

# THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE OF INFORMATION 2022-23

## REPORT



*Submitted to*

**Lal Bahadur Shastri National  
Academy of Administration  
Mussoorie**



*Submitted by*

**Indian Institute of Public  
Administration  
New Delhi**

# **Third Party Audit of Proactive Disclosure of Information 2022-23**

## **REPORT**

*Project Coordinator*

**Dr. Sapna Chadah**



***Submitted to***

**Lal Bahadur Shastri National Academy  
of Administration (LBSNAA), Mussoorie**



***Submitted by***

**Indian Institute of Public Administration  
New Delhi**

## **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 Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie 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 LBSNAA 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  
16.10. 2023**

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

## CONTENTS

	<i>Preface</i>	i
Chapter 1	Introduction	1-14
Chapter 2	Audit of Proactive Disclosure under the RTI Act, 2005 by Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	15-32
Chapter 3	Conclusions and Recommendations	33-35
Annexure	Copy of the Report unloaded on CIC Portal	

# Chapter 1

## Introduction

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### 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.<sup>1</sup>

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,

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<sup>1</sup> *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(1)(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.<sup>2</sup>

Based on the report of the Task Force, the Government issued guidelines for *suo motu* disclosure under section 4 of the RTI Act.<sup>3</sup> 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

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<sup>2</sup> 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>

<sup>3</sup> 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 1<sup>st</sup> 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 Lal Bahadur Shastri National Academy of Administration 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 LBSNAA;
- 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 Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie for 2022-23 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

## Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie 2022-23

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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.

<b>Name of the Public Authority</b>	Lal Bahadur Shastri National Academy of Administration (LBSNAA)
<b>Website</b>	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>
<b>Date of Audit</b>	Oct 16, 2023

### 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 [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully met	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a> Contact us <a href="https://www.lbsnaa.gov.in/cms/contact-us.php">https://www.lbsnaa.gov.in/cms/contact-us.php</a>
		(ii) Head of the organization	Fully met	<a href="https://www.lbsnaa.gov.in/cms/director-message.php">https://www.lbsnaa.gov.in/cms/director-message.php</a>
		(iii) Vision, Mission and Key objectives	Fully met	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a>

				Mission Statement <a href="https://www.lbsnaa.gov.in/cms/mission-statement.php">https://www.lbsnaa.gov.in/cms/mission-statement.php</a>
		(iv) Function and duties	Fully met	<a href="https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php">https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php</a> <a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a>
		(v) Organization Chart	Fully met	<a href="https://www.lbsnaa.gov.in/organization.php">https://www.lbsnaa.gov.in/organization.php</a>
		(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	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a> - previous committees <a href="https://www.lbsnaa.gov.in/cms/previous-directors.php">https://www.lbsnaa.gov.in/cms/previous-directors.php</a> - previous directors Also information about faculty, staff, facilities, collaborations, research centres, etc.
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	Powers and Functions of the Officers <a href="https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php">https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php</a> Faculty - <a href="https://www.lbsnaa.gov.in/faculty_responsibility.php">https://www.lbsnaa.gov.in/faculty_responsibility.php</a>
		(ii) Power and duties of other employees	Fully met	Duties of Employees <a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>
		(iii) Rules/ orders under which powers and duty are derived and	Partially met	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> The list of rules & regulations under which the powers are exercised and work allocation has been made are uploaded on the above link section-wise. However the text of the rules and specific provisions for exercise of power and work allocation not specified

		(iv) Exercised	Partially met	
		(v) Work allocation	Fully met	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a> work allocation section wise has been provided in the tabular form for easy understanding of citizens
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	Procedure in Decision Making is highlighted sectionwise with point of inception, Identify key decision making points and final decision making authority for specific functions <a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a>
		(ii) Final decision making authority	Fully met	<a href="https://www.lbsnaa.gov.in/rti/accounts.php">https://www.lbsnaa.gov.in/rti/accounts.php</a> provided in the Process of decision making
		(iii) Related provisions, acts, rules etc.	Partially met	The list of rules, regulations etc. applicable in the functioning are enumerated at <a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> section wise. However, the text and details of the same are required to be uploaded
		(iv) Time limit for taking a decisions, if any	Not met	Timelines for taking decisions in a decision making process need to be specified.
		(v) Channel of supervision and accountability	Fully met	The procedure for decision making at <a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a> and organizational chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	<a href="https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php">https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php</a> <a href="https://www.lbsnaa.gov.in/cms/about-training.php">https://www.lbsnaa.gov.in/cms/about-training.php</a> gives details of kind of training provided.
		(ii) Norms/ standards for functions/ service delivery	Not met	Norms/ standards for functions/ service delivery are required to be disclosed
		(iii) Process by which these services can be accessed	Not met	Process by which training and other related services can be accessed to be specified

