Category "Fully Met"
4.5.2	Details of applications received under RTI and information provided	Not Met	3.57	0	empty	Not Met	0	Category "Not Met"
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	Category "Not Met"
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	0	empty	Not Applicable	0	Category "Not Applicable"
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	http://cga.nic.in/writereaddata/file/RTIAnnualReport-Qtrly.pdf	Fully Met	14.29	The URL cited by the public authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Partially Met	14.29	7.15	http://cga.nic.in/writereaddata/file/RTIAnnualReport-Qtrly.pdf	Partially Met	7.15	Category "Partially Met"
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	Category "Not Met"
Total			168	96		168	96	
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	http://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	20.00	The URL cited by the public authority is correct. Category "Fully Met"
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	empty	Not Applicable	0	Category "Not Applicable"
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	Not Met	20	0	empty	Not Met	0	Category "Not Met"
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Not Met	20	0	empty	Not Met	0	Category "Not Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	which constituted, (b) Name & Designation of the officers							
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	Not Met	20	0	empty	Not Met	0	Category "Not Met"
Total			80	20		80	20	
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							
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	http://www.cga.nic.in/	Fully Met	25.00	The URL cited by the public authority is correct. Category "Fully Met"
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Category "Not Met"
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Category "Not Met"
Total			50	25		50	25	
Grand Total			683	410		684	408	

Self appraisal report for Year (2020-21)

Auditor Agency: National Institute of Financial Management(Mr. K.J. Chaudhry National Institute of Financial Management (NIFM) Pali Rd, Pocket A, SGM Nagar, Sector 48, Faridabad, Haryana 121001)

Ministry Name: Ministry of Finance

Department Name: Department of Expenditure

Public Authority Name: Controller General of Accounts

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	http://cga.nic.in/Page/Contact-Us-.aspx	Fully Met	1.28	Fully Met .
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://cga.nic.in/index.aspx	Fully Met	1.28	Fully Met .
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://cga.nic.in/Page/Particulars-of-organization-functions-and-duties-.aspx	Fully Met	1.28	Fully Met .
1.1.4	Function and duties	Fully Met	1.28	1.28	http://cga.nic.in/Page/Particulars-of-organization-functions-and-duties-.aspx	Fully Met	1.28	Fully Met.
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://cga.nic.in//writereadda	Fully Met	1.28	Fully Met .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ta/file/Organiz ationChart161 02019.pdf			
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	http://cga.nic.i n/writereaddat a/file/training %20HR/Induct ion%20Materi al/InductionM aterial240820 16.pdf	Fully Met	1.28	Fully Met .
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	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met .
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://cga.nic.i n/Book/Publis hed/list.aspx	Fully Met	1.54	.Fully Met .
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met .
1.2.4	Exercised	Fully Met	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met .
1.2.5	Work allocation	Fully Met	1.54	1.54	http://cga.nic.i n/writereaddat	Fully Met	1.54	Fully Met .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					a/file/training%20HR/Induction%20Material/InductionMaterial24082016.pdf			
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	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	Fully Met .
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	Fully Met .
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	Fully Met .
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	NA
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	Fully Met .
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	http://cga.nic.in/Page/The-norms-set-by-it-	Fully Met	1.54	Fully Met .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					for-the-discharge-of-its-functions.aspx			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://cga.nic.in/Page/The-norms-set-by-it-for-the-discharge-of-its-functions.aspx	Fully Met	1.54	Fully Met .
1.4.3	Process by which these services can be accessed	Not Applicable	0	0	empty	Not Applicable	0	NA
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Applicable	0	NA
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://cga.nic.in/writereaddata/file/CPGram.pdf	Fully Met	1.54	Fully Met .
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	Fully Met
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	Fully Met
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--i	Fully Met	1.92	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nstructions--manuals-and-records.aspx			
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://cga.nic.in/Page/Human-Resource.aspx	Fully Met	1.92	Fully Met
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	Fully Met
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	Fully Met
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.	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	.Fully Met
1.7.2	Composition	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ils-committees-and-other-bodies.aspx			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	Fully Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	Fully Met
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://cga.nic.in/Page/A-statement-of-the-boards--councils-committees-and-other-bodies.aspx	Fully Met	0.96	Fully Met
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	.Fully NA
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	http://cga.nic.in//writereadda	Fully Met	3.85	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ta/file/Updated Contactus180 22020.pdf			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://cga.nic.in/writereaddata/file/Updated Contactus180 22020.pdf	Fully Met	3.85	The list may be updated regularly
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	Fully Met	3.85	3.85	http://cga.nic.in/Page/Monthly-remuneration-received-by-employees.aspx	Fully Met	3.85	Fully Met
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Applicable	0	NA
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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.85	Fully Met
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.85	Fully Met
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-other-information-as-prescribed.aspx	Fully Met	3.85	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-other-information-as-prescribed.aspx	Fully Met	3.85	Fully Met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	CGA should encourage training of CPIO and APIO dealing with RTI.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Not Met	0	CGA should undertake updating and publishing guidelines on RTI.
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]	Fully Met	7.69	7.69	https://cga.nic.in/Page/Human-Resource.aspx	Fully Met	7.69	Fully Met
Total			85	81		85	81	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://cga.nic.in/Page/Budget	Fully Met	10.00	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					t-allocation-for-the-Office-of-CGA.aspx			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully met
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully met
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully met
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully met
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	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	Fully met
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	Fully Met	16.67	16.67	http://cga.nic.in/Page/Budget-allocation-for	Fully Met	16.67	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				-the-Office-of-CGA.aspx			
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	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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. 15.4.2013]							
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.	Not Met	50	0	empty	Not Met	0	Not Met CGA should put CAG and PAC paras and the action taken reports pertaining to CAG on its RTI page.
Total			150	100		150	100	
3	Publicity Band 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	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in 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	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	project reports (DPRs)							
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	interactive- Outline the arrangement for consultation before formulation of policy							
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)	Fully Met	50	50.00	http://www.cga.nic.in/ViewAll/News.aspx	Fully Met	50.00	Fully Met
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	http://cga.nic.in/Book/Published/list.aspx	Fully Met	25.00	Fully Met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://cga.nic.in/Page/Other-Books-Manuals-and-Forms.aspx	Fully Met	25.00	Fully Met
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	Fully Met	25	25.00	http://cga.nic.in/Book/Published/list.aspx	Fully Met	25.00	Fully Met
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	Not Met , CGA may consider making available at resonable cost sum of the informyion manual to the public.
Total			150	125		150	125	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.1	English	Fully Met	14.29	14.29	http://www.cga.nic.in/Book/Published/list.aspx	Fully Met	14.29	Fully Met
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Met	0	CGA may provide information in vernacular local language.
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	https://cga.nic.in/Book/Published/list.aspx	Fully Met	28.57	Fully Met
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	http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	Fully Met
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-	Fully Met	9.52	Fully Met

