



नेशनल इंस्टीट्यूट ऑफ सेकेंडरी स्टील टेक्नोलॉजी  
(इस्पात मंत्रालय, भारत सरकार द्वारा स्थापित)  
**National Institute of Secondary Steel Technology**  
(Estd. by Ministry of Steel, Govt. of India)  
NABL Accredited & BIS Recognized Laboratories

स. स० NISST/RTI/TA/2023/8622

दिनांक 31.07.2023

To

The Chief Information Commissioner  
Room no 401, 4<sup>th</sup> Floor,  
Baba Gangnath Marg, Munirka  
New Delhi – 110067.

**Subject: Third party audit of proactive disclosure of Public Authority M/s. Biju Patnaik National Steel Institute(BPNSI) u/s 4 of the RTI Act-2005.**

Sir,

The Right to Information Act-2005, allowed the citizen to access information under the control of public authorities. It has multiple dimensions. The most commonly known and widely utilized, is the filing of requests by the information seekers and the subsequent process of first and second appeals. This is the demand side of the transparency law.

The other dimension, which is the law's supply-side is a scheme of voluntary disclosure of information by public authorities (PAs) through a variety of means, principal among which is the disclosure through their websites.

Section 4 of RTI Act 2005 imposes obligations on Public Authorities to disclose certain information Suo-moto. For ensuring compliance of disclosure under section 4 of act, DOPT issued guidelines vide OM No. 1/6/2011-IR dated 15.04.2013, which inter-alia provided that each Ministry/Department shall get its proactive disclosure package audited by third party every year.

Accordingly, National Institute of Secondary Steel Technology, (NISST) Mandi Gobindgarh, Punjab, was nominated to conduct third party transparency audit of M/s. Biju Patnaik National Steel Institute (BPNSI), Kalinga Nagar, Odisha.

As per self-appraisal report & Suo-motu disclosure of information by M/s. Biju Patnaik National Institute (BPNSI) at their Website under RTI Act, the Summary Report is enclosed at Annexure – 1.

We appreciate the sincere efforts of M/s. Biju Patnaik National Steel Institute (BPNSI) as Public Authority for sharing required information on website to maintain the transparency.

NISST would like to share positive feedback that in future all the required information/url/links may be posted on website to meet the Transparency Audit Metrix.

Yours faithfully,

  
31/7/23

(V P Tewari)

Sr. Dy. Director(P&A) & CPIO

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Encl: as above

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## SUMMARY REPORT

**SUBJECT:-**Third party audit of proactive package under section 4 of RTI ACT 2005 for the year 2022-23

**NAME OF AUDITEE PUBLIC AUTHORITY:-** Biju Patnaik National Steel Institute (BPNSI)

**NAME OF TRAINING INSTITUTE CONDUCTING AUDIT:-** National Institute of Secondary Steel Technology(NISST), Punjab.

**AUDIT PROCESS:**

1. Gone through Biju Patnaik National Steel Institute self-appraisal report on the subject.
2. Checked veracity with the website of Biju Patnaik National Steel Institute (BPNSI)

The observations are as follows:

**1.0 Organization and function:** -This constitutes of 13 (Thirteen) subheads which are as under:

**1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)]**

: -Agreed with the Public Authority (BPNSI) under this subhead.

**1.2 Power and duties of its officers and employees[Section4(1)(b)(ii):-**

Agreed with the Public Authority (BPNSI) under this subhead.

**1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)] :** -

Agreed with the Public Authority (BPNSI) under this subhead..

**1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]** -Agreed with the Public Authority (BPNSI) under this subhead..

**1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] :** - Agreed with the Public Authority (BPNSI) under this subhead.

**1.6 Categories of documents held by the authority under its control [Section4(1)(b)(vi)] :** - Agreed with the Public Authority(BPNSI) under this subhead.

**1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vii)]** : - Agreed with the Public Authority (BPNSI) under this subhead.

**1.8 Directory of officers and employees [Section 4(1)(b)(ix)]**: - Agreed with the Public Authority (BPNSI) under this subhead.

**1.9 Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(ix)]**: - Agreed with the Public Authority (BPNSI) under this subhead.

**1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]** : - Agreed with the Public Authority (BPNSI) under this subhead.

**1.11 No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))**: - Agreed with the Public Authority (BPNSI) under this subhead.

**1.12 Programmes to advance understanding of RTI (Section 26)**: -Not met except 1.12.4.

**1.13 Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]**:- Agreed with the Public Authority (BPNSI) under this subhead.