		(iv) Time-limit for achieving the targets	Not met	Timelines for achieving targets need to be specified
		(v) Process of redress of grievances	Fully met	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a> process of grievance redressal for both public and employees has been provided.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Fully met	The list of rules, regulations, manuals and instructions section wise have been uploaded on the link <a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> There provide the title of the record <b>Administration</b> - <a href="https://www.lbsnaa.gov.in/rti/administration.php">https://www.lbsnaa.gov.in/rti/administration.php</a> Accounts <a href="https://www.lbsnaa.gov.in/rti/rules-and-regulations-of-accounts.php">https://www.lbsnaa.gov.in/rti/rules-and-regulations-of-accounts.php</a> <b>Library</b> - <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Library%20rules%20final%20lib.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Library%20rules%20final%20lib.pdf</a> <b>Store &amp; Supply</b> <a href="https://www.lbsnaa.gov.in/rti/rule-and-regulation-store-and-supply.php">https://www.lbsnaa.gov.in/rti/rule-and-regulation-store-and-supply.php</a> <b>Controller of Examination-</b> <a href="https://www.lbsnaa.gov.in/rti/controller-of-examination.php">lbsnaa.gov.in/rti/controller-of-examination.php</a>
		(ii) List of Rules, regulations, instructions manuals and records.	Fully met	List of Rules, regulations, instructions manuals and records has been provided.
		(iii) Acts/ Rules manuals etc.	Not met	The text of the Acts/ Rules manuals etc. has not been uploaded
		(iv) Transfer policy and transfer orders	Partially met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%20054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%20054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a> provides the policy for transfer/ deputation transfer orders have not been provided

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Fully met	Statement of the categories of documents that are held by it or under its control have been uploaded section wise on the link <a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>
		(ii) Custodian of documents/categories	Not met	The custodian of the documents has not been specified
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.	Fully met	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>
		(ii) Composition	Fully met	<p>Joint Consultative Machinery (JCM) <a href="https://www.lbsnaa.gov.in/rti/joint-consultative-machinery.php">https://www.lbsnaa.gov.in/rti/joint-consultative-machinery.php</a></p> <p>Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace <a href="https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php">https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php</a></p> <p>Management Committee of Departmental Canteen <a href="https://www.lbsnaa.gov.in/rti/management-committee-of-departmental-canteen.php">https://www.lbsnaa.gov.in/rti/management-committee-of-departmental-canteen.php</a></p> <p>Academic Council Meeting <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/ACM%20List%20as%20on%2006-06-2023.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/ACM%20List%20as%20on%2006-06-2023.pdf</a></p> <p>Editorial board <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/EDITORIAL%20BOARD%20MAY%202023.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/EDITORIAL%20BOARD%20MAY%202023.pdf</a></p> <p>Committee for Local Purchase [LPC] and Committee for Comparison of Purchase through GeM <a href="https://www.lbsnaa.gov.in/rti/committee-for-local-purchase.php">https://www.lbsnaa.gov.in/rti/committee-for-local-purchase.php</a></p>
		(iii) Dates from which constituted	Partially met	Provided for Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace, Editorial board,
		(iv) Term/ Tenure	Partially met	The tenure of Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace may be seen on the following link :



				<a href="https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php">https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php</a>
		(v) Powers and functions	Fully met	
		(vi) Whether their meetings are open to the public?	Not met	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be disclosed.
		(vii) Whether the minutes of the meetings are open to the public?	Not met	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be disclosed.
		(viii) Place where the minutes if open to the public are available?	Not met	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be disclosed.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully met	<a href="https://www.lbsnaa.gov.in/faculty.php?catid=1">https://www.lbsnaa.gov.in/faculty.php?catid=1</a> name , designation, contact details, email of Officers and Faculty are provided <a href="https://www.lbsnaa.gov.in/staff.php">https://www.lbsnaa.gov.in/staff.php</a> name , designation, contact details, email of staff are provided <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf</a> - name , designation, contact details are provided
		(ii) Telephone, fax and email ID	Fully met	<a href="https://www.lbsnaa.gov.in/faculty.php?catid=1">https://www.lbsnaa.gov.in/faculty.php?catid=1</a> name , designation, contact details, email of Officers and Faculty are provided <a href="https://www.lbsnaa.gov.in/staff.php">https://www.lbsnaa.gov.in/staff.php</a> name , designation, contact details, email of staff are provided <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf</a> -name , designation, contact details are provided
1.9	Monthly Remuneration received by	(i) List of employees with Gross monthly remuneration	Fully met	Monthly Remuneration Report for the month January – 2023 provides the basic and gross salary for all category of employees



	officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	Fully met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Salary_January_2023(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Salary_January_2023(1).pdf</a> System of Compensation as Provided in its Regulations has been explained at <a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php</a>
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	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a> Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority has been provided.
		(i) Address, telephone numbers and email ID of each designated official.	Fully met	Address, telephone numbers and email ID of each has also been mentioned at <a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>
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 (ii) Finalised for Minor penalty or major penalty proceedings	Not met	No. of employees against whom Disciplinary action has been proposed/ taken and the penalty proposed/ finalised need to be uploaded. No. of employees against whom Disciplinary action has been proposed/ taken and the penalty proposed/ finalised need to be uploaded.
1.12	Programmes to advance	(i) Educational programmes	Not met	Programmes, training of CPIOs and efforts to advance understanding of RTI need to be specified.

	understanding of RTI (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	Not met	Programmes, training of CPIOs and efforts to advance understanding of RTI need to be specified.
		(iii) Training of CPIO/APIO	Not met	Programmes, training of CPIOs and efforts to advance understanding of RTI need to be specified.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully met	<a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a> <a href="https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php">https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php</a> provide the norms for asking information under RTI Act
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Partially met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a> provides the policy for transfer/ deputation  transfer orders have not been provided

## 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 disbursements made etc.	(i) Total Budget for the public authority	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php</a>
		(ii) Budget for each agency and plan & programmes	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php</a>
		(iii) Proposed expenditures	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php</a>
		(iv) Revised budget for each agency, if any	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php</a>

	[Section 4(1)(b)(xi)]	(v) Report on disbursements made and place where the related reports are available	Fully met	The report on disbursements may be see on the following link :  <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230914153347.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230914153347.pdf</a>
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-each-of-its-agency.php</a> the budget for the domestic tour has been provided at point 6 and for foreign tour at point 7
		(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 d) Expenditure on the visit	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php">https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php</a> Foreign and domestic Tours undertaken by Officers with details of Places visited, period of visit and members in the official delegation have been provided
		(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	Partially met  a. yes b. yes c. no d. no	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Tender.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Tender.pdf</a> <a href="https://www.lbsnaa.gov.in/tenders-archive.php">https://www.lbsnaa.gov.in/tenders-archive.php</a> details of the tender are provided  <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf</a>  the information relating to the amount of contract has not been specified  the details the bids awarded comprising works contracts concluded – in any such combination of

		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.		the above-and the rate /rates and the total amount at which such procurement or works contract is to be executed need to be uploaded
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	NA	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA	Not applicable
2.5	Particulars of recipients of concessions, permits and authorizations	(i) Concessions, permits or authorizations granted by public authority	NA	Not applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria	NA	Not applicable

	granted by the public authority [Section 4(1) (b) (xiii)]	<p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>d) Date of award of concessions /permits of authorizations</p>		
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.	Partially met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf</a> only number of paras have been mentioned. The exact paras and the ATR need to be uploaded

### 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 thereof	Arrangement for consultations with or representation by the members of the public	NA	Not applicable <a href="https://www.lbsnaa.gov.in/rti/the-particulars-of-any-arrangement.php">https://www.lbsnaa.gov.in/rti/the-particulars-of-any-arrangement.php</a>
		<p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p>	NA	Not applicable

	[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants		
		Public- private partnerships (PPP)	NA	Not applicable
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(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 may be collected under authorisation from the government	NA	Not applicable
		(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		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	NA	Not applicable
		(i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process	NA	Not applicable
		(iii) Outline the arrangement for consultation before formulation of policy	NA	Not applicable
3.3	Dissemination of information widely and in such form and manner which is	Use of the most effective means of communication	Fully met	Internet/ website is being used as an effective medium to disclose the information
		(i) Internet (website)		

	easily accessible to the public [Section 4(3)]			
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 at <a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a>
		(ii) Printed format	Not met	Need to specify whether handbook available in printed form and at what cost
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	Need to specify whether handbook available in printed form and at what cost
		(ii) At a reasonable cost of the medium	Not met	Need to specify whether handbook available in printed form and at what cost

