

Third Party Transparency Audit Report of

**CENTRE FOR NANO AND SOFT MATTER
SCIENCES (CENS)**

Head Office:

**Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli,
Bengaluru - 562162**

By

MD. ABDUR RAJJAQUE

Deputy Registrar

&

Nodal Officer-RTI

YEAR
2024 - 25



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Ghani Khan Choudhury Institute of Engineering and Technology

गनी खान चौधरी इंजीनियरिंग और प्रौद्योगिकी संस्थान

(A Centrally Funded Technical Institute (CFTI) under Ministry of Education, Govt. of India) (निक्षा मंत्रालय, भारत सरकार के तहत सीएफटीआई)

Narayanpur, Malda, West Bengal-732141

Third Party Audit Report of

CENTRE FOR NANO AND SOFT MATTER SCIENCES (CENS)

**Head Office: Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli,
Bengaluru - 562162**

Year: 2024-25

Audit Summary

To minimize the necessity for citizens to file formal RTI applications, **Section 4(2) of the Right to Information Act, 2005** mandates that every **Public Authority (PA)** proactively disseminate comprehensive information to the public at regular intervals. This dissemination should leverage diverse communication platforms, with a particular emphasis on accessibility through the **internet**.

In alignment with the **Department of Personnel and Training (DoPT)** guidelines, as referenced in **OM No. 1/6/2011-IR dated 07/11/2019**, all Public Authorities are required to undergo an **annual Third-Party Audit** of their proactive disclosure practices under **Section 4 of the RTI Act**. This mechanism serves to enhance institutional **accountability, openness, and citizen empowerment** by fostering greater transparency in governance.

The following thematic areas are expected to be addressed comprehensively in the proactive disclosure content available on the Public Authority's official website:

1. Details of Organizational Structure and Functional Mandate

– Information about the institution's vision, mission, duties, and organizational hierarchy.

2. Financial Information and Programme Implementation

– Budget allocations, financial statements, and status of schemes and projects.

3. Public-Oriented Information Dissemination

– Communication in formats and languages that are easily understandable and widely accessible to all citizens.

4. E-Governance and Digital Initiatives

– Details of online services, ICT applications, and digitization efforts undertaken by the authority.

5. Statutory Disclosures Prescribed by the Authority

– Any additional disclosures mandated under internal policies or governing regulations.

6. Voluntary Disclosure of Information

– Proactive publication of information without waiting for formal requests, reflecting a culture of openness.

Audit Objectives:

The principal objectives of conducting this Third-Party RTI Transparency Audit are as follows:

- ❖ To review and assess the nature, scope, and accuracy of information proactively disclosed by the Public Authority in accordance with the provisions of the Right to Information Act, 2005.
- ❖ To evaluate the adequacy, clarity, and accessibility of the disclosed information vis-à-vis the statutory requirements laid down under Section 4 of the RTI Act.
- ❖ To identify existing gaps, deficiencies, or inconsistencies in the current proactive disclosure practices that may hinder transparency or public access to information.
- ❖ To provide actionable recommendations and strategic guidance aimed at strengthening compliance with Section 4 obligations, thereby enhancing institutional transparency and accountability.

Audit Methodology:

The audit process was conducted based on a thorough review of the **Self-Appraisal Report (SAR)** submitted by **CENTRE FOR NANO AND SOFT MATTER SCIENCES (CENS)**, along with a comprehensive evaluation of the content available on its official public portal. The assessment was carried out in accordance with the **guidelines prescribed by the Central Information Commission (CIC), New Delhi**, specifically focusing on compliance with the proactive disclosure requirements outlined under **Sections 4(1), 4(2), 4(3), and 4(4) of the RTI Act, 2005**.

Each relevant component of the **CENTRE FOR NANO AND SOFT MATTER SCIENCES (CENS)**'s website was critically examined during the **online transparency audit**, and structured feedback was provided on the presentation, completeness, and accessibility of the disclosed information. The audit further entailed a gap analysis to pinpoint areas requiring enhancement.

The findings from this evaluation have been synthesized to develop a set of **conclusions and actionable recommendations**, aimed at improving the **CENTRE FOR NANO AND SOFT MATTER SCIENCES (CENS)**'s adherence to the statutory transparency norms.

Observations and Recommendations:

The audit reveals that **CENTRE FOR NANO AND SOFT MATTER SCIENCES (CENS)**'s has made commendable efforts in aligning its website content with the **Central Information Commission (CIC) Guidelines** pertaining to proactive disclosure under the RTI Act. A substantial amount of relevant information is accessible through the **Organization/Institute/Establishment's** public portal. However, there remains **scope for enhancement** to ensure more comprehensive transparency and ease of information access. The following observations and recommendations are submitted for consideration:

- **Uniform Link Disclosure in SAR:**

It has been observed that the **Self-Appraisal Report (SAR)** submitted by the Organization/Institute/Establishment's provides a **common link** for multiple disclosure parameters. To enhance clarity and traceability, it is recommended that **distinct and directly relevant links** be provided **against each parameter**, as per the RTI audit framework.