**2. Budget and Programme**:-This constitutes of 6(Six)subheads which are as under:

**2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]** : - Agreed with the Public Authority (BPNSI) under this subhead except 2.1.2 & 2.1.4.

**2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**– Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**- Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]** :- Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**:- Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**2.6.CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**: - Not applicable.

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**3. Publicity Band Public interface: - This constitutes of 5 (Five) subheads which are asunder:**

**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)] [FNo1/6/2011-IRdt.15.04.2013]** - Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]-** Not applicable. Agreed with the Public Authority (BPNSI) under this subhead.

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]-** Agreed with the Public Authority (BPNSI) under this subhead.

**3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]:-** Not Met.

**3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]:** Agreed with the Public Authority (BPNSI) under this subhead.

**4. E-Governance:-**This constitutes of 7(Seven) subheads which are as under:

**4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]:** Not Met.

**4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011- IR dt 15. 4. 2013]-** Not Met.

**4.3 Information available in electronic form [Section 4(1)(b)(xiv)]:** - Agreed with the Public Authority (BPNSI) under this subhead.

**4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] –** Fully Met.

**4.5 Such other information as may be prescribed under Section 4(i)(b)(xvii) :** -Agreed with the Public Authority (BPNSI) under this subhead.

**4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IRdt.15.04.2013]:** - Agreed with the Public Authority (BPNSI) under this subhead except 4.6.2.

**4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]:-** Agreed with the Public Authority (BPNSI) under this subhead.



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31/7/23

5. Information as may be prescribed:-This constitutes of 1(One) subhead which are as under:

5.1 Such other information as may be prescribed [F. No. 1/2/2016-IRdt. 17.8.2016,F No. 1/6/2011-IR dt. 15.4.2013] : -Agreed with the Public Authority (BPNSI) under this subhead except 5.1.5.

6. Information Disclosed on own Initiative: -This constitutes of 2(Two) subheads which are as under:

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: - Partially Met.

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.: - Not Met.

