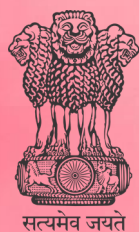


THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE OF INFORMATION

REPORT



Submitted to

**Ministry of Home Affairs
Government of India**



Submitted by

**Indian Institute of Public
Administration
New Delhi**

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Project Coordinator

Dr. Sapna Chadah



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Preface

The Right to Information Act, 2005 was enacted with an aim to promote transparency and accountability in administration. The Act empowers Indian citizens to seek information from a Public Authority, thus making the Government and its functionaries more accountable and responsible. Another important aspect of the Act pertains to the obligation of public authorities to proactively disclose information to the public. Right to Information laws not only require governments to provide information upon request, they also impose a duty on public bodies to actively disclose, disseminate and publish, as widely as possible, information of general public interest even before it has been requested. The RTI Act mandates every public authority to disclose information as required under the 17 sub-clauses of section 4 (1) (b). The purpose of the proactive disclosure was to minimize the time, money and effort required by the public to access important but routine information; and reduce the overall number of individual requests, thereby reducing the administrative burden on government of implementing access to information laws.

However, the quality and quantity of proactive disclosure was not up to the desired level. It was felt by the government that the weak implementation of the Section 4 of the RTI Act was partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met. In order to address the above, Government of India issued guidelines for suo motu disclosure under section 4 of the RTI Act.

The Report presents a detailed analysis of the proactive disclosure of information by the Ministry of Home Affairs, Government of India as required under the RTI Act and the guidelines for suo motu disclosure under section 4 of the RTI Act. The objective of the study was to study the information disclosed by the Department of Legal Affairs proactively; assess the quality of proactive disclosure made under the Act and the guidelines; and help identify information gaps in the proactive disclosure. I am thankful to Mr. Nitin for his help and assistance in bringing out this report.

**New Delhi
18.10. 2022**

**Dr. Sapna Chadah
Project Coordinator, IIPA**

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Chapter 1

Introduction

Background

Democracy means meaningful participation by the people in the public affairs. A democratic government must be sensitive to the public opinion, for which information must be made available to the people. Information and knowledge are instruments of transformation. Transparency, openness and accountability are the basic postulates of a responsive, responsible and accountable government. Effective accountability rests on the peoples' acquaintance with the information and circumstances for the decisions taken. Openness and full access to information are two pillars of any democratic state. Importance of the right to information has now been well recognized as one of the essential requirements of good governance as evident in the prescriptions provided by the international organizations such as World Bank, IMF, UNDP, OECD countries and ADB.

The Right to Information Act enacted on June 15, 2005, is an instrument to promote transparency and accountability in administration. The legislation confers on all citizens a right to seek information and correspondingly makes it the duty of the public authorities to disseminate information for better governance and accountability. The law has widest possible reach covering Central and State Governments, Panchayati Raj Institutions, local bodies and recipients of government grants but would not apply to the intelligence and security organizations except if the information relates to the allegations of corruption. It was expected that RTI Act would usher in a new era of performance and transparency to benefit the common man in the complex modern world and empower the people to judge if the government was functioning in public interest. RTI will give public-spirited people an instrument to prevent misuse of public power and funds. However, the Act has not yet reached the stage of implementation which was envisioned and one of the grey areas is proactive disclosure of information.

Suo-motu Disclosure under RTI Act

Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities proactively. It was supposed to be strongest pillar of the historic law that came into effect in 2005. It listed 17 categories of information which had to be proactively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision-making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;

- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

Thus Section 4(1)(b) requires Public Authorities to routinely disclose information about their functions, decision-making norms, documents held, employee contacts and budgets. Sections 4(2) and 4(3) prescribes the method of dissemination. "Every public authority shall constantly endeavour to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information." Every information shall be disseminated widely and, in such form, and manner which is easily accessible to the public. However, all materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.¹

The purpose of *suo-motu* disclosure is to place maximum information in the public domain on proactive basis which can easily be assessed by people without asking for the same. The idea was to cut number of RTI applications and lessen the burden on public authorities. Further, this will ensure transparency and openness in the functioning of public authorities. Since promulgation of RTI Act large amount of information relating to the functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to desired level. The major criticism against proactive disclosure is that every ministry and department is paying only lip service to section 4 and dishing out outdated information. This has given rise to a growing suspicion among the civil society groups that the government, let alone implementing section 4 of the Act, was trying to further restrict the Act.

A study commissioned by the government in 2009 and conducted by PricewaterhouseCoopers said that 75 percent of the respondents noted their dissatisfaction with the information furnished by the public authorities. This, the study said, is usually due to poor record-keeping within the public authorities and, therefore,

¹ *ibid* Section 4(2),(3), (4)

becomes a crucial factor in the non-compliance of public authorities with Section 4(1)(b) of the RTI Act. Against the backdrop of continued indifference to section 4 by the public authorities, the civil society groups mounted pressure on the government to come up with a detailed guideline on section 4. It was also felt by the government that the weak implementation of the section 4 of the RTI Act is partly due to the fact that certain provisions of this have not been fully detailed and in case of certain other provision there is need for laying the detail guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI are met. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included, apart from officials from various ministries, representatives of civil society organisations active in the field of RTI. The mandate of the task force was to examine the provisions of section 4(l)(b) and to recommend guidelines for disclosures to be made at various levels of administration; to recommend other items which may be included for *suo motu* disclosure; to explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure; to recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means; and to recommend guidelines for complying with the provisions under Section 4.²

Based on the report of the Task Force, the Government issued guidelines for *suo motu* disclosure under section 4 of the RTI Act.³ The Guidelines for Implementation of *suo-motu* disclosure under Section 4 of the RTI Act, 2005 for Central Ministries / Departments issued on April 15, 2013 are on:

- *Suo motu* disclosure of more items under Section 4
- Guidelines for digital Publication of proactive disclosure under Section 4
- Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv)
- Compliance mechanism for *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005

² Brajesh Kumar (June 17 2013), Section 4 changes welcome addition to RTI Act, *Governance Now*, <http://governancenow.com/news/regular-story/section-4-changes-welcome-addition-rti-act>

³ Office Memorandum No. 1/6/2011-IR DoPT dated April 15, 2013

Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

A *Suo motu* disclosure of more items under Section 4

The guidelines mandate that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities also may proactively disclose the following items under the *suo motu* disclosure provisions of Section 4:

1. Information related to Procurement-

- Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed.
- At present the limit is fixed at Rs. 10 lakh.
- In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.
- However, information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

2. Public Private Partnerships-

- If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement.
- This may include details of the Special Purpose Vehicle (SPV), detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- Information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed.

- All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.
- The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed *suo motu*.

3. Transfer Policy and Transfer Orders –

- Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed.
- All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.
- The guidelines would not apply to transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act.

4. RTI Applications –

- All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.
- RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

5. CAG & PAC paras –

- Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.
- CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

6. Citizens Charter-

- Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed
- Six monthly reports on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

7. Discretionary and Non-discretionary Grants –

- All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.
- Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.
- Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

8. Foreign Tours of PM/ Ministers-

- Public Authorities may proactively disclose the **details of foreign and domestic official tours** undertaken **by the Minister(s) and officials of the rank of Joint Secretary to the Government of India** and above and Heads of Departments, since 1st January, 2012.
- The disclosures may be **updated once every quarter**.
- Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.
- Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

B Guidelines for digital publication of proactive disclosure under Section 4

The guidelines provide that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a. It should be the endeavour of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer-based interface.
- b. Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c. Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d. Website should contain all the relevant Acts, Rules, forms and other documents, which are normally accessed by citizens.
- e. Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f. Under Section 4 (1) (b) (xiv) every public authority should indicate through the website t which digitally held information is made available publicly over the internet and which is not.
- g. The requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h. To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs.
- i. Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.