Date: 21.05.2025



(MD. ABDUR RAJJAQUE)

Deputy Registrar & Nodal Officer-RTI
Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET)
Narayanpur, Malda, West Bengal 732141

Self appraisal report for Year (2024-25)

Auditor Agency: Md Abdur Rajjaque(Ghani Khan Choudhury Institute of Engineering (GKCEIT), Malda)

Ministry Name: Ministry of Science & Technology

Department Name: Department of Science & Technology

Public Authority Name: Centre for Nano and Soft Matter Sciences (Formerly Centre for Soft Matter Research)

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	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK
1.1.2	Head of the organization	Fully Met	1.28	1.28	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK
1.1.4	Function and duties	Fully Met	1.28	1.28	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Fully Met	1.28	1.28	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK
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	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.28	OK
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.92	OK
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.92	OK
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.92	OK
1.2.4	Work allocation	Fully Met	1.92	1.92	Details provided in link https://www.cens.res.in/en/rti link https://www	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					w.cens.res.in/en/rti			
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	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
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	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					w.cens.res.in/en/rti			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Details provided in link https://www.cens.res.in/en/rti	Fully Met	1.54	OK
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	Details provided in link https://www.cens.res.in/en/rti	Fully Met	2.60	OK
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	Details provided in link https://www.cens.res.in/en/rti	Fully Met	2.60	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	en/rti Details provided in link https://www.cens.res.in/en/rti	Fully Met	2.60	OK
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	Details provided in link https://www.cens.res.in/en/rti provided in link https://www.cens.res.in/en/rti	Fully Met	3.85	OK
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Details provided in link https://www.cens.res.in/en/rti	Fully Met	3.85	OK
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	The information available in CeNS website under 'People' under 'About us' and also details provided in	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					link https://www.cens.res.in/en/rti			
1.7.2	Composition	Fully Met	0.96	0.96	The information available in CeNS website under 'People' under 'About us' and also details provided in link https://www.cens.res.in/en/rti	Fully Met	0.96	OK
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Details provided in link https://www.cens.res.in/en/rti	Fully Met	0.96	OK
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Details provided in link https://www.cens.res.in/en/rti	Fully Met	0.96	OK
1.7.5	Powers and functions	Fully Met	0.96	0.96	Details provided in link https://www.cens.res.in/en/rti	Fully Met	0.96	OK
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Information	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					excluded from disclosure			
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Information excluded from disclosure	Fully Met	0.96	OK
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Information excluded from disclosure	Fully Met	0.96	OK
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	The information available in CeNS website under 'People' under 'About us'	Fully Met	3.85	OK
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	The information available in CeNS website under 'People' under 'About us'	Fully Met	3.85	OK
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	The information available in RTI link in our website https://www.cens.re	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	s.in/en/rti The information available in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	3.85	OK
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://www.cens.res.in/en/rti . The information is also available in CeNS website under 'People' under 'About us'	Fully Met	3.85	OK
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.cens.res.in/en/rti . The information is also available in CeNS website under 'People' under 'About us'	Fully Met	3.85	OK
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or	Fully Met	3.85	3.85	No cases so far.	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	major penalty proceedings							
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	No cases so far.	Fully Met	3.85	OK
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Training programmes whenever conducted for CPIO has attended the same. Also the training courses prescribed under Annual Capacity Building Plan have been attended to, by the CPIO.	Fully Met	1.92	OK
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Training programmes whenever conducted for CPIO has attended the same. Also the training courses prescribed under Annual Capacity	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Building Plan have been attended to, by the CPIO.			
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Training programmes whenever conducted for CPIO has attended the same. Also the training courses prescribed under Annual Capacity Building Plan have been attended to, by the CPIO.	Fully Met	1.92	OK
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Updates have been regularly made whenever changes take place.	Fully Met	1.92	OK
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	Details provided in link https://www.cens.res.in/en/rti	Fully Met	7.69	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			100	100		100	100	
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	The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public.	Fully Met	10.00	OK
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	The Annual Report uploaded in CeNS website under 'Resources'	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public.			
2.1.3	Proposed expenditures	Fully Met	10	10.00	The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under plans and extramural projects are available to the public.			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	The Annual Report uploaded in CeNS website under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public.	Fully Met	10.00	OK
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	The Annual Report uploaded in CeNS website	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under 'Resources' consists of Audited Annual Accounts also, wherein the details of grants received, actual expenditure under plans and extramural projects are available to the public.			
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	10	10.00	All tenders, corrigendum, advertisement etc. are published in CeNS website.	Fully Met	10.00	OK
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	As detailed above in 2.1	Fully Met	20.00	OK
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the	Fully Met	20	20.00	The details of foreign travel	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				i.e. purpose, period of visit undertaken by the Director and equivalent grade are available in Annual Reports uploaded in our website under 'Resources'. Further, the visit undertaken and expenditure involved has been ratified in the respective Governing Council / Finance Committee meeting.			
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	OK
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Fully Met	25	25.00	The details about the different projects taken up by the Centre are available in the document i.e Annual Report which consists the audited annual accounts also and the same is available in Centre's website.	Fully Met	25.00	OK
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	The details about the different projects taken up by the Centre are available in	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the document i.e Annual Report which consists the audited annual accounts also and the same is available in Centre's website.			