*Shankh*  
31/7/23



National Institute of Secondary Steel Technology  
Mandi  
Gobindgarh  
Punjab

**Self appraisal report for Year (2022-23)**

**Auditor Agency: V P Tewari**

**Ministry Name: Ministry of Steel**

**Department Name:**

**Public Authority Name: Biju Patnaik National Steel Institute**

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="http://www.bpsnsi.org">http://www.bpsnsi.org</a>	Fully Met	1.28	<a href="http://www.bpsnsi.org">http://www.bpsnsi.org</a>
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="http://www.bpsnsi.org/mgt.htm">http://www.bpsnsi.org/mgt.htm</a>	Fully Met	1.28	<a href="https://www.bpsnsi.org/rti-manual-i.php">https://www.bpsnsi.org/rti-manual-i.php</a>
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="http://www.bpsnsi.org/RtiMan1.htm">http://www.bpsnsi.org/RtiMan1.htm</a>	Fully Met	1.28	<a href="https://www.bpsnsi.org/rti-manual-i.php">https://www.bpsnsi.org/rti-manual-i.php</a>
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="http://www.bpsnsi.org/RtiMan2.htm">http://www.bpsnsi.org/RtiMan2.htm</a>	Fully Met	1.28	<a href="https://www.bpsnsi.org/RtiMan2.php">https://www.bpsnsi.org/RtiMan2.php</a>
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="http://www.bpsnsi.org/RtiMan1.htm">http://www.bpsnsi.org/RtiMan1.htm</a>	Fully Met	1.28	<a href="https://www.bpsnsi.org/rti-manual-i.php">https://www.bpsnsi.org/rti-manual-i.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="http://www.bpsnsi.org/RtiMan1.htm">http://www.bpsnsi.org/RtiMan1.htm</a>	Fully Met	1.28	<a href="https://www.bpsnsi.org/rti-manual-i.php">https://www.bpsnsi.org/rti-manual-i.php</a>
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan2.php">https://www.bpsni.org/RtiMan2.php</a>
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan2.php">https://www.bpsni.org/RtiMan2.php</a>
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan2.php">https://www.bpsni.org/RtiMan2.php</a>
1.2.4	Exercised	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan2.php">https://www.bpsni.org/RtiMan2.php</a>
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan2.php">https://www.bpsni.org/RtiMan2.php</a>
<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="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan2.htm">http://www.bpsni.org/RtiMan2.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan3.php">https://www.bpsni.org/RtiMan3.php</a>
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan4.htm">http://www.bpsni.org/RtiMan4.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan4.php">https://www.bpsni.org/RtiMan4.php</a>
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan4.htm">http://www.bpsni.org/RtiMan4.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan4.php">https://www.bpsni.org/RtiMan4.php</a>
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan4.htm">http://www.bpsni.org/RtiMan4.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan4.php">https://www.bpsni.org/RtiMan4.php</a>
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan4.htm">http://www.bpsni.org/RtiMan4.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan4.php">https://www.bpsni.org/RtiMan4.php</a>
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="http://www.bpsni.org/RtiMan4.htm">http://www.bpsni.org/RtiMan4.htm</a>	Fully Met	1.54	<a href="https://www.bpsni.org/RtiMan4.php">https://www.bpsni.org/RtiMan4.php</a>
<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="http://www.bpsni.org/RtiMan5.htm">http://www.bpsni.org/RtiMan5.htm</a>	Fully Met	1.92	<a href="https://www.bpsni.org/RtiMan5.php">https://www.bpsni.org/RtiMan5.php</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="http://www.bpsni.org/RtiMan5.htm">http://www.bpsni.org/RtiMan5.htm</a>	Fully Met	1.92	<a href="https://www.bpsni.org/RtiMan5.php">https://www.bpsni.org/RtiMan5.php</a>
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	<a href="http://www.bpsni.org/RtiMan5.htm">http://www.bpsni.org/RtiMan5.htm</a>	Fully Met	1.92	<a href="https://www.bpsni.org/RtiMan5.php">https://www.bpsni.org/RtiMan5.php</a>
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	<a href="http://www.bpsni.org/RtiMan5.htm">http://www.bpsni.org/RtiMan5.htm</a>	Fully Met	1.92	<a href="https://www.bpsni.org/RtiMan5.php">https://www.bpsni.org/RtiMan5.php</a>
<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="http://www.bpsni.org/RtiMan6.htm">http://www.bpsni.org/RtiMan6.htm</a>	Fully Met	3.85	<a href="https://www.bpsni.org/RtiMan6.php">https://www.bpsni.org/RtiMan6.php</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="http://www.bpsni.org/RtiMan6.htm">http://www.bpsni.org/RtiMan6.htm</a>	Fully Met	3.85	<a href="https://www.bpsni.org/RtiMan6.php">https://www.bpsni.org/RtiMan6.php</a>
<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="http://www.bpsni.org/Mannual%208.pdf">http://www.bpsni.org/Mannual%208.pdf</a>	Fully Met	0.96	<a href="https://www.bpsni.org/images/documents/Mannual-8.pdf">https://www.bpsni.org/images/documents/Mannual-8.pdf</a>
1.7.2	Composition	Fully Met	0.96	0.96	<a href="http://www.bpsni.org/Mannual%208.pdf">http://www.bpsni.org/Mannual%208.pdf</a>	Fully Met	0.96	<a href="https://www.bpsni.org/images/documents/Mannual-8.pdf">https://www.bpsni.org/images/documents/Mannual-8.pdf</a>
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Additional information report	Fully Met	0.96	<a href="https://bpsni.org/images/documents/docs_1685923297.pdf">https://bpsni.org/images/documents/docs_1685923297.pdf</a>
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Additional information report	Fully Met	0.96	<a href="https://bpsni.org/images/documents/docs_1685923297.pdf">https://bpsni.org/images/documents/docs_1685923297.pdf</a>
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="http://www.bpsni.org/Mannual%208.pdf">http://www.bpsni.org/Mannual%208.pdf</a>	Fully Met	0.96	<a href="https://www.bpsni.org/images/documents/Mannual-8.pdf">https://www.bpsni.org/images/documents/Mannual-8.pdf</a>
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Additional information report	Fully Met	0.96	<a href="https://bpsni.org/images/documents/docs_">https://bpsni.org/images/documents/docs_</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								1685923297.pdf
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Additional informatio report	Fully Met	0.96	<a href="https://bpnsi.org/images/documents/docs_1685923297.pdf">https://bpnsi.org/images/documents/docs_1685923297.pdf</a>
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Additional informatio report	Fully Met	0.96	<a href="https://bpnsi.org/images/documents/docs_1685923297.pdf">https://bpnsi.org/images/documents/docs_1685923297.pdf</a>
