

Self appraisal report by Public Authority

Year:*

2019-2020



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Organisation and Function

Year(2019-20)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	Available on NECTARs website www.nectar.org.in ✓
1.1.2	Head of the organization	1.28	Fully Met	1.28	Available on NECTARs website www.nectar.org.in ✓
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	Available on NECTARs website www.nectar.org.in ✓
1.1.4	Function and duties	1.28	Fully Met	1.28	Available on NECTARs website www.nectar.org.in
1.1.5	Organization Chart	1.28	Partially Met	0.64	TO BE UPDATE
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	1.28	Partially Met	0.64	Available on NECTARs website www.nectar.org.in
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)	1.54	Partially Met	0.77	TO BE UPDATED
1.2.2	Power and duties of other employees	1.54	Not Met	0	
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in ✓

Sr No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.4	Exercised	1.54	Partially Met	0.77	Available on NECTARs website www.nectar.org.in
1.2.5	Work allocation	1.54	Partially Met	0.77	Available on NECTARs website www.nectar.org.in
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	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.3.2	Final decision making authority	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.3.4	Time limit for taking a decisions, if any	1.54	Partially Met	0.77	Available on NECTARs website www.nectar.org.in
1.3.5	Channel of supervision and accountability	1.54	Partially Met	0.77	TO BE UPDATED
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	Available on NECTARs website www.nectar.org.in
1.4.4	Time-limit for achieving the targets	1.54	Partially Met	0.77	TO BE UPDATED
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	AS PER CPGRAMS
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.	1.92	Partially Met	0.96	TO BE UPDATED

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Partially Met	0.96	Available on NECTARs website www.nectar.org.in
1.5.3	Acts/ Rules manuals etc.	1.92	Partially Met	0.96	Available on NECTARs website www.nectar.org.in
1.5.4	Transfer policy and transfer orders	1.92	Partially Met	0.96	TO BE UPDATED
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	3.85	Partially Met	1.93	AVAILABLE IN OUR RECORDS
1.6.2	Custodian of documents/categories	3.85	Partially Met	1.93	AVAILABLE IN OUR RECORDS
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.	0.96	Fully Met	0.96	Available on NECTARs website www.nectar.org.in
1.7.2	Composition	0.96	Fully Met	0.96	AVAILABLE IN OUR RECORDS AS PER BYLAWS WHICH ARE AT OUR WEBSITE WWW.NECTAR.ORG.IN
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	AVAILABLE IN OUR RECORDS AS PER BYLAWS WHICH ARE AT OUR WEBSITE WWW.NECTAR.ORG.IN
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	AVAILABLE IN OUR RECORDS AS PER BYLAWS WHICH ARE AT OUR WEBSITE WWW.NECTAR.ORG.IN
1.7.5	Powers and functions	0.96	Fully Met	0.96	AVAILABLE IN OUR RECORDS AS PER BYLAWS WHICH ARE AT OUR WEBSITE WWW.NECTAR.ORG.IN
1.7.6	Whether their meetings are open to the public?	0.96	Partially Met	0.48	NO ONLY APPROVED MEMBERS/EXPERTS CAN JOIN
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Partially Met	0.48	TO BE UPDATED
1.7.8	Place where the minutes if open to the public are available?	0.96	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	3.85	Partially Met	1.93	Available on NECTARs website www.nectar.org.in ✓
1.8.2	Telephone , fax and email ID	3.85	Partially Met	1.93	TO BE UPDATED
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	3.85	Not Met	0	?
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	AVAILABLE IN OUR RECORDS
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	3.85	Fully Met	3.85	AVAILABLE AT WWW.NECTAR.ORG.IN ✓
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	AVAILABLE AT WWW.NECTAR.ORG.IN ✓
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	3.85	Fully Met	3.85	TO BE UPDATED
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Partially Met	1.93	DISCIPLINARY TO BE UPDATED
1.12	Programmes to advance understanding of RTI[Section 26]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.12.1	Educational programmes	1.92	Partially Met	0.96	BEING DONE AS PER REQUIREMENT
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Partially Met	0.96	BEING DONE AS PER REQUIREMENT
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	AS PER MANDATE
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	WWW.NECTAR.ORG.IN ✓
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]	7.69	Fully Met	7.69	TO BE UPDATED ?
Total		100		71	
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Budget and Programme**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	10	Fully Met	10.00	TO BE UPDATED
2.1.2	Budget for each agency and plan & programmes	10	Partially Met	5.00	TO BE UPDATED
2.1.3	Proposed expenditures	10	Partially Met	5.00	AVAILABLE IN OUR RECORDS
2.1.4	Revised budget for each agency, if any	10	Partially Met	5.00	AVAILABLE IN OUR RECORDS
2.1.5	Report on disbursements made and place where the related reports are available	10	Partially Met	5.00	AVAILABLE IN OUR RECORDS
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	16.67	Partially Met	8.34	AVAILABLE IN OUR RECORDS, TO BE UPDATED AT SITE
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	16.67	Fully Met	16.67	AVAILABLE IN OUR RECORDS, TO BE UPDATED AT SITE

