
Self appraisal report for Year (2023-24)

Auditor Agency: Kamalakar Yadavalli(Administrative Training Institute (ATI), DAE, Mumbai. 022-25520373)

Ministry Name: Department of Atomic Energy

Department Name:

Public Authority Name: Saha Institute of Nuclear Physics

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	1.1.1 Saha Institute of Nuclear Physics, Sector-I, Block-AF, Bidhannagar, Kolkata-700064	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
1.1.2	Head of the organization	Fully Met	1.28	1.28	Director	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	1.1.3 Basic Research in the field of Physical and Bio-physical Sciences	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.4	Function and duties	Fully Met	1.28	1.28	1.1.4 Detailed information on the line of research being pursued at SINP, can be obtained from our website (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
1.1.5	Organization Chart	Fully Met	1.28	1.28	1.1.5 Governing Council; For academic activities Director-Group Heads-Faculty	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
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	1.1.6 Circulated the information through office order/OM etc. through e-mail and others means of communication.	Fully Met	1.28	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
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	Available in website (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					c.in/web/bye-laws)			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Available in website (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Available in website (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.2.4	Exercised	Fully Met	1.54	1.54	Available in website (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.2.5	Work allocation	Fully Met	1.54	1.54	As per the Bye Laws of the Institute	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
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	Director and Registrar along with various committees (https://www.saha.ac.in/web/bye-laws)	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Director and some cases by the	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Governing Council			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Available in the website ((https://www.saha.ac.in/web/bye-laws))	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Timely	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Governing Council-DAE	Fully Met	1.54	https://www.saha.ac.in/web/bye-laws
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	Available in the website (http://www.saha.ac.in/web/administration-home)	Fully Met	1.54	http://www.saha.ac.in/web/administration-home
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Available in the website (http://www.saha.ac.in/web/administration-home)	Fully Met	1.54	http://www.saha.ac.in/web/administration-home
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	By placing a request to the authority, Library & reading room is not for	Partially Met	0.77	http://www.saha.ac.in/web/administration-home

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					public uses			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Within specified time	Partially Met	0.77	http://www.saha.ac.in/web/administration-home
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Available in the website (http://www.saha.ac.in/web/vigilance)	Partially Met	0.77	http://www.saha.ac.in/web/administration-home
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	Available in the website (http://www.saha.ac.in/web/administration-home)	Partially Met	0.96	http://www.saha.ac.in/web/administration-home
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Available in the website (http://www.saha.ac.in/web/administration-home)	Partially Met	0.96	http://www.saha.ac.in/web/administration-home
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Available in the website (http://www.saha.ac.in/web/administration-home)	Partially Met	0.96	http://www.saha.ac.in/web/administration-home
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Applicable	0	.
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	Tripartite	Not Met	0	Should

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Agreement, deeds, minutes of the council meeting, etc.			indicate the website
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Director/Registrar	Not Met	0	Should indicate the website
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	Governing Council (http://www.saha.ac.in/web/administration-council)	Fully Met	0.96	http://www.saha.ac.in/web/administration-council
1.7.2	Composition	Fully Met	0.96	0.96	Available in website (https://www.saha.ac.in/web/bye-laws)(Page -)	Fully Met	0.96	http://www.saha.ac.in/web/administration-council
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	1972	Not Met	0	Should indicate webpage
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Applicable	0	.
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per the Bye Laws of the Institute	Fully Met	0.96	https://www.saha.ac.in/web/bye-laws
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Not open to public	Fully Met	0.96	https://www.saha.ac.in/web/bye-laws
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Not open to public	Fully Met	0.96	https://www.saha.ac.in/web/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL bye-laws
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Available in the website (https://www.saha.ac.in/web/administration-home)	Fully Met	3.85	https://www.saha.ac.in/web/images/administration/SKM_C224e22011717580_8b3ed.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Available in the website (https://www.saha.ac.in/web/administration-home)	Fully Met	3.85	https://www.saha.ac.in/web/contact-us/general
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	Not Met	3.85	0	empty	Partially Met	1.93	https://www.saha.ac.in/web/images/administration/Pay_Structure_86e4f.pdf
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Applicable	0	.
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://www.saha.ac.in/web/2023-10-04-09-11-09/rti-public-information	Fully Met	3.85	https://www.saha.ac.in/web/administration-right-to-information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	n-officers https://www.saha.ac.in/web/2023-10-04-09-11-09/rti-public-information-n-officers	Fully Met	3.85	https://www.saha.ac.in/web/administration-right-to-information
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	NIL	Not Met	0	Nil
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Not Met	0	Nil
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	.
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	Not Met	0	.
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]	Not Applicable	0	0	empty	Not Applicable	0	.
Total			85	73		85	53	
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	149 cr	Fully Met	10.00	https://www.saha.ac.in/web/2023-10-04-09-11-09/information