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	form.aspx http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	Fully Met
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://cga.nic.in/Page/-Facilities-available-t	Fully Met	7.14	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					o-citizens-for-obtaining-information.aspx			
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://cga.nic.in/writereaddata/file/CPGrammar.pdf	Fully Met	3.57	Fully Met
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.57	Fully Met
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.57	Fully Met
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	0	empty	Not Applicable	0	NA
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	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	14.29	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	n-Act.aspx https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	14.29	Fully Met
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	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	28.57	Fully Met
Total			168	168		182	168	
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	http://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	20.00	Fully Met
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	http://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	20.00	Fully Met
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	Not Met	20	0	empty	Not Met	0	Not Met. CGA may appoint Nodal officer not below the rank of joint secretary/ additional HoD and display on its RTI page.
5.1.4	Consultancy committee of key stake holders for	Not Met	20	0	empty	Not Met	0	Not Met. CGA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers							may consider constituting consultancy committee of key stake holders for advice on suo moto disclosures
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	Not Met	20	0	empty	Not Met	0	Not Met CGA may consider constituting committee of PIOs / FAAs with rich experience in RTI to identify frequently sought information under RTI.
Total			100	40		100	40	
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							
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	http://www.cga.nic.in/	Fully Met	25.00	Fully Met / The Controller General of Accounts has provided adequate, relevant and to the point

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p>advice on suo-motu disclosure and Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI But overall this is a good attempt to provide information on RTI page in an honest and clear manner.</p>
6.2	<p>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</p>							
6.2.1	<p>Whether STQC certification obtained and its validity</p>	Not Met	12.5	0	empty	Not Met	0	<p>Not Met / while STQC is strictly required for those organizations which use Nic.in and Gov.in, CGA</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								should get in touch with Ministry of Electronics and Information Technology for choosing the relevant certification.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Not Met / It should acquire a relevant certificate and show on its website.
Total			50	25		50	25	
Grand Total			703	539		717	539	

Self appraisal report for Year (2021-22)

Auditor Agency: National Institute of Financial Management(Mr. K.J. Chaudhry National Institute of Financial Management (NIFM) Pali Rd, Pocket A, SGM Nagar, Sector 48, Faridabad, Haryana 121001)