<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="http://www.bpnsi.org/RtiMan9.htm">http://www.bpnsi.org/RtiMan9.htm</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMan9.php">https://www.bpnsi.org/RtiMan9.php</a>
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="http://www.bpnsi.org/RtiMan9.htm">http://www.bpnsi.org/RtiMan9.htm</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMan9.php">https://www.bpnsi.org/RtiMan9.php</a>
<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="http://www.bpnsi.org/RtiMan10.htm">http://www.bpnsi.org/RtiMan10.htm</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMan10.php">https://www.bpnsi.org/RtiMan10.php</a>
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="http://www.bpnsi.org/RtiMan10.htm">http://www.bpnsi.org/RtiMan10.htm</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMan10.php">https://www.bpnsi.org/RtiMan10.php</a>
<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="http://www.bpnsi.org/RtiMan16.htm">http://www.bpnsi.org/RtiMan16.htm</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMan16.php">https://www.bpnsi.org/RtiMan16.php</a>
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="http://www.bpnsi.org/RtiMan">http://www.bpnsi.org/RtiMan</a>	Fully Met	3.85	<a href="https://www.bpnsi.org/RtiMa">https://www.bpnsi.org/RtiMa</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					16.htm			n16.php
<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="http://www.bpsnsi.org/RtiMan2.htm">http://www.bpsnsi.org/RtiMan2.htm</a>	Fully Met	3.85	<a href="https://www.bpsnsi.org/RtiMan2.php">https://www.bpsnsi.org/RtiMan2.php</a>
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="http://www.bpsnsi.org/RtiMan2.htm">http://www.bpsnsi.org/RtiMan2.htm</a>	Fully Met	3.85	<a href="https://www.bpsnsi.org/RtiMan2.php">https://www.bpsnsi.org/RtiMan2.php</a>
<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	Not Met	0	Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	Not Met
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	FAQ on RTI	Fully Met	1.92	<a href="https://www.bpsnsi.org/rti-guidelines.php">https://www.bpsnsi.org/rti-guidelines.php</a>
<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="http://www.bpsnsi.org/RtiMan5.htm">http://www.bpsnsi.org/RtiMan5.htm</a>	Fully Met	7.69	<a href="https://www.bpsnsi.org/RtiMan5.php">https://www.bpsnsi.org/RtiMan5.php</a>
<b>Total</b>			<b>100</b>	<b>94</b>		<b>100</b>	<b>94</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="http://www.bpsnsi.org/RtiMan11.htm">http://www.bpsnsi.org/RtiMan11.htm</a>	Fully Met	10.00	<a href="https://www.bpsnsi.org/RtiMan11.php">https://www.bpsnsi.org/RtiMan11.php</a>
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="http://www.bpsnsi.org/RtiMan11.htm">http://www.bpsnsi.org/RtiMan11.htm</a>	Not Applicable	0	NOT APPLICABLE AS PER PA
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="http://www.bpsnsi.org/RtiMan">http://www.bpsnsi.org/RtiMan</a>	Fully Met	10.00	<a href="https://www.bpsnsi.org/RtiMa">https://www.bpsnsi.org/RtiMa</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					11.htm			n11.php
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://www.bpsnsi.org/RtiMan11.htm	Not Applicable	0	NOT APPLICABLE AS PER PA
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://www.bpsnsi.org/RtiMan11.htm	Not Applicable	0	NOT APPLICABLE AS PER PA
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Fully Met	16.67	16.67	Additional Information	Not Applicable	0	NOT APPLICABLE AS PER PA
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	NOT APPLICABLE AS PER PA
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.	Not Applicable	0	0	empty	Not Applicable	0	N.A. As per P.A. no procurement/service contracts during last three-four years
<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	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.2	Objective of the programme	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
								AS PER PA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
<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	NOT APPLICABLE AS PER PA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
<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	NOT APPLICABLE AS PER PA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	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
	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							AS PER PA
<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	Additional Information	Not Applicable	0	NOT APPLICABLE AS PER PA
<b>Total</b>			<b>117</b>	<b>117</b>		<b>20</b>	<b>20</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 thereof [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 AS PER PA
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 AS PER PA
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 AS PER PA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
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 AS PER PA
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 AS PER PA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
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 AS PER PA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA
<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 AS PER PA
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 AS PER PA
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE AS PER PA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	interactive- Outline the arrangement for consultation before formulation of policy							
<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	www.bpsni.org	Fully Met	50.00	www.bpsni.org
<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	Partially Met	25	12.50	Partially Met	Not Met	0	NOT MET
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Addl.Information	Not Met	0	NOT MET
<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	NOT MET
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	NOT MET
<b>Total</b>			<b>100</b>	<b>88</b>		<b>150</b>	<b>50</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	Available in P&A dept.	Not Met	0	NOT MET
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	NOT MET
<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	03.06.2023	Not Met	0	NOT MET
<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	http://www.bpsni.org/RtiMan14.htm	Fully Met	9.52	https://bpsni.org/images/documents/docs_1689776372.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://www.bpsni.org/RtiMan14.htm	Fully Met	9.52	https://bpsni.org/images/documents/docs_1689776372.p

