

## Self appraisal report for Year (2023-24)

**Auditor Agency:** Sunil Dutt(National Institute of Technical Teachers Training & Research (Ministry of Education, Govt. of India), Sector-26, Chandigarh 160 019 (India).)

**Ministry Name:** Ministry of Earth Sciences

**Department Name:**

**Public Authority Name:** National Centre for Antarctic and Ocean Research

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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.28	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a> ; <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Mot%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Mot%20Disclosure_NCPOR_01072024.PDF</a>
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.28	<a href="https://ncpor.res.in/pages/display/285-our-director">https://ncpor.res.in/pages/display/285-our-director</a>
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.28	Same as above
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.28	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					es.in/contents/ listing/2			es.in/upload/c ontents/RTI_S uo%20Moto% 20Disclosure_ NCPOR_0107 2024.PDF; htt ps://ncpor.res. in/upload/cont ents/Citizen% 20carter%20N CPOR%2021 032023%20Bil ingual.PDF
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.28	Same as above; https:// ncpor.res.in/p ages/display/2 62-organizatio n-chart
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.28	https://ncpor.r es.in/upload/c ontents/RTI_S uo%20Moto% 20Disclosure_ NCPOR_0107 2024.PDF; htt ps://ncpor.res. in/pages/displ ay/353-former- directors
<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,	Fully Met	1.54	1.54	https://ncpor.r	Fully Met	1.54	https://ncpor.r

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	financial and judicial)				es.in/contents/ listing/2			es.in/upload/c ontents/RTI_S uo%20Moto% 20Disclosure_ NCPOR_0107 2024.PDF; htt ps://ncpor.res. in/contents/list ing/2
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.54	Same as above
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.54	Same as above
1.2.4	Exercised	Fully Met	1.54	1.54	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.54	Same as above
1.2.5	Work allocation	Fully Met	1.54	1.54	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.54	Same as above
<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	https://ncpor.r es.in/contents/ listing/2	Fully Met	1.54	https://ncpor.r es.in/upload/c ontents/RTI_S uo%20Moto% 20Disclosure_ NCPOR_0107 2024.PDF; htt ps://ncpor.res. in/contents/list ing/2

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above

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1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.54	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.92	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	1.92	Same as above
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Partially Met	0.96	Now partial information available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; NC POR_NCAOR , Goa is

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								advised to provide/upload internal transfer orders also
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	0.96	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>
1.7.2	Composition	Fully Met	0.96	0.96	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="https://ncpor.res.in/contents/">https://ncpor.res.in/contents/</a>	Fully Met	0.96	Same as above

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					listing/2			
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	0.96	Same as above
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Fully Met	0.96	Same as above
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Partially Met	0.48	NCPOR_NCAOR, Goa is advised to provide/upload complete detail
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Partially Met	0.48	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	<a href="https://ncpor.res.in/upload/contents/RTI_S">https://ncpor.res.in/upload/contents/RTI_S</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								uo%20Moto%20Disclosure_NCPOR_01072024.PDF
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	Same as above
<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	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	3.85	Same as above



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<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Fully Met	1.92	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Motio%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Motio%20Disclosure_NCPOR_01072024.PDF</a>
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Fully Met	1.92	Same as above
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	NCPOR_NCAOR, Goa is advised to provide training to CPIO/APIO
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Fully Met	1.92	Guidelines on RTI are updated and published on regular intervals; Last update is as on 11.07.2024
<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]	Not Met	7.69	0	empty	Partially Met	3.85	Now partial information available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo">https://ncpor.res.in/upload/contents/RTI_Suo</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								%20Moto%20Disclosure_NCPOR_01072024.PDF; NC POR_NCAOR , Goa is advised to provide/upload internal transfer orders also
<b>Total</b>			<b>95</b>	<b>80</b>		<b>100</b>	<b>92</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://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	10.00	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	10.00	Same as above
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where	Fully Met	10	10.00	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	10.00	Same as

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2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	As per NCPO R_NCAOR, Goa, it is NOT applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
<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	Not Applicable	0	0	empty	Not Applicable	0	As per NCPO R_NCAOR, Goa, it is NOT applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Same as above
<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	Not Applicable	0	0	empty	Not Applicable	0	As per NCPO R_NCAOR, Goa, it is NOT applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	Not Applicable	0	0	empty	Not Applicable	0	Same as above

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	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							
<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.	Not Met	50	0	empty	Fully Met	50.00	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>
<b>Total</b>			<b>150</b>	<b>100</b>		<b>150</b>	<b>150</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	Fully Met	12.5	12.50	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	12.50	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>
3.1.2	Arrangements for consultation with or	Not Applicable	0	0	empty	Partially Met	6.25	Same as

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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	Partially Met	8.34	Now partial information is detailed under List of Materials uploaded in the website; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a> ; NCPO R_NCAOR, Goa is advised to provide/upload complete detail
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	Partially Met	8.34	Same as above
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	Partially Met	8.34	Same as above
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	50.00	<a href="https://ncpor.res.in/">https://ncpor.res.in/</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a> ; <a href="https://ncpor.res.in/upload">https://ncpor.res.in/upload</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF
<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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	25.00	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	25.00	Same as above
<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	Fully Met	25.00	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Fully Met	25.00	Same as above
<b>Total</b>			<b>113</b>	<b>113</b>		<b>225</b>	<b>194</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://ncpor.res.in/contents/">https://ncpor.res.in/contents/</a>	Fully Met	14.29	<a href="https://ncpor.res.in/upload/c">https://ncpor.res.in/upload/c</a>