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	16.67	Fully Met	16.67	AVAIABLE AT WWW.NECTAR.ORG.IN ✓
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	6.25	Fully Met	6.25	WWW.NECTAR.ORG.IN
2.3.2	Objective of the programme	6.25	Fully Met	6.25	WWW.NECTAR.ORG.IN
2.3.3	Procedure to avail benefits	6.25	Fully Met	6.25	WWW.NECTAR.ORG.IN
2.3.4	Duration of the programme/ scheme	6.25	Fully Met	6.25	WWW.NECTAR.ORG.IN
2.3.5	Physical and financial targets of the programme	6.25	Partially Met	3.13	TO BE UPDATED
2.3.6	Nature/ scale of subsidy /amount allotted	6.25	Partially Met	3.13	TO BE UPDATED
2.3.7	Eligibility criteria for grant of subsidy	6.25	Fully Met	6.25	WWW.NECTAR.ORG.IN
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	Partially Met	3.13	TO BE UPDATED
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	25	Partially Met	12.50	AVAIABLE IN RECORDS TO BE UPDATED AT WWW.NECTAR.ORG.IN

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	Partially Met	12.50	AVAILABLE AT WWW.NECTAR.ORG.IN
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	25	Partially Met	12.50	AVAILABLE IN OUR RECORDS TO BE UPDATED AT WWW.NECTAR.ORG.IN
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	25	Partially Met	12.50	AVAILABLE IN OUR RECORDS TO BE UPDATED AT WWW.NECTAR.ORG.IN
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.	50	Partially Met	25.00	AVAILABLE AT WWW.NECTAR.ORG.IN
Total		300		187	
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Publicity Band Public interface**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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 thereof [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	12.5	Fully Met	12.50	AVAILABLE AT WWW.NECTAR.ORG.IN
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	12.5	Fully Met	12.50	AVAILABLE AT WWW.NECTAR.ORG.IN
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Partially Met	1.39	AVAILABLE IN RECORDS, TO BE UPDATED AT SITE
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0	
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	2.78	Fully Met	2.78	AVAILABLE AT WWW.NECTAR.ORG.IN
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	2.78	Fully Met	2.78	AVAILABLE AT WWW.NECTAR.ORG.IN
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	2.78	Fully Met	2.78	AVAILABLE AT WWW.NECTAR.ORG.IN
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	2.78	Fully Met	2.78	AVAILABLE AT WWW.NECTAR.ORG.IN
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	0	Not Applicable	0	
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	0	Not Applicable	0	
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	0	Not Applicable	0	
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)	50	Fully Met	50.00	AVAILABLE AT WWW.NECTAR.ORG.IN
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	25	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.4.2	Information manual/handbook available in Printed format	25	Partially Met	12.50	DETAILED BROCHURE AVAILABLE
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	25	Partially Met	12.50	AVAILABLE AT WWW.NECTAR.ORG.IN
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	AVAILABLE AT WWW.NECTAR.ORG.IN
Total		189		138	
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E-Governance**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]				
4.1.1	English	14.25	Partially Met	7.15	AVAILABLE in office records
4.1.2	Vernacular/ Local Language	14.25	Not Met	0	
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	28.57	Partially Met	14.29	2018
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Partially Met	4.76	available at www.nectar.org.in
4.3.2	Name/ title of the document/record/ other information	9.52	Partially Met	4.76	office orders
4.3.3	Location where available	9.52	Partially Met	4.76	available at www.nectar.org.in
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				
4.4.1	Name & location of the faculty	0	Not Applicable	0	
4.4.2	Details of information made available	0	Not Applicable	0	
4.4.3	Working hours of the facility	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.4	Contact person & contact details (Phone, fax email)	0	Not Applicable	0	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	updated CPGRAMS, appointed grievance officer to look after and disposing off the matters
4.5.2	Details of applications received under RTI and information provided	3.57	Partially Met	1.79	fully updated at https://rtionline.gov.in/RTIMIS
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Fully Met	3.57	available at www.nectar.org.in
4.5.4	List of schemes/ projects/ programme underway	3.57	Partially Met	1.79	available at www.nectar.org.in
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0	
4.5.6	Annual Report	3.57	Partially Met	1.79	available at www.nectar.org.in
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0	
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	3.57	Not Met	0	
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	14.25	Fully Met	14.29	fully updated at https://rtionline.gov.in/RTIMIS

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	fully updated at https://rtionline.gov.in/RTIMIS
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	www.nectar.org.in
Total		168		105	
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Information as may be prescribed

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	20	Fully Met	20.00	available at www.nectar.org.in
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Partially Met	10.00	available at www.nectar.org.in
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	20	Fully Met	20.00	June 2020/Director General
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	20	Fully Met	20.00	July 2020/Sh. Somnath System Analyst-lead, all Project officers-members
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	20	Not Met	0	
Total		100		70	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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