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	OK
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	OK
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Fully Met	50	50.00	The CAG and Internal Audit Paras are placed before the Finance Committee and the Governing Council wherein the re	Fully Met	50.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					representatives of Department of Science and Technology are Members.			
Total			200	200		200	200	
3	Publicity and Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	12.50	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	12.50	OK
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	implementation of the PPP							
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	OK
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	OK
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	OK
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	OK
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	OK
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	OK
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	OK
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	Contact information provided in website.	Fully Met	50.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Requirements can be sought through email or information may be accessed through CeNS website link : www.cens.res.in			
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	Documents like Annual report, Newsletter, Brochure etc. are available in electronic format.	Fully Met	25.00	OK
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	The information/records, which are not disclosed will be provided to the public, in case of requirement, in printed format.	Fully Met	25.00	OK
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	Most of the information is	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available in the website which can accessed by the public. For any specific documents, the details of rates/cost to get the documents has been provided in RTI link			
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	Most of the information is available in the website which can accessed by the public. For any specific documents, the details of rates/cost to get the documents has been provided in RTI link	Fully Met	25.00	OK
Total			175	175		175	175	
4	E-Governance							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	Hindi	Fully Met	9.52	9.52	The Annual Reports, the forms utilised for internal purposes, all circulars, office orders and replies for the correspondences received in Hindi, are all in dual languages, i.e. English and Hindi.	Fully Met	9.52	OK
4.1.2	English	Fully Met	9.52	9.52	The Annual Reports, the forms utilised for internal purposes, all circulars, office orders and replies for the correspondences received in Hindi, are all in dual languages, i.e. English	Fully Met	9.52	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and Hindi.			
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	The Annual Reports, the forms utilised for internal purposes, all circulars, office orders and replies for the correspondences received in Hindi, are all in dual languages, i.e. English and Hindi. Even the name boards, banners and correspondence to State Government are in three languages.	Fully Met	9.52	OK
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	The Annual Reports including audited statement of accounts,	Fully Met	28.57	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Newsletter and Brochure, are uploaded in website as soon the documents are printed.			
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	As shown in 3.4 above	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	As shown in 3.4 above	Fully Met	9.52	OK
4.3.3	Location where available	Fully Met	9.52	9.52	As shown in 3.4 above	Fully Met	9.52	OK
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					been provided in RTI link in our website https://www.cens.res.in/en/rti			
4.4.2	Details of information made available	Fully Met	7.14	7.14	Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti of the Centre as well as contact information is provided in	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Working hours of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti of the Centre as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti			
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Working hours of the Centre as well as contact information is	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has been provided in RTI link in our website https://www.cens.res.in/en/rti as well as contact information is provided in our website Home Page. Also the details of Appellate Authority, Public Information Officer, Vigilance Officer has</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					been provided in RTI link in our website https://www.cens.res.in/en/rti			
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	Grievances are attended to through the Complaints Monitoring Cell of CeNS, RTI replies directly to the applicant and also through CPGRAMS portal.	Fully Met	4.10	OK
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	Details are available in the Annual Reports uploaded in CeNS website www.cens.res.in under 'Resources'.	Fully Met	4.10	OK
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	Details are available in the Annual Reports uploaded in	Fully Met	4.10	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					CeNS website www.cens.res.in under 'Resources'.			
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	Information displayed in the Notice Board as per the Labour Act.	Fully Met	4.10	OK
4.5.5	Annual Report	Fully Met	4.1	4.10	Available under 'Reports' under 'Resources' in CeNS website www.cens.res.in.	Fully Met	4.10	OK
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://crf.cens.res.in/	Fully Met	4.10	OK
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	Information will be provided to DST as and when sought for.	Fully Met	4.10	OK
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	Quarterly and Annual RTI reports are regularly uploaded in	Fully Met	14.29	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					RTI Portal and quarterly reports on CPGRAMS for public grievances are being submitted to DST regularly.			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Quarterly and Annual RTI reports are regularly uploaded in RTI Portal and quarterly reports on CPGRAMS for public grievances are being submitted to DST regularly.	Fully Met	14.29	OK
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Information sought for are provided through email followed by hard copy by post, as and when sought	Fully Met	28.57	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					for.			
Total			200	200		200	200	
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	The details have been provided in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	20.00	OK
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	Statutory Audit report along with audited financial statements are provided in Annual Reports and the same is available under 'Reports' under 'Resources' in CeNS website www.cens.res.in . Details of Third Party Audit for	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2023-24 has been uploaded in the CIC portal and also available in CeNS website. Further, the details for 2024-25 will be updated in the website within the due date.			
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	The details have been provided in RTI link in our website https://www.cens.res.in/en/rti	Fully Met	20.00	OK
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	Fully Met	20	20.00	Consultancy Committee is not exclusively constituted. However, wherever the information is sought for, were handled	Fully Met	20.00	OK

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	The details i.e. contact information etc. is provided under RTI link.	Fully Met	25.00	OK
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	REQUIRED
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	REQUIRED
Total			50	25		50	25	
Grand Total			825	800		825	800	