

Self appraisal report for Year (2020-21)

Auditor Agency: National Power Training Institute(Mamta Mam National Power Training Institute)

Ministry Name: Ministry of Power

Department Name:

Public Authority Name: Central Power Research Institute

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.3.2	Final decision making authority	Fully Met	1.54	1.54	empty	Partially Met	0.77	no details
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	no time limit provided
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	empty	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	no time limit provided
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	empty	Not Met	0	no details
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	empty	Partially Met	0.96	no transfer orders available
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	empty	Partially Met	1.93	no custodian details
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	empty	Fully Met	0.96	ok
1.7.2	Composition	Fully Met	0.96	0.96	empty	Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	empty	Not Met	0	no details

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1.7.4	Term/ Tenure	Partially Met	0.96	0.48	empty	Partially Met	0.48	no details
1.7.5	Powers and functions	Fully Met	0.96	0.96	empty	Fully Met	0.96	ok
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	empty	Fully Met	3.85	ok
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Partially Met	3.85	1.93	empty	Fully Met	3.85	ok
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Partially Met	3.85	1.93	empty	Partially Met	1.93	details not available
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok

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1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	empty	Fully Met	1.92	ok
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	empty	Partially Met	3.85	no transfer orders
Total			97	90		97	80	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	www.cpri.in	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.cpri.in	Fully Met	10.00	ok
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.cpri.in	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.cpri.in	Fully Met	10.00	ok
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www.cpri.in	Fully Met	10.00	ok
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Applicable	0	0	empty	Not Applicable	0	NA
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Applicable	0	0	empty	Not Applicable	0	NA
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	www.cpri.in	Fully Met	16.67	ok

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	www.cpri.in	Fully Met	12.50	ok
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	Partially Met	12.5	6.25	www.cpri.in	Partially Met	6.25	no details
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
3.1.11	Public- private partnerships (PPP) - All payment	Not Applicable	0	0	empty	Not Applicable	0	NA

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	made under the PPP project							
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	www.cpri.in	Fully Met	50.00	ok
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	www.cpri.in	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	www.cpri.in	Fully Met	25.00	ok
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	www.cpri.in	Fully Met	25.00	ok
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	www.cpri.in	Fully Met	25.00	ok
Total			175	169		175	169	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	www.cpri.in	Fully Met	14.29	ok

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4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	no details
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	www.cpri.in	Not Met	0	no date provided
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	www.cpri.in	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.cpri.in	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	www.cpri.in	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	www.cpri.in	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.cpri.in	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.cpri.in	Fully Met	7.14	ok
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.cpri.in	Fully Met	7.14	ok
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	www.cpri.in	Fully Met	3.57	ok
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	www.cpri.in	Fully Met	3.57	ok
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	www.cpri.in	Fully Met	3.57	ok
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.cpri.in	Fully Met	3.57	ok
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	3.57	1.79	www.cpri.in	Partially Met	1.79	ok
4.5.6	Annual Report	Fully Met	3.57	3.57	www.cpri.in	Fully Met	3.57	ok
4.5.7	Frequently Asked Question (FAQs)	Partially Met	3.57	1.79	www.cpri.in	Not Applicable	0	NA
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	www.cpri.in	Partially Met	1.79	ok

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	www.cpri.in	Fully Met	12.50	ok
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www.cpri.in	Fully Met	12.50	ok
Total			50	50		50	50	
Grand Total			660	587		657	527	