#### 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 [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met	Information manual is available in English
		(ii) Vernacular/ Local Language	Partially met	The website exists in Hindi but only a part of the manual is available in Hindi
4.2	When was the information Manual/Handbook last updated?	Last date of Annual updation	Not met	The website does not indicate the date of updating of the handbook

	[F No. 1/6/2011-IR dt 15.4.2013]			
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Not met	There is need for uploading details of the information available in electronic form and the location
		(ii) Name/ title of the document/record/ other information	Not met	There is need for uploading details of the information available in electronic form and the location
		(iii) Location where available	Not met	There is need for uploading details of the information available in electronic form and the location
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
		(ii) Details of information made available	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
		(iii) Working hours of the facility	Fully met	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
		(iv) Contact person & contact details (Phone, fax email)	Not met	The contact details of the person manning the facility to get information need to be specified.
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully met	Grievance redressal mechanism has been provided at <a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>



	(ii)	Details of applications received under RTI and information provided	Not met	Details of applications received under RTI and information provided to the applicants are required to be provided on the website
	(iii)	List of completed schemes/ projects/ Programmes	Fully met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Estate%20Work%20Completed.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Estate%20Work%20Completed.pdf</a> for the year 2022-23
	(iv)	List of schemes/ projects/ programme underway	Fully met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Estate%20Work%20on%20Progress.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Estate%20Work%20on%20Progress.pdf</a> for the year 2022-23
	(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially met	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Contractor%20List.pdf</a> the information relating to the amount of contract has not been specified
	(vi)	Annual Report	Fully met	<a href="https://www.lbsnaa.gov.in/souvenir.php?keywords=&amp;pro_category=7&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/souvenir.php?keywords=&amp;pro_category=7&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>
	(vii)	Frequently Asked Question (FAQs)	Not met	Not met. Frequently Asked Question (FAQs) relating to the functions need to be uploaded.
	(viii)	Any other information such as a) Citizen's Charter	Not met	Citizen's Charter, Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website
		b) Result Framework Document (RFD)	Not met	Citizen's Charter, Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website
		c) Six monthly reports on the	Not met	Citizen's Charter, Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website.

		d) Performance against the benchmarks set in the Citizen's Charter	Not met	Citizen's Charter, Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website
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	Fully met	The details of receipt & disposal of RTI applications and appeal may be seen on the following link : <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230914190703.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230914190703.pdf</a>
		(ii) Details of appeals received and orders issued	Fully met	The details of receipt & disposal of RTI applications and appeal may be seen on the following link : <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230914190703.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230914190703.pdf</a>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not met	Replies to questions asked in the parliament are required to be provided on the website.

## 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	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230920124832.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/RTI/20230920124832.pdf</a> list of earlier CPIOs is enclosed at the above link
		(ii) Details of third party audit of voluntary disclosure	Not met	Details of third party audit of voluntary disclosure conducted previously to be provided in disclosure

		(a) Dates of audit carried out (b) Report of the audit carried out		
	(i)	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	Not met	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD to be done and the details to be specified.
	(i)	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	Consultancy committee of key stake holders for advice on suo-motu disclosure is required to be constituted and the details of constitution to be uploaded on the website.
	(i)	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	The details of constitution and composition of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI to be disclosed.

## 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	Most of the information disclosed so that public have minimum resort to use of RTI Act to obtain information
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, 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  Not met	STQC certification is required to be obtained and uploaded on the site.

## **Chapter 3**

# **Conclusions and Recommendations**

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### **Major Findings**

1. The Audit of proactive disclosure of information indicates that the disclosure of information required under Section 4(1) (b) of the RTI Act and guidelines by the organization is satisfactory. However, there is scope for improvement in certain sections.
2. 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. The list of rules & regulations under which the powers are exercised and work allocation has been made are uploaded on the above link section-wise. However the text of the rules and specific provisions for exercise of power and work allocation have not been specified.
4. Timelines for taking decisions in a decision making process need to be specified.
5. Norms/ standards for functions/ service delivery are required to be disclosed.
6. Process by which training and other related services can be accessed need to be specified.
7. Timelines for achieving targets are required to be provided.
8. The policy for transfer/ deputation has been disclosed on the website. But the transfer orders have not been provided. Same need to be provided.
9. Statement of the categories of documents that are held by various sections has been uploaded section wise has been provided; but the custodian of the documents has not been specified. The persons in charge need to be mentioned.
10. Certain information relating to boards and Committees needs to be provided which includes Dates from which constituted, Term/ Tenure, information relating to meetings of the boards/ committees, etc.
11. Certain information relating to the employees need to be supplied like number of employees against whom disciplinary action has been proposed/ taken and the penalty proposed/ finalized.
12. Efforts undertaken by the institution to advance understanding of RTI need to be uploaded which include educational programmes on RTI, training of CPIOs etc.
13. Information related to procurements which includes the details of the bids awarded comprising works contracts concluded, the rate /rates and the total amount at which such procurement or works contract is to be executed need to be uploaded.