- j. The schedule mentioned in the 'National Data Sharing and Accessibility Policy' notified in March 2012 to make all the publically funded information readily available should be strictly adhered to.
- k. Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data should be presented in powerful visual ways using visualisation techniques. All such different media and forms should be used for proactive disclosure.
- l. Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

3 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are provided in the guidelines. These are **section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”**; **Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**; **Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**; **Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

A Guidelines for section 4(1)(b)(iii)- “the procedure followed in the decision-making processes, including channels of supervision and accountability”

The major challenge under this provision is to present a simplified version of the decision-making procedure that is of interest to a common citizen. For this, the guidelines for detailing the decision-making processes are as follows:

- a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.

- b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box.
- d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

B Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”

- The intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.
- Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, lay down norms of performance for major functions and for monitoring achievements against those standards.
- Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision-making processes as detailed earlier. All Public Authorities should proactively disclose the following:
 - a. Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
 - b. Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the

public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.

- c. Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d. Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines that are applicable to the goods and services that are accessible to the public.
- e. Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f. Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

C. Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”

The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc.

should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website, then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

D. Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form

- Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding that records /files /information that are exempted under Section 8.
- The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

4 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act

- Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.

- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third-party auditors on their website.
- The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.
- Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.
- Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

5 Nodal Officer

Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

6 Annual Reports to Parliament/Legislatures

Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

Objectives of the Study

The Objectives of the Study are to:

- study the information disclosed by the Ministry of Home Affairs, Govt of India proactively under Section 4(1)(b) of the RTI Act;
- assess the quantity and quality of proactive disclosure made and compliance of mandated suo motu disclosures under Section 4 of the RTI Act therein;
- examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act by Ministry of Home Affairs, Govt of India;
- help identify information gaps in the proactive disclosure and areas of improvement; and
- suggest appropriate measures to foster better compliance with the provisions of the RTI Act relating to proactive disclosure and make the implementation of the guidelines more effective.

Methodology of the Study

As the proactive disclosure is to be made by providing information to the public at regular intervals through various means of communications including internet. Further, the 2013 Guidelines for Proactive Disclosure by Department of Personnel & Training, Gol mandates that the disclosure would gradually to be made through internet. Therefore, the study/ audit involved a scrutiny of the proactive disclosure through Website of Ministry of Home Affairs, Govt of India for 2021-22 and to examine how far the requirements of the RTI Act and the Guidelines have been fulfilled. For that, the information and various documents disclosed through the website were examined to find out the level and state of *suo-motu* disclosure and the extent of compliance of 2013 guidelines. Discussions with various officials involved in the implementation of the RTI Act and guidelines were also taken up.

Chapter 2

Audit of Proactive Disclosure of Information under RTI Act, 2005 Ministry of Home Affairs, Government of India 2021-22

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

Name of the Public Authority	Ministry of Home Affairs, Govt of India
Website	https://www.mha.gov.in/
Date of last Audit	May 2016
Date of Present Audit	October 11, 2022

1. Organization and Function

S. No.	Item	Details of disclosure	Remark	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties	(i) Name and address of the Organization	Fully Met	https://www.mha.gov.in/contactus https://www.mha.gov.in/rti/proactive-disclosure
		(ii) Head of the organization	Fully Met	https://www.mha.gov.in/about-us/meet-the-minister/union-home-minister
		(iii) Vision, Mission and Key objectives	Fully Met	https://www.mha.gov.in/about-us/about-the-ministry

[Section 4(1)(b)(i)]	(iv) Function and duties	Fully Met	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28i%29.pdf
	(v) Organization Chart	Fully Met	https://www.mha.gov.in/about-us/organizational-structure
	(vi) 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	<p>Division Wise Allocation</p> <p>https://www.mha.gov.in/about-us/division-wise-allocation</p> <p>Committees/ Commissions</p> <p>https://www.mha.gov.in/about-us/commissions-committees</p> <p>Central Police Organization- https://www.mha.gov.in/about-us/central-police-organization-0</p> <p>Central Armed Police Forces- https://www.mha.gov.in/about-us/central-armed-police-forces</p> <p>Indian Police Service (IPS) https://ips.gov.in/</p> <p>Current Governors https://rajyapal.gov.in/</p> <p>Agmut Cadre Management</p>

				https://www.mha.gov.in/division_of_mha/agmut_cadre_management
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully met	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28ii%29.pdf Division wise https://www.mha.gov.in/sites/default/files/Divisionwiseallocation_04072017.pdf
		(ii) Power and duties of other employees	Fully met	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28ii%29.pdf https://www.mha.gov.in/sites/default/files/Divisionwiseallocation_04072017.pdf
		(iii) Rules/ orders under which powers and duty are derived and	Not met	Rules/ orders under which powers and duty are derived and exercised needs to be uploaded
		(iv) Exercised	Not met	Rules/ orders under which powers and duty are derived and exercised needs to be uploaded
		(v) Work allocation	Fully met	Division wise work allocation has been provided at https://www.mha.gov.in/about-us/division-wise-allocation Work allocation for BM II division https://www.mha.gov.in/sites/default/files/BM_II_WorkAllocation_18062019.pdf

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully met	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28iii%29.pdf https://www.mha.gov.in/about-us/organizational-structure-the decision making channel and final authority have also been identified in the organizational chart.
		(ii) Final decision making authority	Fully met	Final decision making authority has been provided.
		(iii) Related provisions, acts, rules etc.	Not met	The decision making process has been explained but the related provisions, acts, rules etc. have not been specified. The same needs to be uploaded
		(iv) Time limit for taking a decisions, if any	Not met	Also the time period for taking a specific decision needs to be mentioned.
		(v) Channel of supervision and accountability	Not met	The channel of supervision and accountability in the decision making process need to be specified.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	<p>Functions performed by various divisions of MHA have been specified under the link 'Divisions of MHA' Administration Division- https://www.mha.gov.in/division_of_mha/administrati-on-division</p> <p>Border Management-I Division- https://www.mha.gov.in/division_of_mha/border-management-i-division</p> <p>Border Management-II Division-</p>