Ministry Name: Ministry of Finance

Department Name: Department of Expenditure

Public Authority Name: Controller General of Accounts

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	http://cga.nic.in/Page/Contact-Us-.aspx	Fully Met	1.28	Fully Met
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://cga.nic.in/index.aspx	Fully Met	1.28	Fully Met
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://cga.nic.in/Page/Particulars-of-organization-functions-and-duties-.aspx	Fully Met	1.28	Fully Met
1.1.4	Function and duties	Fully Met	1.28	1.28	http://cga.nic.in/Page/Particulars-of-organization-functions-and-duties-.aspx	Fully Met	1.28	Fully Met
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://cga.nic.in/writereadda	Fully Met	1.28	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ta/file/Organiz ationChart161 02019.pdf			
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	http://cga.nic.i n/writereaddat a/file/training %20HR/Induct ion%20Materi al/InductionM aterial240820 16.pdf	Fully Met	1.28	Fully Met
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	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://cga.nic.i n/Book/Publis hed/list.aspx	Fully Met	1.54	Fully Met
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met
1.2.4	Exercised	Fully Met	1.54	1.54	http://cga.nic.i n//Page/Powe rs-and-Duties- of- Officers.aspx	Fully Met	1.54	Fully Met
1.2.5	Work allocation	Fully Met	1.54	1.54	http://cga.nic.i n/writereaddat	Fully Met	1.54	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					a/file/training%20HR/Induction%20Material/InductionMaterial24082016.pdf			
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	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	Fully Met
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://cga.nic.in/Page/Procedure-followed-in-decision-making.aspx	Fully Met	1.54	Fully Met
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://cga.nic.in/Page/Powers-and-Duties-of-Officers.aspx	Fully Met	1.54	Fully Met
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	Normally, there should be a time limit for taking a decision and RTI page should indicate the time limit.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://cga.nic.in	Fully Met	1.54	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n//Page/Procedure-followed-in-decision-making.aspx			
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	http://cga.nic.in//Page/The-norms-set-by-it-for-the-discharge-of-its-functions.aspx	Fully Met	1.54	Fully Met
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://cga.nic.in//Page/The-norms-set-by-it-for-the-discharge-of-its-functions.aspx	Fully Met	1.54	Fully Met
1.4.3	Process by which these services can be accessed	Not Applicable	0	0	empty	Not Met	0	The process may be explained
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Applicable	0	NA
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://cga.nic.in//writereaddata/file/CPGrammar.pdf	Fully Met	1.54	Fully Met
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://cga.nic.in//Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	Fully Met
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://cga.nic.in/Page/Rules--regulations--instructions--manuals-and-records.aspx	Fully Met	1.92	Fully Met
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://cga.nic.in/Page/Human-Resource.aspx	Fully Met	1.92	Fully Met
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	Fully Met
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://cga.nic.in/Page/Categories-of-documents-held-by-the-Sections.aspx	Fully Met	3.85	Fully Met
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.	Fully Met	0.96	0.96	https://cga.nic.in/writeread	Fully Met	0.96	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ata/file/ProactiveSI841dt01102022.pdf			
1.7.2	Composition	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://cga.nic.in/writeraddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	02022.pdf https://cga.nic.in/writereaddata/file/ProactiveSI841dt01102022.pdf	Fully Met	0.96	Fully Met
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	http://cga.nic.in/writereaddata/file/UpdatedContactus18022020.pdf	Fully Met	3.85	Fully Met
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://cga.nic.in/writereaddata/file/UpdatedContactus18022020.pdf	Fully Met	3.85	Fully Met
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	Fully Met	3.85	3.85	http://cga.nic.in/Page/Monthly-remuneration-received-by-employees.aspx	Fully Met	3.85	Fully Met
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Met	0	The system of compensation may be provided.
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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://cga.nic.in/Page/Right-To-Info	Fully Met	3.85	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	n-Act.aspx https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.85	Fully Met
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-other-information-as-prescribed.aspx	Fully Met	3.85	Fully Met
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://cga.nic.in/Page/Such-other-information-as-prescribed.aspx	Fully Met	3.85	Fully Met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	CGA should have educational programmes about RTI and display on its website.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	CGA should encourage its official and staff to participate in these programmes and disclose

