

Self appraisal report for Year (2023-24)

Auditor Agency: SACHCHIDANAND PANDEY(National Power Training Institute)

Ministry Name: Ministry of Power

Department Name:

Public Authority Name: Central Power Research Institute

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	www.cpri.res.in	Fully Met	1.28	Information Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.cpri.res.in	Fully Met	1.28	Information Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www.cpri.res.in	Fully Met	1.28	Information Available
1.1.4	Function and duties	Fully Met	1.28	1.28	www.cpri.res.in	Fully Met	1.28	Information Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.cpri.res.in	Fully Met	1.28	Information Available
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	www.cpri.res.in	Fully Met	1.28	Information Available
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available

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1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.2.4	Exercised	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.2.5	Work allocation	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
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	www.cpri.res.in	Fully Met	1.54	Information Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
1.4.4	Time-limit for achieving the targets	Partially Met	1.54	0.77	www.cpri.res.in	Partially Met	0.77	Information not fully not fully Available
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.cpri.res.in	Fully Met	1.54	Information Available
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	www.cpri.res.in	Fully Met	1.92	Information Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information 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	www.cpri.res.in	Fully Met	3.85	Information Available
1.6.2	Custodian of documents/categories	Partially Met	3.85	1.93	www.cpri.res.in	Partially Met	1.93	Information not fully Available
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	www.cpri.res.in	Fully Met	0.96	Information Available
1.7.2	Composition	Fully Met	0.96	0.96	www.cpri.res.in	Fully Met	0.96	Information Available
1.7.3	Dates from which constituted	Partially Met	0.96	0.48	www.cpri.res.in	Not Met	0	Information not available
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.cpri.res.in	Fully Met	0.96	Information Available
1.7.5	Powers and functions	Fully Met	0.96	0.96	www.cpri.res.in	Fully Met	0.96	Information Available
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	www.cpri.res.in	Fully Met	3.85	Information Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.cpri.res.in	Fully Met	3.85	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Available
					n			
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	www.cpri.res.in	Fully Met	3.85	Information Available
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.cpri.res.in	Fully Met	3.85	Information Available
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	www.cpri.res.in	Fully Met	3.85	Information Available
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www.cpri.res.in	Fully Met	3.85	Information Available
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	Fully Met	3.85	3.85	www.cpri.res.in	Fully Met	3.85	Information Available
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Partially Met	3.85	1.93	www.cpri.res.in	Partially Met	1.93	Information not fully Available
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	www.cpri.res.in	Fully Met	1.92	Information Available
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	www.cpri.res.in	Fully Met	7.69	Information Available
Total			97	92		97	92	

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[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	www.cpri.res.in	Fully Met	12.50	Information Available
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.res.in	Partially Met	6.25	Information not fully Available
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 made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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.res.in	Fully Met	50.00	Information Available
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.res.in	Fully Met	25.00	Information Available
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	www.cpri.res.in	Fully Met	25.00	Information Available
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.res.in	Fully Met	25.00	Information Available
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	www.cpri.res.in	Fully Met	25.00	Information Available
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.res.in	Fully Met	14.29	Information

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					n			available
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	www.cpri.res.in	Not Met	0	Information Not Available
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.res.in	Fully Met	28.57	Information Available
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.res.in	Fully Met	9.52	Information Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.cpri.res.in	Fully Met	9.52	Information Available
4.3.3	Location where available	Fully Met	9.52	9.52	www.cpri.res.in	Fully Met	9.52	Information Available
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	www.cpri.res.in	Fully Met	7.14	Information Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.cpri.res.in	Fully Met	7.14	Information Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.cpri.res.in	Fully Met	7.14	Information Available
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.cpri.res.in	Fully Met	7.14	Information Available
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.res.in	Fully Met	3.57	Information Available
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information Available
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information Available
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information Available
4.5.5	Details of all contracts entered into including	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	name of the contractor, amount of contract and period of completion of contract				n			Available
4.5.6	Annual Report	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information Available
4.5.7	Frequently Asked Question (FAQs)	Partially Met	3.57	1.79	www.cpri.res.in	Partially Met	1.79	Information not available
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	www.cpri.res.in	Fully Met	3.57	Information Available
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	www.cpri.res.in	Fully Met	14.29	Information Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.cpri.res.in	Fully Met	14.29	Information Available
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	NA
Total			171	162		171	155	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	www.cpri.res.in	Fully Met	20.00	Information Available
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	www.cpri.res.in	Not Met	0	information Not Available
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	www.cpri.res.in	Fully Met	20.00	Information Available
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Partially Met	20	10.00	www.cpri.res.in	Partially Met	10.00	Information Not fully

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	which constituted, (b) Name & Designation of the officers							
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	www.cpri.res.in	Fully Met	20.00	Information Available
Total			100	90		100	70	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	www.cpri.res.in	Fully Met	25.00	Information Available
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	www.cpri.res.in	Fully Met	12.50	Information Available
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www.cpri.res.in	Fully Met	12.50	Information Available
Total			50	50		50	50	
Grand Total			694	663		694	636	