			<p>https://www.mha.gov.in/division_of_mha/border-management-ii-division</p> <p>Centre State Division</p> <p>https://www.mha.gov.in/division_of_mha/centre-state-division</p> <p>Coordination & International Cooperation(C&IC) Division</p> <p>https://www.mha.gov.in/division_of_mha/coordination-international-cooperation-cic-division</p> <p>CTCR Division-</p> <p>https://www.mha.gov.in/division_of_mha/counter-terrorism-and-counter-radicalization-division</p> <p>CIS Division-</p> <p>https://www.mha.gov.in/division_of_mha/cyber-and-information-security-cis-division</p> <p>DM Division-</p> <p>https://www.mha.gov.in/division_of_mha/disaster-management-division</p> <p>Finance Division-</p> <p>https://www.mha.gov.in/division_of_mha/finance-division</p>
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			<p>Foreigners Division- https://www.mha.gov.in/division_of_mha/foreigners-division</p> <p>Freedom Fighters & Rehabilitation Division https://www.mha.gov.in/division_of_mha/freedom-fighters-rehabilitation-division</p> <p>IS-II Division- https://www.mha.gov.in/division_of_mha/internal-security-ii-division</p> <p>Department of Jammu, Kashmir and Ladakh Affairs- https://www.mha.gov.in/division_of_mha/Jammu-Kashmir-and-Ladakh-Affairs</p> <p>Left Wing Extremism Division- https://www.mha.gov.in/division_of_mha/left-wing-extremism-division</p> <p>North East Division- https://www.mha.gov.in/division_of_mha/north-east-division-0</p> <p>Police-I Division- https://www.mha.gov.in/division_of_mha/police-division-i</p> <p>Police-II Division- https://www.mha.gov.in/division_of_mha/police-ii-division-0</p>
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			<p>Police Modernisation Division- https://www.mha.gov.in/division_of_mha/police-modernisation-division</p> <p>AGMUT Cadre Management- https://www.mha.gov.in/division_of_mha/AGMUT_Cadre_Management</p> <p>Women Safety Division- https://www.mha.gov.in/division_of_mha/women-safety-division</p>
	(ii) Norms/ standards for functions/ service delivery	Not Met	<p>In the RTI manual under the head Information under section 4(1)(b) of RTI Act, 2005 Sl. No. 8 on the link https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28iv%29.pdf – only states that</p> <p>Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time.</p> <p>The norms set under the rules and regulations which act as benchmark for service delivery as specified in the citizen charter and other provisions need to be uploaded.</p>
	(iii) Process by which these services can be accessed	Fully met	<p>Various services being offered and the process through which they can be accessed has been listed under the head 'services'</p> <p>Protected Area Permit for foreigners visiting the Tibetan Settlements in India https://papvt.mha.gov.in/#</p> <p>Border Area Development Programme- https://badp.mha.gov.in/</p>

				<p>FCRA services- https://fcraonline.nic.in/home/index.aspx# Arms Licence-https://ndal-alis.gov.in/armslicence/ Permission for International Events/ Conferences- https://conference.mha.gov.in/Home.aspx Lakshadweep And Andaman & Nicobar Islands Industrial Development Scheme – 2018- http://ls1.and.nic.in/LANIDS/ Police Service Medal https://policeservicemedals.gov.in/</p> <p>MHA Validation Slip https://validation.mha.gov.in/validation_slip/home.aspx Private Security Agency Licensing Portal https://psara.gov.in/ Indian Citizenship Online https://indiancitizenshiponline.nic.in/# Online system made for Apply ID Card https://validation.mha.gov.in/ Digital India Awards https://digitalindiaawards.india.gov.in/</p>
		(iv) Time-limit for achieving the targets	Not Met	Time-limit for achieving the targets needs to be specified
		(i) Process of redress of grievances	Fully met	https://pgportal.gov.in/ Citizen can lodge complaints regarding grievances related to Ministry
1.5	Rules, regulations, instructions manual and	(i) Title and nature of the record/manual /instruction.	Fully met	https://www.mha.gov.in/acts Acts and Rules have been uploaded https://www.mha.gov.in/documents/policies-guideline

	records for discharging functions [Section 4(1)(b)(v)]			policy and guidelines have been uploaded
		(ii) List of Rules, regulations, instructions manuals and records.	Fully met	https://www.mha.gov.in/acts https://www.mha.gov.in/division_of_mha/internal-security-i-division - Acts relating to internal security I division
		(iii) Acts/ Rules manuals etc.	Fully met	https://www.mha.gov.in/acts - the Acts and rules division wise have been uploaded https://www.mha.gov.in/division_of_mha/internal-security-i-division - Acts relating to internal security I division https://www.mha.gov.in/division_of_mha/foreigners-division - Acts relating to foreigners division
		(iv) Transfer policy and transfer orders	Partially met	Transfer policy for certain category of employees has been uploaded Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UTS-Guide-TP-121010.pdf Draft Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UT-T-Guid-090610.pdf Tenure Policy for IPS officers on Central deputation https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf
1.6	Categories of documents held by the	(i) Categories of documents	Not Met	Category wise/ section-wise details of the documents which are under the control/dealt by the authority need to be uploaded on the website along with the

	authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Not Met	details of the officials who are custodian of the document. Category wise/ section-wise details of the documents which are under the control/dealt by the authority need to be uploaded on the website along with the details of the officials who are custodian of the document.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Partially Met	https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28vii%26viii%29_0.pdf https://www.mha.gov.in/sites/default/files/Comp-Comm-111109.pdf - Committee on Sexual harassment order
		(ii) Composition	Partially Met	https://www.mha.gov.in/sites/default/files/Comp-Comm-111109.pdf - Committee on Sexual harassment order
		(iii) Dates from which constituted	Not Met	Date on which the board /committee has been constituted along with its tenure and other details need to be uploaded
		(iv) Term/ Tenure	Not Met	Date on which the board /committee has been constituted along with its tenure and other details need to be uploaded
		(v) Powers and functions	Partially Met	https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28vii%26viii%29_0.pdf
		(vi) Whether their meetings are open to the public?	Not Met	The accessibility to the public regarding the details about the proceedings of the meeting and minutes of the meeting need to be specified
		(vii) Whether the minutes of the meetings are open to the public?	Not Met	The accessibility to the public regarding the details about the proceedings of the meeting and minutes of the meeting need to be specified
		(viii) Place where the minutes if open to the public are available?	Not Met	If minutes are open for public then place where available must be mentioned on the website

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully met	https://www.mha.gov.in/sites/default/files/TelephoneDirectory_17082021.pdf
		(ii) Telephone , fax and email ID	Fully met	https://www.mha.gov.in/sites/default/files/TelephoneDirectory_17082021.pdf There is duplication of Directory. The website has updated directory in about us. But the RTI corner has old directory uploaded under proactive disclosure which was updated in 2017 at link: https://www.mha.gov.in/sites/default/files/mhaTellist0.pdf This needs to be replaced. Duplication to be avoided
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully met	https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf Designation wise the monthly remuneration has been indicated. Individual wise remuneration not indicated
		(ii) System of compensation as provided in its regulations	Fully met	https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully met	https://www.mha.gov.in/sites/default/files/CPIOsFFAs_15092021.pdf Division-wise list of Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) in MHA as on 10.09.2021
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met	Provided in the directory of the ministry

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not met	No. of employees against whom Disciplinary action has been pending and penalty proposed must be mentioned on the website
		(ii) Finalised for Minor penalty or major penalty proceedings	Not met	No. Of employees against whom Disciplinary action has been taken/ finalized and the penalty finalized must be mentioned on the website
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not met	Information regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.
		(ii) Efforts to encourage public authority to participate in these programmes	Not met	Information regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.
		(iii) Training of CPIO/APIO	Not met	Information regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully met	https://www.mha.gov.in/sites/default/files/RTI_19021_4.pdf the guide on RTI has been uploaded which provides detailed guidelines for all the stakeholders. Besides that the updated orders related to RTI have also been uploaded on the link https://www.mha.gov.in/rTI/proactive-disclosure/omorders-related-rti