14. In relation to CAG and PAC paras related information, only number of paras have been mentioned. The exact paras and action taken reports (ATRs) after these have been laid on the table of both houses of the parliament need to be uploaded.
15. Public Authority need to specify whether information manual/ handbook is available in printed form or not; if yes then at what cost.
16. Information manual need to be provided in Vernacular language/ Hindi. The website exists in Hindi but only a part of the manual is available in Hindi.
17. Public authority is required to provide date of updation of the information Manual/Handbook. As per the guidelines the information manual to be updated annually and each webpage must indicate the date of updation.
18. There is need for uploading details of the information available in electronic form and the location at which it can be accessed.
19. Certain particulars of facilities available to citizen for obtaining information are missing.
20. Details of applications received under RTI and information provided to the applicants are required to be provided on the website.
21. The Frequently Asked Question (FAQs) relating to the functions and information relating to Citizen's Charter like Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website.
22. Replies to questions asked in the parliament are required to be provided on the website.
23. Details of third party audit of voluntary disclosure conducted previously to be provided in disclosure.
24. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD to be done and the details to be specified.
25. Consultancy committee of key stake holders for advice on suo-motu disclosure is required to be constituted and the details of constitution to be uploaded on the website.
26. The details of constitution and composition of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI to be disclosed.
27. STQC certification is required to be obtained and uploaded on the site.

## 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 need to be disclosed. Besides that, these should be presented in simple and easy manner, categorized properly 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 information must also be available in vernacular language/ Hindi.
11. 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 (2022-23)**

**Auditor Agency: Dr Sapna Chadah**

**Ministry Name: Ministry of Personnel, Public Grievances & Pensions**

**Department Name: Department of Personnel & Training**

**Public Authority Name: LBSNAA**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/contact-us.php">https://www.lbsnaa.gov.in/cms/contact-us.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a> Contact us <a href="https://www.lbsnaa.gov.in/cms/contact-us.php">https://www.lbsnaa.gov.in/cms/contact-us.php</a>
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/director-message.php">https://www.lbsnaa.gov.in/cms/director-message.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/cms/director-message.php">https://www.lbsnaa.gov.in/cms/director-message.php</a>
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/mission-statement.php">https://www.lbsnaa.gov.in/cms/mission-statement.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a> Mission Statement <a href="https://www.lbsnaa.gov.in/cms/">https://www.lbsnaa.gov.in/cms/</a>



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								mission-state ment.php
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php">https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php">https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php</a> <a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a>
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/organization.php">https://www.lbsnaa.gov.in/organization.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/organization.php">https://www.lbsnaa.gov.in/organization.php</a>
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	<a href="https://www.lbsnaa.gov.in/cms/history.php">https://www.lbsnaa.gov.in/cms/history.php</a>	Fully Met	1.28	<a href="https://www.lbsnaa.gov.in/cms/about-lbsnaa.php">https://www.lbsnaa.gov.in/cms/about-lbsnaa.php</a> - previous committees <a href="https://www.lbsnaa.gov.in/cms/previous-directors.php">https://www.lbsnaa.gov.in/cms/previous-directors.php</a> - previous directors Also information about faculty, staff, facilities, collaborations, research

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL centres, etc.
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php">https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php</a>	Fully Met	1.54	Powers and Functions of the Officers <a href="https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php">https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php</a> Faculty - <a href="https://www.lbsnaa.gov.in/faculty_responsibility.php">https://www.lbsnaa.gov.in/faculty_responsibility.php</a>
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>	Fully Met	1.54	Duties of Employees <a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a>	Partially Met	0.77	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> the list of rules regulations under which the powers