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					listing/2			ontents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	https://ncpor.res.in/contents/ listing/2	Partially Met	7.15	It is advised to provide/upload Information Manual/Hand book 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	https://ncpor.res.in/contents/ listing/2	Fully Met	28.57	01.07.2024
<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://ncpor.res.in/contents/ listing/2	Fully Met	9.52	https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://ncpor.res.in/contents/ listing/2	Fully Met	9.52	Same as above
4.3.3	Location where available	Fully Met	9.52	9.52	https://ncpor.res.in/contents/ listing/2	Fully Met	9.52	Same as above
<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	Not Applicable	0	0	empty	Fully Met	7.14	Now available at: https://ncpor.res.in/uploa

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								d/contents/RTI_Suo%20Mot o%20Disclosure_NCPOR_01072024.PDF
4.4.2	Details of information made available	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax email)	Not Applicable	0	0	empty	Fully Met	7.14	Same as above
<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	Not Met	3.57	0	empty	Fully Met	3.57	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Mot o%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Mot o%20Disclosure_NCPOR_01072024.PDF</a>
4.5.2	Details of applications received under RTI and information provided	Not Met	3.57	0	empty	Fully Met	3.57	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Mot o%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Mot o%20Disclosure_NCPOR_01072024.PDF</a>
4.5.3	List of completed schemes/ projects/ Programmes	Not Met	3.57	0	empty	Not Met	0	NCPOR_NCAOR, Goa is advised to provide/upload

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								complete detail
4.5.4	List of schemes/ projects/ programme underway	Not Met	3.57	0	empty	Not Met	0	Same as above
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Partially Met	1.79	Now partial information available at: <a href="https://gem.gov.in/view_contracts">https://gem.gov.in/view_contracts</a> ; NCPOR_NCAOR, Goa is advised to provide/upload complete detail
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	3.57	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Fully Met	3.57	Now available at: <a href="https://ncpor.res.in/upload/contents/FAQ%20RTI%20NCPOR.PDF">https://ncpor.res.in/upload/contents/FAQ%20RTI%20NCPOR.PDF</a>
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Partially Met	3.57	1.79	<a href="https://ncpor.res.in/annualreports">https://ncpor.res.in/annualreports</a>	Fully Met	3.57	Now available at: <a href="https://ncpor.res.in/upload/contents/Citizen%20carter%20NCPOR%2021032023%20Bilingual">https://ncpor.res.in/upload/contents/Citizen%20carter%20NCPOR%2021032023%20Bilingual</a> .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								PDF; <a href="https://ncpor.res.in/resultframeworks">https://ncpor.res.in/resultframeworks</a>
<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	Not Met	14.29	0	empty	Fully Met	14.29	Now available at: <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
4.6.2	Details of appeals received and orders issued	Not Met	14.29	0	empty	Fully Met	14.29	Same as above
<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 Met	28.57	0	empty	Not Met	0	NCPOR_NCAOR, Goa is advised to provide/upload complete detail
<b>Total</b>			<b>171</b>	<b>84</b>		<b>200</b>	<b>155</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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	20.00	<a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Moto%20Disclosure_NCPOR_01072024.PDF</a>
5.1.2	Details of third party audit of voluntary disclosure	Fully Met	20	20.00	<a href="https://ncpor.r">https://ncpor.r</a>	Fully Met	20.00	For 2020-21 is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	-(a) Dates of audit carried out , (b) Report of the audit carried out				es.in/contents/listing/2			available at: <a href="https://ncpor.res.in/upload/contents/Third%20Party%20Audit%20Report%202020_21_110724.PDF">https://ncpor.res.in/upload/contents/Third%20Party%20Audit%20Report%202020_21_110724.PDF</a> ; It is advised to upload the same for the remaining years along with dates of audit
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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Partially Met	10.00	NCPOR_NCAOR, Goa is advised to provide/upload complete detail
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	NCPOR_NCAOR, Goa is advised to Consultancy committee of key stake holders for advice on suo-motu disclosure
5.1.5	Committee of PIOs/FAAs with rich experience in	Not Met	20	0	empty	Not Met	0	NCPOR_NCA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							OR, Goa is advised to constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI
<b>Total</b>			<b>100</b>	<b>60</b>		<b>100</b>	<b>50</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://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Fully Met	25.00	<a href="https://ncpor.res.in/">https://ncpor.res.in/</a> ; <a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a> ; <a href="https://ncpor.res.in/upload/contents/RTI_Suo%20Motio%20Disclosure_NCPOR_01072024.PDF">https://ncpor.res.in/upload/contents/RTI_Suo%20Motio%20Disclosure_NCPOR_01072024.PDF</a>
<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	Fully Met	12.5	12.50	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Partially Met	6.25	The institute has initiated the process of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								obtaining STQC; NCPO R_NCAOR, Goa is advised to pursue further for obtaining STQC certification and uploading the same
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	<a href="https://ncpor.res.in/contents/listing/2">https://ncpor.res.in/contents/listing/2</a>	Not Met	0	Same as above
<b>Total</b>			<b>50</b>	<b>50</b>		<b>50</b>	<b>31</b>	
<b>Grand Total</b>			<b>679</b>	<b>486</b>		<b>825</b>	<b>673</b>	