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Partially met	Transfer policy for certain category of employees has been uploaded Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UTS-Guide-TP-121010.pdf Draft Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UT-T-Guid-090610.pdf Tenure Policy for IPS officers on Central deputation https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf
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2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on	(i) Total Budget for the public authority	Fully met	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf - upto year 2019-20 https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf

	disbursements made etc. [Section 4(1)(b)(xi)]	(ii) Budget for each agency and plan & programmes	Fully met	https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf
		(iii) Proposed expenditures	Fully met	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf
		(iv) Revised budget for each agency, if any	Fully met	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf
		(v) Report on disbursements made and place where the related reports are available	Fully met	Disbursement details –sanction letter and state to whom grant has been given has been uploaded on the link - https://www.mha.gov.in/division_of_mha/finance-division
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not met	The budget allocation for the Foreign and domestic Tours needs to be specified
		(ii) 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	Not met	The details of 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. This should include - Places visited, period of visit, number of members in the official

		d) Expenditure on the visit		delegation and expenditure on the visit
		(iii) 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.	Partially Met a) Yes b) No c) No d) No	https://www.mha.gov.in/tenders Information related to Notice/ tender enquires, and corrigenda has been uploaded on the above link The works contracts concluded – and the rate /rates and the total amount at which such procurement or works contract is to be executed needs to be uploaded on the website
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA	Not applicable
		(ii) Objective of the programme	NA	Not applicable
		(iii) Procedure to avail benefits	NA	Not applicable
		(iv) Duration of the programme/ scheme	NA	Not applicable
		(v) Physical and financial targets of the programme	NA	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	NA	Not applicable
		(vii) Eligibility criteria for grant of subsidy	NA	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Partially met	Rules for discretionary grants uploaded on https://www.mha.gov.in/sites/default/files/RTI-5342014-FF%28P%29-Rules.PDF

		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not met	Annual accounts of all legal entities to whom grants have been released by the Ministry need to be uploaded.
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA	Not applicable
		(ii) 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 authorisations d) Date of award of concessions /permits of authorizations	NA	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	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	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament needs to be uploaded on the website

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not met	Arrangement for consultations with or representation by the members of the public and the details regarding the same need to be uploaded on the website
		(ii) 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	Partially Met a) No b) No c) yes	Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants has been provided at https://www.mha.gov.in/sites/default/files/rti-info.pdf
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA	Not applicable
		(ii) Detailed project reports (DPRs)	NA	Not applicable
		(iii) Concession agreements.	NA	Not applicable
		(iv) Operation and maintenance manuals	NA	Not applicable
		(v) Other documents generated as part of the implementation of the PPP	NA	Not applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that	NA	Not applicable

		may be collected under authorisation from the government		
		(vii) Information relating to outputs and outcomes	NA	Not applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA	Not applicable
		(ix) All payment made under the PPP project	NA	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>	Not met	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.
		(i) Outline the Public consultation process	Not met	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.
		(ii) Outline the arrangement for consultation before formulation of policy	Not met	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully met	Website is being used as an effective medium for dissemination of information.
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met	Information manual/handbook available in Electronic format
		(ii) Printed format	Not met	However, whether the same information manual is available in printed form and where it can be accessed. Whether the same is available for free or at a cost needs to be specified on the website.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not met	Whether the same is available for free or at a cost needs to be specified on the website.
		(ii) At a reasonable cost of the medium	Not met	

4. E. Governance

S.No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	Fully met	
		(ii) Vernacular/ Local Language	Fully met	Website exists in Hindi and RTI related information exists in Hindi

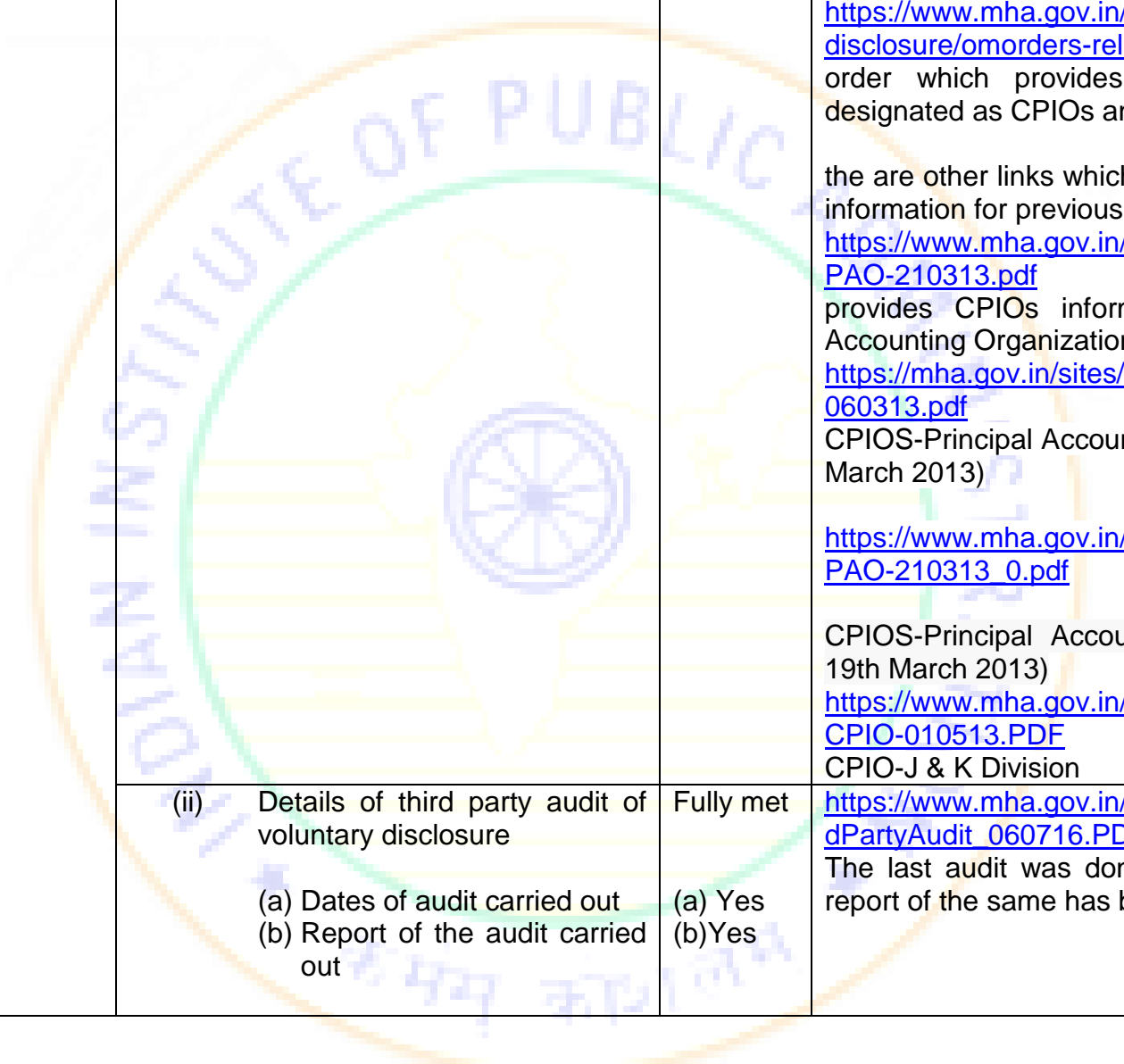
	[F No. 1/6/2011-IR dt. 15.4.2013]			
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Fully met	The web pages of RTI manual indicate the date on which the page was updated/ uploaded
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Not met	Details of information available in electronic form with Name/ title of the document/record/ other information needs to be uploaded on the website
		(ii) Name/ title of the document/record/ other information	Not met	
		(iii) Location where available	Not met	The list should also indicate the location where the document is available
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully Met	https://www.mha.gov.in/sites/default/files/rti-info.pdf
		(ii) Details of information made available	Fully Met	https://www.mha.gov.in/sites/default/files/rti-info.pdf
		(iii) Working hours of the facility	Fully Met	https://www.mha.gov.in/sites/default/files/rti-info.pdf
		(iv) Contact person & contact details (Phone, fax email)	Fully Met	https://www.mha.gov.in/sites/default/files/rti-info.pdf
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully met	https://pgportal.gov.in/ Citizen can lodge complaints regarding grievances related to Ministry
		(ii) Details of applications received under RTI and information provided	Fully met	https://www.mha.gov.in/rti/proactive-disclosure/information-under-sec4-1b-rti-act-2005/information-under-section-41b-rti-act-2005?page=1 rti applications & replies uploaded