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="http://www.bpsnsi.org/RtiMan14.htm">http://www.bpsnsi.org/RtiMan14.htm</a>	Fully Met	9.52	<a href="https://bpsnsi.org/images/documents/docs_1689776372.pdf">https://bpsnsi.org/images/documents/docs_1689776372.pdf</a>
<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="http://www.bpsnsi.org/rtiman16.htm">http://www.bpsnsi.org/rtiman16.htm</a>	Fully Met	7.14	<a href="https://bpsnsi.org/images/documents/docs_1689776372.pdf">https://bpsnsi.org/images/documents/docs_1689776372.pdf</a>
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="http://www.bpsnsi.org">www.bpsnsi.org</a>	Fully Met	7.14	<a href="https://bpsnsi.org/images/documents/docs_1689776372.pdf">https://bpsnsi.org/images/documents/docs_1689776372.pdf</a>
4.4.3	Working hours of the facility	Not Met	7.14	0	empty	Fully Met	7.14	<a href="https://bpsnsi.org/images/documents/docs_1689776372.pdf">https://bpsnsi.org/images/documents/docs_1689776372.pdf</a>
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	CPIO name and address	Fully Met	7.14	<a href="https://bpsnsi.org/images/documents/docs_1689776372.pdf">https://bpsnsi.org/images/documents/docs_1689776372.pdf</a>
<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="http://www.bpsnsi.org/RtiMan4.htm">http://www.bpsnsi.org/RtiMan4.htm</a>	Fully Met	3.57	<a href="https://www.bpsnsi.org/RtiMan4.php">https://www.bpsnsi.org/RtiMan4.php</a>
4.5.2	Details of applications received under RTI and	Fully Met	3.57	3.57	report of RTI	Fully Met	3.57	<a href="https://www.b">https://www.b</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	information provided							<a href="https://www.bpsni.org/images/documents/docs_1685654858.pdf">bpsni.org/images/documents/docs_1685654858.pdf</a>
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable As Per PA
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable As Per PA
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Applicable	0	N.A. As per P.A. no procurement/service contracts during last three-four years
4.5.6	Annual Report	Fully Met	3.57	3.57	RTI activity report 2022-23	Fully Met	3.57	<a href="https://www.bpsni.org/bpsni-activity-report.php">https://www.bpsni.org/bpsni-activity-report.php</a>
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	RTI FAQ	Fully Met	3.57	<a href="https://bpsni.org/images/documents/docs_1687364686.pdf">https://bpsni.org/images/documents/docs_1687364686.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	Fully Met	3.57	3.57	<a href="http://www.bpsni.org">www.bpsni.org</a>	Partially Met	1.79	<a href="https://www.bpsni.org/images/documents/docs_1664404263.pdf">https://www.bpsni.org/images/documents/docs_1664404263.pdf</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	Fully Met	14.29	14.29	RTI reports	Fully Met	14.29	<a href="https://www.bpsni.org/imag">https://www.bpsni.org/imag</a>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								es/documents/docs_1685654858.pdf
4.6.2	Details of appeals received and orders issued	Not Applicable	0	0	empty	Fully Met	14.29	https://www.bpsni.org/images/documents/docs_1685654858.pdf
<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	Fully Met	28.57	28.57	Addl. information to self appraisal	Fully Met	28.57	https://bpsni.org/images/documents/docs_1685923297.pdf
<b>Total</b>			<b>175</b>	<b>154</b>		<b>189</b>	<b>130</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	http://www.bpsni.org/RtiMan16.htm	Fully Met	20.00	https://www.bpsni.org/RtiMan16.php
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	reports in annexure	Fully Met	20.00	https://www.bpsni.org/images/documents/docs_1669137745.pdf
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	http://www.bpsni.org/RtiMan16.htm	Fully Met	20.00	https://www.bpsni.org/RtiMan16.php
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	Not Met	20	0	empty	Not Met	0	NOT MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	http://www.bpsnsi.org/RtiMan16.htm	Not Met	0	NOT MET
<b>Total</b>			<b>100</b>	<b>80</b>		<b>100</b>	<b>60</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	Partially Met	25	12.50	www.bpsnsi.org	Partially Met	12.50	www.bpsnsi.org
<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 Met	12.5	0	empty	Not Met	0	NOT MET
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	NOT MET
<b>Total</b>			<b>50</b>	<b>13</b>		<b>50</b>	<b>13</b>	
<b>Grand Total</b>			<b>642</b>	<b>544</b>		<b>609</b>	<b>367</b>	