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	Not Applicable	0	0	empty	Not Applicable	0	.
2.1.3	Proposed expenditures	Fully Met	10	10.00	.	Fully Met	10.00	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Annual Report (http://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464)	Fully Met	10.00	http://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Partially Met	16.67	8.34	No seperate Budget allocation was made for Foreign and domestic travel.	Partially Met	8.34	http://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Met	16.67	0	empty	Not Met	0	.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded	Partially Met	16.67	8.34	https://www.saha.ac.in/web/administration	Not Met	0	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.				-right-to-information			
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	.
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	Not Applicable	0	0	empty	Not Applicable	0	.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	CAG Para issued- 12 Nos. Audit conducted during FY 2023-24 for FY 2022-23	Not Met	0	should be indicated in website
Total			130	97		130	38	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [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	Not Applicable	0	0	empty	Not Applicable	0	.
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	.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	.
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	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	.
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	.
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	.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	.
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	.
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	.
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	.
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	Activities and research works are published in our annual	Fully Met	50.00	https://www.saha.ac.in/web/bye-laws

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					report and available in our website.			
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Not Applicable	0	0	empty	Not Applicable	0	.
3.4.2	Information manual/handbook available in Printed format	Not Applicable	0	0	empty	Not Applicable	0	.
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	Students Rules and information Brochure / Purchase Manual	Partially Met	12.50	Should be mentioned in website
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Students Rules and information Brochure(free)	Partially Met	12.50	Should be mentioned in website
Total			100	100		100	75	
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	English	Fully Met	14.29	https://www.saha.ac.in/web/bye-laws
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	.
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	Not Applicable	0	0	empty	Not Applicable	0	.
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	Our website is the interface for availability	Fully Met	9.52	https://www.saha.ac.in/web/index.php?opt

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					of information in electronic format.			ion=com_content&view=article&id=1615&Itemid=2464
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Annual Reports	Fully Met	9.52	https://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.saha.ac.in/web/care-home	Fully Met	9.52	https://www.saha.ac.in/web/care-home
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	Library under SIRD in our campus (not for public uses)	Fully Met	7.14	Library under SIRD in our campus (not for public uses)
4.4.2	Details of information made available	Fully Met	7.14	7.14	Books, journals etc. in the field of physical & bio-physical sciences	Fully Met	7.14	Books, journals etc. in the field of physical & bio-physical sciences
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	10.00 am to 6.30 pm	Fully Met	7.14	10.00 am to 6.30 pm
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Shri Pankaj Pallav, Administrative Officer-III, Tel.	Fully Met	7.14	https://www.saha.ac.in/web/contact-us/general

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					No.(EPABX)-033-23375345-49 (Extn. 1412) e-mail address: pankaj.pallav[AT]saha.ac.in			
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	Available in website (http://www.saha.ac.in/web/vigilance)	Fully Met	3.57	http://www.saha.ac.in/web/vigilance
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Nothing is pending	Fully Met	3.57	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	.
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	.
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	://www.saha.ac.in/web/right-to-information?id=532	Fully Met	3.57	www.saha.ac.in/web/right-to-information?id=532
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.saha.ac.in/web/care-home	Fully Met	3.57	https://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.7	Frequently Asked Question (FAQs)	Partially Met	3.57	1.79	Available in library website (http://www.saha.ac.in/web/library-faq)	Partially Met	1.79	https://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464
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	Not Applicable	0	0	empty	Not Applicable	0	.
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	FY- 2023-24 RTI applications -Received - 80 Disposed - 76	Not Met	0	Should be indicated in website
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	FY- 2023-24 RTI Appeal Received - 11 Disposed - 10	Not Met	0	Should be indicated in website.
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	.
Total			118	116		118	87	
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	a) Current CPIO- Shri Pankaj Pallav, Administrative	Fully Met	20.00	https://www.saha.ac.in/web/2023-10-04-09-11-09/infor

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Officer-III, Current Appellate Authority- Prof. Biswajit Karmakar b) Earlier CPIO - Shri Abhijit K Malakar, Earlier Appellate Authority - Prof. M. S. Janaki			
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty	Not Met	0	.
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	Partially Met	20	10.00	Appointed in the year 2024 as Nodal Officer(below the Rank of JS) Shri Pankaj Pallav, Administrative Officer-III,	Partially Met	10.00	https://www.saha.ac.in/web/2023-10-04-09-11-09/information
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	.
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information	Not Met	20	0	empty	Not Met	0	.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							
Total			100	30		100	30	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464	Fully Met	25.00	https://www.saha.ac.in/web/index.php?option=com_content&view=article&id=1615&Itemid=2464
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	Obtained but expired in the year 2022, the renewal is under process.	Fully Met	12.50	.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	.
Total			50	38		50	38	
Grand Total			582	453		582	322	