				https://mharti.gov.in/ There is also search facility through which the details about the RTI and information provided can be accessed.
		(iii) List of completed schemes/ projects/ Programmes	Fully met	https://www.mha.gov.in/schemes the details of the scheme programmes department/ division wise uploaded
		(iv) List of schemes/ projects/ programme underway	Fully met	https://www.mha.gov.in/schemes the details of the scheme programmes department/ division wise uploaded.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not met	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract needs to be uploaded
		(vi) Annual Report	Fully met	https://www.mha.gov.in/documents/annual-reports
		(vii) Frequently Asked Question (FAQs)	Fully met	https://www.mha.gov.in/faq
		(viii) Any other information such as a) Citizen's Charter	Not met	
		b) Result Framework Document (RFD)	Not met	
		c) Six monthly reports on the	Not met	
		d) Performance against the benchmarks set in the Citizen's Charter	Not met	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Not met	The latest information is not there on the website. Very old RTI Annual Returns have been uploaded on the following links RTI Annual Return 2007-2008 https://www.mha.gov.in/sites/default/files/rti_ar07.pdf

				RTI Annual Return 2008-2009 https://www.mha.gov.in/sites/default/files/rti_ar08-09.pdf RTI Annual Return 2009-2010 https://www.mha.gov.in/sites/default/files/rti_ar09-10.pdf
		(ii) Details of appeals received and orders issued	Not met	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met	https://www.mha.gov.in/MHA1/Par2017/PArQueAnsPage-new.html

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met (a) Yes (b) Yes	https://www.mha.gov.in/sites/default/files/CPIOsFAs_22062021.pdf provides Division-wise list of Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) in MHA as on 22.06.2021 Details of Central Public Information Officers and Appellate Authorities under the Public Authority of Ministry of Home Affairs (P) as on 22Feb 2016. https://www.mha.gov.in/sites/default/files/CPIOAuthorityList_230216.pdf

				<p>https://www.mha.gov.in/rti/proactive-disclosure/omorders-related-rti contains various order which provides details of the person designated as CPIOs and FAA after 1.1.2015</p> <p>the are other links which provide department wise information for previous periods like https://www.mha.gov.in/sites/default/files/RTI-PAO-210313.pdf provides CPIOs information for the Deptt of Accounting Organization for 2013 https://mha.gov.in/sites/default/files/RTI-060313.pdf CPIOS-Principal Accounts Office, MHA (as on 4th March 2013) https://www.mha.gov.in/sites/default/files/RTI-PAO-210313_0.pdf CPIOS-Principal Accounts Office, MHA (as on 19th March 2013) https://www.mha.gov.in/sites/default/files/RTI-CPIO-010513.PDF CPIO-J & K Division</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out (b) Report of the audit carried out</p>	<p>Fully met</p> <p>(a) Yes (b)Yes</p>	<p>https://www.mha.gov.in/sites/default/files/OMThirdPartyAudit_060716.PDF The last audit was done in 2016 by ISTM. The report of the same has been uploaded</p>

	<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment (b) Name & Designation of the officers</p>	Fully Met	<p>(a) Yes (b) Yes</p> <p>https://www.mha.gov.in/sites/default/files/RTINodalOfficer_160913.PDF</p>
	<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name & Designation of the officers</p>	Not met	
	<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers</p>	Not met	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully met	A lot of information relating to the functioning of the Ministry has been uploaded on the website so that the public has minimum resort to RTI Act for the 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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not met i) No ii) No	Ministry needs to obtain STQC certification and upload the same on website.

Chapter 3

Conclusions and Recommendations

Major Findings

1. The information required under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory. Website is being used as an effective medium for dissemination of information.
2. In certain categories there is scope for improvement. Disclosure needs to be improved in both quantity and quality of information. Disclosure in certain aspects is incomplete and partial and needs to be updated.
3. Time limit for taking a decision, as provided in the citizen charter or any other performance indicating standards, needs to be disclosed. Channel of supervision and accountability in the decision making process is required to be disclosed. A simplified version of the decision-making procedure for the benefit common citizen needs to be uploaded.
4. Rules/ orders under which powers and duty are derived and exercised needs to be uploaded. The decision making process has been explained but the related provisions, acts, rules etc. have not been specified. The same needs to be uploaded. Also the time period for taking a specific decision needs to be mentioned.
5. The norms set under the rules and regulations which act as benchmark for service delivery as specified in the citizen charter and other provisions need to be uploaded. Time-limit for achieving the targets needs to be specified
6. Transfer policy for certain category of employees has been uploaded; the same should be available for all. Transfer orders need to be uploaded.
7. Category wise/ section-wise details of the documents which are under the control/dealt by the authority need to be uploaded on the website along with the details of the officials who are custodian of the document.
8. Information relating to Boards and committees constituted by the Ministry is incomplete. Information pertaining to date on which the board /committee has been constituted along with its tenure and other details need to be uploaded. Further the accessibility to the public regarding the details about the proceedings of the meeting and minutes of the meetings of the board/ committee need to be specified.
9. Number of employees against whom Disciplinary action has been pending and penalty proposed must be mentioned on the website.
10. Information regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.

11. The budget allocation for the Foreign and domestic Tours needs to be specified. The details of 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. This should include -Places visited, period of visit, number of members in the official delegation and expenditure on the visit.
12. Information related to Notice/tender enquires, and corrigenda has been uploaded. The other information relating to procurement needs to be uploaded. The works contracts concluded – and the rate /rates and the total amount at which such procurement or works contract is to be executed needs to be uploaded on the website. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract needs to be uploaded.
13. Information relating to Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions is incomplete. Rules for discretionary grants have been uploaded. Annual accounts of all legal entities to whom grants have been released by the Ministry need to be uploaded.
14. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament is required to be put on the website.
15. Arrangement for consultations with or representation by the members of the public and the details regarding the same need to be uploaded on the website.
16. Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.
17. Availability of information manual in printed form needs to be specified and how it can be accessed. Also disclose on the website whether the same is available for free or at a cost.
18. Details of information available in electronic form with name/ title of the document/record/ other information needs to be uploaded on the website. The list should also indicate the location where the document is available.
19. The reports relating to receipt & disposal of RTI applications and appeals is not there on the website. The same to be published on the website and latest information must be made available to public.
20. Citizen's Charter, Result Framework Document (RFD), Six monthly reports and the Performance against the benchmarks set in the Citizen's Charter needs to be provided.
21. Information relating to constitution and composition of consultancy committee of key stakeholders for advice on *suo-motu* disclosure and Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI is required to be uploaded on the website.
22. Ministry needs to obtain STQC certification and upload the same on website.

23. Information is presented in very technical manner which needs simplification from user's perspectives especially in relation to the norms, rules and regulations pertaining to the working of the organization.
24. The accessibility of information on the website of the institute is an issue which needs to be addressed to. The information must be arranged and presented in more citizen friendly manner. The information must be uploaded in the tabular and flow chart for easy understanding
25. Continuous updation is needed and the latest must be added on quarterly/ annual basis (as applicable).