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<p>are exercised and work allocation has been ,made are uploaded on the above link section-wise. However the text of the rules and specific provisions for exercise of power and work allocation not specified</p>
1.2.4	Exercised	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a>	Partially Met	0.77	<p><a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> the list of rules regulations under which the powers are exercised and work allocation has</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								been ,made are uploaded on the above link section-wise. However the text of the rules and specific provisions for exercise of power and work allocation not specified
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>	Fully Met	1.54	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a> work allocation section wise has been provided in the tabular form for easy understanding of citizens
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/procedure-in-">https://www.lbsnaa.gov.in/rti/procedure-in-</a>	Fully Met	1.54	Procedure in Decision Making is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					decision-making.php			highlighted sectionwise with point of inception, Identify key decision making points and final decision making authority for specific functions <a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a>
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a>	Fully Met	1.54	<a href="https://www.lbsnaa.gov.in/rti/accounts.php">https://www.lbsnaa.gov.in/rti/accounts.php</a> provided in the Process of decision making
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a>	Partially Met	0.77	The list of rules, regulations etc applicable in the functioning are

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								enumerated at <a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> section wise. However, the text and details of the same are required to be uploaded
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Met	0	Not met
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a>	Fully Met	1.54	The procedure for decision making at <a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a> and organizational chart
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/norms-set-by-">https://www.lbsnaa.gov.in/rti/norms-set-by-</a>	Fully Met	1.54	<a href="https://www.lbsnaa.gov.in/rti/function-and-">https://www.lbsnaa.gov.in/rti/function-and-</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					it-for-the-discharge-of-its-functions.php			duties-of-organisation.php https://www.lbsnaa.gov.in/cms/about-training.php gives details of kind of training provided.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php	Not Met	0	Norms/ standards for functions/ service delivery are required to be disclosed
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php	Not Met	0	Process by which training and other related services can be accessed to be specified
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Met	0	Not met
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php	Fully Met	1.54	https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php process of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL grievance redressal for both public and employees has been provided
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> ; <a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Fully Met	1.92	The list of rules, regulations, manuals and instructions section wise have been uploaded on the link <a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> There provide the title of the record Administration - <a href="https://www.lbsnaa.gov.in/rti/administration.php">https://www.lbsnaa.gov.in/rti/administration.php</a> Accounts <a href="http://">http</a>



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								<a href="https://www.lbsnaa.gov.in/rti/rules-and-regulations-of-accounts.php">s://www.lbsnaa.gov.in/rti/rules-and-regulations-of-accounts.php</a> Library - <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Library%20rules%20final%200lib.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Library%20rules%20final%200lib.pdf</a> Store & Supply <a href="https://www.lbsnaa.gov.in/rti/rule-and-regulation-store-and-supply.php">https://www.lbsnaa.gov.in/rti/rule-and-regulation-store-and-supply.php</a> Controller of Examination- <a href="https://www.lbsnaa.gov.in/rti/controller-of-examination.php">lbsnaa.gov.in/rti/controller-of-examination.php</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> ; h	Fully Met	1.92	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>			
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> ; <a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Not Met	0	The text of the Acts/ Rules manuals etc. has not been uploaded
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a>	Partially Met	0.96	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a> provides the policy for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL transfer/ deputation transfer orders have not been provided
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Fully Met	3.85	Statement of the categories of documents that are held by it or under its control have been uploaded sectionwise on the link <a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Not Met	0	The custodian of the documents has not been specified
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-">https://www.lbsnaa.gov.in/rti/a-statement-of-the-</a>	Fully Met	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-">https://www.lbsnaa.gov.in/rti/a-statement-of-the-</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.2	Composition	Fully Met	0.96	0.96	boards.php https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php	Fully Met	0.96	boards.php Joint Consultative Machinery (JCM) https://www.lbsnaa.gov.in/rti/joint-consultative-machinery.php Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php Management Committee of Departmental Canteen https://www.lbsnaa.gov.in/rti/management-committee-of-departmental-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								canteen.php Academic Council Meeting <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/ACM%20List%20as%20on%2006-06-2023.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/ACM%20List%20as%20on%2006-06-2023.pdf</a> Editorial board <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/EDITORIAL%20BOARD%20MAY%202023.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/EDITORIAL%20BOARD%20MAY%202023.pdf</a> Committee for Local Purchase [LPC] and Committee for Comparison of Purchase through GeM <a href="https://www.lbsnaa.gov.in/rti/committee-for-local-">https://www.lbsnaa.gov.in/rti/committee-for-local-</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.3	Dates from which constituted	Partially Met	0.96	0.48	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Partially Met	0.48	purchase.php Provided for Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace, Editorial board,
1.7.4	Term/ Tenure	Partially Met	0.96	0.48	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Partially Met	0.48	The tenure of Internal Complaint Committee to Prevent Sexual Harassment of Women at Workplace may be seen on the following link : <a href="https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php">https://www.lbsnaa.gov.in/rti/sexual-harassment-of-women-at-workplace.php</a>
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti">https://www.lbsnaa.gov.in/rti</a>	Fully Met	0.96	Fully met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/a-statement-of-the-boards.php			
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be disclosed.
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be disclosed.
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	Missing information relating to tenure, date of creation, access to their meetings and minutes needs to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL disclosed.
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf</a>	Fully Met	3.85	<a href="https://www.lbsnaa.gov.in/faculty.php?catid=1">https://www.lbsnaa.gov.in/faculty.php?catid=1</a> name , designation, contact details, email of Officers and Faculty are provided <a href="https://www.lbsnaa.gov.in/staff.php">https://www.lbsnaa.gov.in/staff.php</a> name , designation, contact details, email of staff are provided <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20april%202023%20.pdf</a> -name , designation, contact details