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL on its RTI page.
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	CGA should arrange training of CPIO/APIO and it should be displayed on its RTI page.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Not Met	0	CGA should update and publish guidelines on RTI on its website.
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]	Fully Met	7.69	7.69	https://cga.nic.in/Page/Human-Resource.aspx	Fully Met	7.69	Fully Met
Total			88	84		97	84	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully Met
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://cga.nic.in/Page/Budget	Fully Met	10.00	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					t-allocation-for-the-Office-of-CGA.aspx			
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully Met
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully Met
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	10.00	Fully Met
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	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	Fully Met
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	Fully Met	16.67	16.67	http://cga.nic.in/Page/Budget-allocation-for-the-Office-of-CGA.aspx	Fully Met	16.67	Fully Met
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any	Fully Met	16.67	16.67	http://cga.nic.in/Page/Budget	Fully Met	16.67	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.				t-allocation-for-the-Office-of-CGA.aspx			
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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.	Partially Met	50	25.00	https://cga.nic.in/writereaddata/file/Audit711dt01102022.pdf	Partially Met	25.00	They should provide the details.
Total			150	125		150	125	
3	Publicity Band 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	Not Applicable	0	0	empty	Not Met	0	CGA may make arrangement for consultation with members of public in relation to formulation of policy and its implementation.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in 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	Not Applicable	0	0	empty	Not Met	0	CGA should make arrangement for consultation with members of public and indicate day and time allotted for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								visitors. Also, contact details of information and facilitation center.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Met	0	CGA should publish all relevant facts while

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	previous one year							formulating important policies or announcing decisions which affect public and make arrangements for interaction with members of public.
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 Met	0	CGA should publish all relevant facts while formulating important policies or announcing decisions which affect public and make arrangements for interaction with members of public.
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	Not Applicable	0	0	empty	Not Met	0	CGA should publish all relevant facts while

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	consultation before formulation of policy							formulating important policies or announcing decisions which affect public and make arrangements for interaction with members of public.
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)	Fully Met	50	50.00	http://www.cga.nic.in/ViewAll/News.aspx	Fully Met	50.00	Fully Met
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	http://cga.nic.in/Book/Published/list.aspx	Fully Met	25.00	Fully Met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://cga.nic.in/Page/Other-Books-Manuals-and-Forms.aspx	Fully Met	25.00	Fully Met
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	Fully Met	25	25.00	http://cga.nic.in/Book/Published/list.aspx	Fully Met	25.00	Fully Met
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	May develop and provide list of material

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL at reasonable cost.
Total			150	125		225	125	
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	English	Fully Met	14.29	14.29	http://www.cga.nic.in/Book/Published/list.aspx	Fully Met	14.29	Fully Met
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	May also provide in vernacular and local language.
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	https://cga.nic.in/Book/Published/list.aspx	Fully Met	28.57	Fully Met
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	http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	Fully Met
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://cga.nic.in/Page/Details-in-respect-of-information-a	Fully Met	9.52	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available-to-or-held-by-it-reduced-in-an-electronic-form.aspx			
4.3.3	Location where available	Fully Met	9.52	9.52	http://cga.nic.in/Page/Details-in-respect-of-information-available-to-or-held-by-it-reduced-in-an-electronic-form.aspx	Fully Met	9.52	Fully Met
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://cga.nic.in/Page/Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://cga.nic.in/Page/Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://cga.nic.in/Page/Facilities-available-to-citizens-for-obtaining-infor	Fully Met	7.14	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://cga.nic.in/Page/Facilities-available-to-citizens-for-obtaining-information.aspx	Fully Met	7.14	Fully Met
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://cga.nic.in/writereaddata/file/CPGram.pdf	Fully Met	3.57	Fully Met
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	3.57	Fully Met
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Met	0	The annual report of the organization may be tagged with annual report of ministry and put on the website.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://cga.nic.in	Fully Met	3.57	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in/Page/Right-To-Information-Act.aspx			
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	0	empty	Not Met	0	Citizen charter and six monthly report should be provided.
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	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	14.29	Fully Met
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	14.29	Fully Met
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	https://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	28.57	Fully Met
Total			168	168		175	168	
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	http://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	20.00	Fully Met
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	http://cga.nic.in/Page/Right-To-Information-Act.aspx	Fully Met	20.00	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Met	20	0	n-Act.aspx empty	Not Met	0	Nodal officers may be appointed and provided on the website
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 Met	20	0	empty	Not Met	0	The consultancy committee of key stake holders for advice on suo - moto disclosure may be constituted.
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	Not Met	20	0	empty	Not Met	0	CGA may constitute committee of PIOs/ FAAs with rich experience in RTI to identify frequently sought information under RTI act and display it on its website
Total			100	40		100	40	
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							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	http://www.cga.nic.in/	Fully Met	25.00	CGA has suo-moto disclosed information as per the section 4 of the RTI Act, 2005) and has provided relevant information on its website so as public have minimum resort to use RTI ACT to obtain Information.
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	A STQC certificate may be provided.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	It should display the certificate on its website
Total			50	25		50	25	
Grand Total			706	567		797	567	