Recommendations

For better implementation of the *Suo-motu* disclosure of information following steps are required to be taken:

1. The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.
2. Endeavour should be made that all publically funded information should be readily available and easily understandable format.
3. Website disclosure should be complete and easily accessible. The orders of the Public Authority and other proactively disclosed information should be uploaded immediately after it has been issued.
4. The grouping and categorization of the information should be proper. Most of the information is available on website but needs to be collated in proper manner.
5. All the Acts, Rules, regulations, orders, which specify the norms for discharge of functions have been disclosed, but they are to be categorized properly. Further these should be presented in simple and easy manner and linked to decision-making process.
6. The public authority should make efforts to collect the large quantum of information and digitalize which is still not there on the website. At present the information relating to procurement, RTI reports, Citizen Charter, CAG/PAC paras, work-orders and contracts, information related to boards/committees, disciplinary actions etc have not been uploaded on the website. The same should be uploaded at the earliest in simple format for easy understanding.
7. To maintain the reliability of information, timely updating of the information is must. Therefore, it is required that a system is created for automatic updation of information, based on key word outputs. The date of last updation should be displayed on the website. Different media and forms should be used for proactive disclosure.
8. Besides uploading the original documents there is also need to present the information from the user's perspective in a simplified manner. Different media and forms like flow charts, tabular presentation should be used for proactive disclosure.

9. The elements of information required to be proactively disclosed under section 4(1)(b) are inter-related the endeavour should be made to disclose them in an integrated manner. The functions, powers, responsibilities, rules, regulations and decision-making process are interconnected and are difficult to understand in isolation; therefore endeavour should be made to present these in integrated manner.
10. The chapter on RTI Act in the annual report of the organisation should include the details about the compliance with the proactive disclosure guidelines.



Self appraisal report for Year (2021-22)

Auditor Agency: Indian Institute of Public Administration

Ministry Name: Ministry of Home Affairs

Department Name: Department of Home

Public Authority Name: Department of Home

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	https://www.mha.gov.in	Fully Met	1.28	https://www.mha.gov.in/contactus https://www.mha.gov.in/rti/proactive-disclosure
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.mha.gov.in	Fully Met	1.28	https://www.mha.gov.in/about-us/meet-the-minister/union-home-minister
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.mha.gov.in	Fully Met	1.28	https://www.mha.gov.in/about-us/about-the-ministry
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.mha.gov.in	Fully Met	1.28	https://www.mha.gov.in/rti/proactive-disclosure/informati

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								on-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28i%29.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.mha.gov.in	Fully Met	1.28	https://www.mha.gov.in/about-us/organizational-structure
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	https://www.mha.gov.in	Fully Met	1.28	Division Wise Allocation https://www.mha.gov.in/about-us/division-wise-allocation Committees/ Commissions https://www.mha.gov.in/about-us/commissions-committees Central Police Organization- https://www.mha.gov.in/about-us/central-p

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p> https://www.mha.gov.in/about-us/central-armed-police-forces https://ips.gov.in/ Current https://rajyapal.gov.in/ Agmut Cadre Management https://www.mha.gov.in/division_of_mha/agmut_cadre_management </p>
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	https://www.mha.gov.in	Fully Met	1.54	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/def

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28ii%29.pdf Division wise https://www.mha.gov.in/sites/default/files/Divisionwiseallocation_04072017.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.mha.gov.in	Fully Met	1.54	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28ii%29.pdf https://www.mha.gov.in/sites/default/files/Divisionwiseallocation_04072017.pdf
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.mha.gov.in	Not Met	0	Rules/ orders under which

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								powers and duty are derived and exercised needs to be uploaded
1.2.4	Exercised	Not Met	1.54	0	empty	Not Met	0	Rules/ orders under which powers and duty are derived and exercised needs to be uploaded
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.mha.gov.in	Fully Met	1.54	Division wise work allocation has been provided at https://www.mha.gov.in/about-us/division-wise-allocation Work allocation for BM II division https://www.mha.gov.in/sites/default/files/BM_II_WorkAllocation_18062019.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://www.mha.gov.in	Fully Met	1.54	https://www.mha.gov.in/rti/proactive-disclosure/information-under-section-41b-rti-act-2005 https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28iii%29.pdf https://www.mha.gov.in/about-us/organizational-structure-the-decision-making-channel-and-final-authority-have-also-been-identified-in-the-organizational-chart .
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.mha.gov.in	Fully Met	1.54	Fully Met- the final decision making authority has

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL been provided
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.mha.gov.in	Not Met	0	The decision making process has been explained but the related provisions, acts, rules etc. have not been specified. The same needs to be uploaded
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	Also the time period for taking a specific decision needs to be mentioned.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.mha.gov.in	Not Met	0	The channel of supervision and accountability in the decision making process need to be specified
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	https://www.mha.gov.in	Fully Met	1.54	Functions performed by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								various divisions of MHA have been specified under the link 'Divisions of MHA' Administration Division- https://www.mha.gov.in/division_of_mha/administration-division Border Management-I Division- https://www.mha.gov.in/division_of_mha/border-management-i-division Border Management-II Division- https://www.mha.gov.in/division_of_mha/border-management-ii-division Centre State Division https://www.mha.gov.in/division_of_mha/centre-state-division

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://www.mha.gov.in/division_of_mha/centre-state-division-coordination-international-cooperation-cic-division-ctcr CTCR Division- https://www.mha.gov.in/division_of_mha/counter-terrorism-and-counter-radicalization-division-cis CIS Division- https://www.mha.gov.in/division_of_mha/cyber-and-information-security-cis-division-dm DM Division- https://www.mha.gov.in/division_of_mha/cyber-and-information-security-cis-division-dm

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://www.mha.gov.in/division_of_mha/disaster-management-division/Finance-Division-https://www.mha.gov.in/division_of_mha/finance-division/Foreigners-Division-https://www.mha.gov.in/division_of_mha/foreigners-division/Freedom-Fighters-&Rehabilitation-Division-https://www.mha.gov.in/division_of_mha/freedom-fighters-rehabilitation-division IS-II Division-https://www.mha.gov.in/division_of_mha/internal-security-ii-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								division Department of Jammu, Kashmir and Ladakh Affairs - https://www.mha.gov.in/division_of_mha/left-wing-extremism-division North East Division- https://www.mha.gov.in/division_of_mha/north-east-division-0 Police-I Division- https://www.mha.gov.in/division_of_mha/police-division-i Police-II

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Division- https://www.mha.gov.in/division_of_mha/police-ii-division-0 Police Modernisation Division- https://www.mha.gov.in/division_of_mha/police-modernisation-division AGMUT Cadre Management- https://www.mha.gov.in/division_of_mha/AGMUT_Cadre_Management Women Safety Division- https://www.mha.gov.in/division_of_mha/women-safety-division
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.mha.gov.in	Not Met	0	In the RTI manual under the head