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL are provided
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20April%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20April%202023%20.pdf</a>	Fully Met	3.85	<p>are provided</p> <p><a href="https://www.lbsnaa.gov.in/faculty.php?catid=1">https://www.lbsnaa.gov.in/faculty.php?catid=1</a> name , designation, contact details, email of Officers and Faculty are provided</p> <p><a href="https://www.lbsnaa.gov.in/staff.php">https://www.lbsnaa.gov.in/staff.php</a> name , designation, contact details, email of staff are provided</p> <p><a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20April%202023%20.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2019%20April%202023%20.pdf</a>- name , designation, contact details are provided</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php</a>	Fully Met	3.85	Monthly Remuneration Report for the month January – 2023 provides the basic and gross salary for all category of employees <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Salary_January_2023(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploads/files/Salary_January_2023(1).pdf</a>
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php</a>	Fully Met	3.85	System of Compensation as Provided in its Regulations has been explained at <a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employ">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employ</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL ees.php
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	3.85	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a> Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority has been provided
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	3.85	Address, telephone numbers and email ID of each has also been mentioned at <a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Met	0	No. of employees against whom Disciplinary action has been proposed/ taken and the penalty proposed/ finalised need to be uploaded.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Met	0	No. of employees against whom Disciplinary action has been proposed/ taken and the penalty proposed/ finalised need to be uploaded.
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	Programmes, training of CPIOs and efforts to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								advance understanding of RTI need to be specified.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	Programmes, training of CPIOs and efforts to advance understanding of RTI need to be specified.
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Programmes, training of CPIOs and efforts to advance understanding of RTI need to be specified.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a>	Fully Met	1.92	<a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a> <a href="https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php">https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php</a> provide the norms for asking

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information under RTI Act
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a>	Partially Met	3.85	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a> provides the policy for transfer/deputation transfer orders have not been provided
<b>Total</b>			<b>83</b>	<b>80</b>		<b>100</b>	<b>64</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-eac">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-eac</a>	Fully Met	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-eac">https://www.lbsnaa.gov.in/rti/the-budget-allocated-to-eac</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>
2.1.3	Proposed expenditures	Fully Met	10	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	h-of-its-agency.php <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf</a>	Fully Met	10.00	The report on disbursements may be seen on the following link : <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230914153347.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230914153347.pdf</a>
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2.1	Budget	Fully Met	16.67	16.67	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	16.67	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a> the budget for the domestic tour has been provided at point 6 and for foreign tour at point 7
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	<a href="https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php">https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php</a>	Fully Met	16.67	<a href="https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php">https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php</a> Foreign and domestic Tours undertaken by Officers with details of Places visited, period of visit and members in the official delegation have been



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL provided
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	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Tender.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Tender.pdf</a>	Partially Met	8.34	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf</a> the information relating to the amount of contract has not been specified the details the bids awarded comprising works contracts concluded – in any such