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p>Information under section 4(1)(b) of RTI Act, 2005 Sl. No. 8 on the link https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28iv%29.pdf – only states that Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The norms set under the rules and regulations which act as benchmark for</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.mha.gov.in	Fully Met	1.54	<p>service delivery as specified in the citizen charter and other provisions need to be uploaded.</p> <p>Various services being offered and the process through which they can be accessed has been listed under the head 'services' Protected Area Permit for foreigners visiting the Tibetan Settlements in India https://papt.mha.gov.in/# Border Area Development Programme-ht</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://badp.mha.gov.in/FCRAservices- https://fcraonline.nic.in/home/index.aspx#Arms Licence-https://ndal-ais.gov.in/armslicence/Permission for International Events/Conferences-https://conference.mha.gov.in/Home.aspx Lakshadweep And Andaman & Nicobar Islands Industrial Development Scheme – 2018- http://ls1.and.nic.in/LANIDS/ Police Service Medal https://policeservicemedals.gov.in/ MHA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Validation Slip https://validation.mha.gov.in/validation_slip/home.aspx Private Security Agency Licensing Portal https://psara.gov.in/ Indian Citizenship Online https://indiancitizenshiponline.nic.in/# Online system made for Apply ID Card https://validation.mha.gov.in/ Digital India Awards https://digitalindiaawards.india.gov.in/
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Time-limit for achieving the targets needs to be specified
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.mha.gov.in	Fully Met	1.54	https://pgportal.gov.in/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Citizen can lodge complaints regarding grievances related to Ministry
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	https://www.mha.gov.in	Fully Met	1.92	https://www.mha.gov.in/acts Acts and Rules have been uploaded https://www.mha.gov.in/documents/policies-guideline policy and guidelines have been uploaded
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.mha.gov.in	Fully Met	1.92	https://www.mha.gov.in/acts https://www.mha.gov.in/division_of_mha/internal-security-i-division - Acts relating to internal security I

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL division
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.mha.gov.in	Fully Met	1.92	https://www.mha.gov.in/acts - the Acts and rules division wise have been uploaded https://www.mha.gov.in/division_of_mha/internal-security-division - Acts relating to internal security I division https://www.mha.gov.in/division_of_mha/foreigners-division - Acts relating to foreigners division
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.mha.gov.in	Partially Met	0.96	Transfer policy for certain category of employees has been uploaded Guidelines for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UTS-Guide-TP-121010.pdf Draft Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UT-T-Guid-090610.pdf Tenure Policy for IPS officers on Central deputation https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://www.mha.gov.in	Not Met	0	Category wise/ section-wise details of the documents which are under the control/dealt by the authority need to uploaded on the website along with the details of the officials who are custodian of the document.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.mha.gov.in	Not Met	0	Category wise/ section-wise details of the documents which are under the control/dealt by the authority need to uploaded on the website along with the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL details of the officials who are custodian of the document.
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://www.mha.gov.in	Partially Met	0.48	https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28vii%26viii%29_0.pdf https://www.mha.gov.in/sites/default/files/Comp-Comm-111109.pdf -Committee on Sexual harassment order
1.7.2	Composition	Fully Met	0.96	0.96	https://www.mha.gov.in	Partially Met	0.48	https://www.mha.gov.in/sites/default/files/Comp-Comm-111109.pdf -Committee on Sexual harassment order
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.mha.gov.in	Not Met	0	Date on which

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ha.gov.in			the board /committee has been constituted along with its tenure and other details need to be uploaded
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.mha.gov.in	Not Met	0	Date on which the board /committee has been constituted along with its tenure and other details need to be uploaded
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.mha.gov.in	Partially Met	0.48	https://www.mha.gov.in/sites/default/files/RTI4%281%29%28b%29%28vii%26viii%29_0.pdf
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	The accessibility to the public regarding the details about the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								proceedings of the meeting and minutes of the meeting need to be specified
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	The accessibility to the public regarding the details about the proceedings of the meeting and minutes of the meeting need to be specified
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	If minutes are open for public then place where available must be mentioned on the website
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.mha.gov.in/about-us	Fully Met	3.85	https://www.mha.gov.in/sites/default/files/TelephoneDirectory_17082021.pdf

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	https://www.mha.gov.in/about-us	Fully Met	3.85	https://www.mha.gov.in/sites/default/files/TelephoneDirectory_17082021.pdf There is duplication of Directory. The website has updated directory in about us. But the RTI corner has old directory uploaded under proactive disclosure which was updated in 2017 at link: https://www.mha.gov.in/sites/default/files/mhaTellist_0.pdf This needs to be replaced. Duplication to be avoided
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.1	List of employees with Gross monthly remuneration	Not Met	3.85	0	empty	Fully Met	3.85	https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf Designation wise the monthly remuneration has been indicated. Individual wise remuneration not indicated
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Fully Met	3.85	https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf
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://www.mha.gov.in/RTI	Fully Met	3.85	https://www.mha.gov.in/sites/default/files/CPIOsFFAs_15092021.pdf Division-wise list of Central Public Information Officers (CPIOs) and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								First Appellate Authorities (FAAs) in MHA as on 10.09.2021
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.mha.gov.in	Fully Met	3.85	Provided in the directory of the ministry
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	Not Met	3.85	0	empty	Not Met	0	No. of employees against whom Disciplinary action has been pending and penalty proposed must be mentioned on the website
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	No. Of employees against whom Disciplinary action has been taken/ finalized and the penalty finalized must be mentioned on the website
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	Information regarding Educational Programmes undertaken by the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Information regarding Educational Programmes undertaken by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Fully Met	1.92	<p>the Ministry to advance understanding of RTI and Training of CPIO/APIO need to be mentioned on the website.</p> <p>https://www.mha.gov.in/sites/default/files/RTI_190214.pdf the guide on RTI has been uploaded which provides detailed guidelines for all the stakeholders. Besides that the updated orders related to RTI have also been uploaded on the link https://www.mha.gov.in/rti/proactive-disclosure/o</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								morders-related-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://www.mha.gov.in	Partially Met	3.85	Transfer policy for certain category of employees has been uploaded Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UTS-Guide-TP-121010.pdf Draft Guidelines for Transfer/posting of IAS/IPS officers of joint AGMU Cadre-2010 https://www.mha.gov.in/sites/default/files/UT-T-Guid-090

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								610.pdf Tenure Policy for IPS officers on Central deputation https://www.mha.gov.in/sites/default/files/TenurePolicy-300310.pdf
Total			100	69		100	57	
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	https://www.mha.gov.in	Fully Met	10.00	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf f- upto year 2019-20 https://www.mha.gov.in/sites/default/files/
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.mha.gov.in	Fully Met	10.00	https://www.mha.gov.in/sites/default/files/D

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								etailedDemandsforGrantsVol1_09022021.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.mha.gov.in	Fully Met	10.00	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.mha.gov.in	Fully Met	10.00	https://www.mha.gov.in/sites/default/files/FinanceDiv_BudgetatGlance_12072019.pdf https://www.mha.gov.in/sites/default/files/DetailedDemandsforGrantsVol1_09022021.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.mha.gov.in	Fully Met	10.00	Disbursement details

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								–sanction letter and state to whom grant has been given has been uploaded on the link - https://www.mha.gov.in/division_of_mha/finance-division
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Met	16.67	0	empty	Not Met	0	The budget allocation for the Foreign and domestic Tours needs to be specified
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Met	16.67	0	empty	Not Met	0	The details of 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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Department. This should include -Places visited, period of visit, number of members in the official delegation and expenditure on the visit
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	https://www.mha.gov.in	Partially Met	8.34	https://www.mha.gov.in/tenders Information related to Notice/tender enquires, and corrigenda has been uploaded on the above link The works contracts concluded – and the rate /rates and the total amount at which such procurement

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL or works contract is to be executed needs to be uploaded on the website
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://www.mha.gov.in	Not Applicable	0	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	Fully Met	25	25.00	https://www.mha.gov.in	Partially Met	12.50	Rules for discretionary grants uploaded on https://www.mha.gov.in/sites/default/files/RTI-5342014-F

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								F%28P%29-Rules.PDF
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://www.mha.gov.in	Not Met	0	Annual accounts of all legal entities who are provided grants by public authorities need to be uploaded.
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	Fully Met	25	25.00	https://www.mha.gov.in	Not Applicable	0	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	Fully Met	25	25.00	https://www.mha.gov.in	Not Applicable	0	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.	Fully Met	50	50.00	https://www.mha.gov.in	Not Met	0	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL of the parliament needs to be uploaded on the website
Total			300	267		200	71	
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	Fully Met	12.5	12.50	https://www.mha.gov.in/	Not Met	0	Arrangement for consultations with or representation by the members of the public and the details regarding the same need to be uploaded on the website
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	Fully Met	12.5	12.50	https://www.mha.gov.in/	Partially Met	6.25	Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants has

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								been provided at https://www.mha.gov.in/sites/default/files/rti-info.pdf
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Partially Met	2.78	1.39	https://www.mha.gov.in/	Not Applicable	0	Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Met	2.78	0	empty	Not Applicable	0	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 Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Met	2.78	0	empty	Not Applicable	0	Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Met	2.78	0	empty	Not Applicable	0	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 important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the	Fully Met	16.67	16.67	https://www.mha.gov.in/	Not Met	0	Publish all relevant facts while formulating

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	previous one year							important policies or announcing decisions which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc
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	Fully Met	16.67	16.67	https://www.mha.gov.in/	Not Met	0	Publish all relevant facts while formulating important policies or announcing decisions

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								which affect public to make the process more interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.
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	Fully Met	16.67	16.67	https://www.mha.gov.in/	Not Met	0	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								interactive which shall include Policy decisions/ legislations taken in the previous one year, Public consultation process, arrangement for consultation before formulation of policy, etc.
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	https://www.mha.gov.in/	Fully Met	50.00	Fully Met-website is being used as an effective medium for communication
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	https://www.mha.gov.in/	Fully Met	25.00	Information manual/handbook available in Electronic format
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://www.mha.gov.in/	Not Met	0	However, whether the same

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information
								manual is available in printed form and where it can be accessed. Whether the same is available for free or at a cost needs to be specified on the website.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Not Met	25	0	empty	Not Met	0	Whether the same is available for free or at a cost needs to be specified on the website.
3.5.2	List of materials available At a reasonable cost of the medium	Not Met	25	0	empty	Not Met	0	Not Met
Total			250	176		225	81	
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	https://www.mha.gov.in/	Fully Met	14.29	Fully Met
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	https://www.mha.gov.in/	Fully Met	14.29	Website exists

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ha.gov.in/			in Hindi and RTI related information exists in Hindi
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://www.mha.gov.in/	Fully Met	28.57	The web pages of RTI manual indicate the date on which the page was updated/ uploaded
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	https://www.mha.gov.in/	Not Met	0	Details of information available in electronic form with Name/ title of the document/ record/ other information needs to ne uploaded on the website
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.mha.gov.in/	Not Met	0	Not Met
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.mha.gov.in/	Not Met	0	The list should also indicate the location where the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL document is available
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	https://www.mha.gov.in/	Fully Met	7.14	https://www.mha.gov.in/sites/default/files/rti-info.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.mha.gov.in/	Fully Met	7.14	https://www.mha.gov.in/sites/default/files/rti-info.pdf
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.mha.gov.in/	Fully Met	7.14	https://www.mha.gov.in/sites/default/files/rti-info.pdf
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://www.mha.gov.in/	Fully Met	7.14	https://www.mha.gov.in/sites/default/files/rti-info.pdf
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	https://www.mha.gov.in/	Fully Met	3.57	https://pgportal.gov.in/ Citizen can lodge complaints regarding grievances related to Ministry
4.5.2	Details of applications received under RTI and information provided	Not Met	3.57	0	empty	Fully Met	3.57	https://www.mha.gov.in/rti/proactive-disclo

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								sure/information-under-section-41b-rti-act-2005/information-under-section-41b-rti-act-2005?page=1 rti applications & replies uploaded https://mharti.gov.in/ There is also search facility through which the details about the RTI and information provided can be accessed.
4.5.3	List of completed schemes/ projects/ Programmes	Partially Met	3.57	1.79	https://www.mha.gov.in/	Fully Met	3.57	https://www.mha.gov.in/schemes the details of the scheme programmes department/ division wise uploaded
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://www.mha.gov.in/	Fully Met	3.57	https://www.mha.gov.in/schemes the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								details of the scheme programmes department/division wise uploaded
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Not Met	0	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract needs to be uploaded
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.mha.gov.in/	Fully Met	3.57	https://www.mha.gov.in/documents/annual-reports
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.mha.gov.in/	Fully Met	3.57	https://www.mha.gov.in/faq
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	Fully Met	3.57	3.57	https://www.mha.gov.in/	Not Met	0	Not Met
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	Not Met	14.29	0	empty	Not Met	0	The latest

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information is not there on the website. Very old RTI Annual Returns have been uploaded on the following links RTI Annual Return 2007-2008 https://www.mha.gov.in/sites/default/files/rti_ar07.pdf RTI Annual Return 2008-2009 https://www.mha.gov.in/sites/default/files/rti_ar08-09.pdf RTI Annual Return 2009-2010 https://www.mha.gov.in/sites/default/files/rti_ar09-10.pdf
4.6.2	Details of appeals received and orders issued	Not Met	14.29	0	empty	Not Met	0	Not 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://www.m	Fully Met	28.57	https://www.m

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ha.gov.in/			ha.gov.in/MH A1/Par2017/P ArQueAnsPage-new.html
Total			200	155		200	136	
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	https://www.mha.gov.in/	Fully Met	20.00	https://www.mha.gov.in/sites/default/files/CPIOsFFAs_22062021.pdf provides Division-wise list of Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) in MHA as on 22.06.2021 Details of Central Public Information Officers and Appellate Authorities under the Public Authority of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Ministry of Home Affairs(P) as on 22Feb2016. https://www.mha.gov.in/sites/default/files/CPIOAuthorityList_230216.pdf https://www.mha.gov.in/rti/proactive-disclosure/omorders-related-rti contains various order which provides details of the person designated as CPIOs and FAA after 1.1.2015 the are other links which provide department wise information for previous periods like htt

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p>ps://www.mha.gov.in/sites/default/files/RTI-PAO-210313.pdf provides CPIOs information for the Deptt of Accounting Organization for 2013 https://mha.gov.in/sites/default/files/RTI-060313.pdf CPIOs-Principal Accounts Office, MHA (as on 4th March 2013) https://www.mha.gov.in/sites/default/files/RTI-PAO-210313_0.pdf CPIOs-Principal Accounts Office, MHA (as on 19th March 2013) https://www.mha.gov.in/sites/</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								default/files/RTI-CPIO-010513.PDF CPIO-J & K Division
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Partially Met	20	10.00	https://www.mha.gov.in/	Fully Met	20.00	https://www.mha.gov.in/sites/default/files/OMThirdPartyAudit_060716.PDF The last audit was done in 2016 by ISTM. The report of the same has been uploaded
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	https://www.mha.gov.in/	Fully Met	20.00	(a) Yes (b) Yes https://www.mha.gov.in/sites/default/files/RTINodalOfficer_160913.PDF
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	Not Met
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			100	50		100	60	
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	https://www.mha.gov.in/	Fully Met	25.00	Fully Met - many aspects of information has been put on the website so that public need not resort to RTI Act for 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	Fully Met	12.5	12.50	https://www.mha.gov.in/	Not Met	0	Not Met
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.mha.gov.in/	Not Met	0	Not Met
Total			50	50		50	25	
Grand Total			1000	768		875	430	