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL combination of the above- and the rate /rates and the total amount at which such procurement or works contract is to be executed need to be uploaded
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.2	Objective of the programme	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">snaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>			
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	<a href="https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php">https://www.lbsnaa.gov.in/rti/the-manner-of-execution-of-subsidy-programmes.php</a>	Not Applicable	0	Not applicable
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/rti">https://www.lbsnaa.gov.in/rti</a>	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/details-of-grant-in-aid-of-the-concerned.php			
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/rti/details-of-grant-in-aid-of-the-concerned.php">https://www.lbsnaa.gov.in/rti/details-of-grant-in-aid-of-the-concerned.php</a>	Not Applicable	0	Not applicable
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>	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	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>	Not Applicable	0	Not applicable
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files</a>	Partially Met	25.00	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/20230622185829.pdf			/20230622185829.pdf only number of paras have been mentioned. The exact paras and the ATR need to be uploaded
<b>Total</b>			<b>300</b>	<b>300</b>		<b>150</b>	<b>117</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	Not applicable <a href="https://www.lb.snaa.gov.in/rti/the-particulars-of-any-arrangement.php">https://www.lb.snaa.gov.in/rti/the-particulars-of-any-arrangement.php</a>
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.5	Public- private partnerships (PPP)- Concession	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	agreements.							
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	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 Applicable	0	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 Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	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 Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	50.00	Internet/ website is being used as an effective medium to disclose the information
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/souvenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/souvenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>	Fully Met	25.00	Information manual/handbook available in Electronic format at <a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a>
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes	Not Met	0	Need to specify whether handbook available in printed form and at what cost
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Met	0	Need to specify whether handbook available in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL printed form and at what cost
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	Need to specify whether handbook available in printed form and at what cost
<b>Total</b>			<b>100</b>	<b>100</b>		<b>150</b>	<b>75</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/upload/academy_souvenir/6287937f23d9bAnnual%20Report%202006.pdf">https://www.lbsnaa.gov.in/upload/academy_souvenir/6287937f23d9bAnnual%20Report%202006.pdf</a>	Fully Met	14.29	Fully Met
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082Annual%20Report%202020-2021.pdf">https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082Annual%20Report%202020-2021.pdf</a>	Partially Met	7.15	The website exists in Hindi but only a part of the manual is available in Hindi
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Not Met	0	The website



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					snaa.gov.in/upload/academy_souvenir/62971df64f082Aannual%20Report%202020-2021.pdf			does not indicate the date of updating of the handbook
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://www.lbsnaa.gov.in/	Not Met	0	There is need for uploading details of the information available in electronic form and the location
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.lbsnaa.gov.in/	Not Met	0	There is need for uploading details of the information available in electronic form and the location
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.lbsnaa.gov.in/	Not Met	0	There is need for uploading details of the information available in electronic form and the location

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	7.14	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	7.14	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
4.4.3	Working hours of the faculty	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>	Fully Met	7.14	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Not Met	0	The contact details of the person manning the facility to get information need to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL specified.
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	3.57	Grievance redressal mechanism has been provided at <a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Not Met	0	Details of applications received under RTI and information provided to the applicants are required to be provided on the website
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf</a>	Fully Met	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf</a> for the year 2022-23

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf</a>	Fully Met	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf</a> for the year 2022-23
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf</a>	Partially Met	1.79	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf</a> the information relating to the amount of contract has not been specified
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>	Fully Met	3.57	<a href="https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Met	0	Not met
4.5.8	Any other information such as - (a) Citizen's	Not Applicable	0	0	empty	Not Met	0	Citizen's

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter							Charter, Result Framework Document (RFD), and Six monthly reports on the same need to be provided on the website
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Fully Met	14.29	The details of receipt & disposal of RTI applications and appeal may be seen on the following link : <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230914190703.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230914190703.pdf</a>
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Fully Met	14.29	The details of receipt & disposal of RTI applications and appeal

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								may be seen on the following link : <a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230914190703.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230914190703.pdf</a>
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Met	0	Replies to questions asked in the parliament are required to be provided on the website.
<b>Total</b>			<b>164</b>	<b>164</b>		<b>200</b>	<b>88</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	20.00	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230920124832.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/20230920124832.pdf</a> list of earlier CPIOs is enclosed at the above link
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the	Not Applicable	0	0	empty	Not Met	0	Details of third party audit of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	audit carried out							voluntary disclosure conducted previously to be provided in disclosure
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	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Not Met	0	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD to be done and the details to be specified.
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	Consultancy committee of key stake holders for advice on suo-motu disclosure is required to be constituted and the details of constitution to be uploaded on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Not Met	0	The details of constitution and composition of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI to be disclosed.
<b>Total</b>			<b>60</b>	<b>60</b>		<b>100</b>	<b>20</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	25.00	Most of the information disclosed so that public have minimum resort to use of RTI Act to obtain information
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met	0	STQC certification is



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								required to be obtained and uploaded on the site.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	STQC certification is required to be obtained and uploaded on the site.
<b>Total</b>			<b>25</b>	<b>25</b>		<b>50</b>	<b>25</b>	
<b>Grand Total</b>			<b>732</b>	<b>729</b>		<b>750</b>	<b>388</b>	