

Self appraisal report for Year (2023-24)

Auditor Agency: Dr T S Rana(HRDC - CSIR)

Ministry Name: Ministry of Science & Technology

Department Name: Department of Scientific & Industrial Research

Public Authority Name: CSIR-IICB, Kolkata

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	https://iicb.res.in/	Fully Met	1.28	https://iicb.res.in/storage/rti/2024/rti.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://iicb.res.in/	Fully Met	1.28	https://iicb.res.in/about-us/general-info/from-the-director's-desk
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://iicb.res.in/	Not Met	0	Not Met
1.1.4	Function and duties	Partially Met	1.28	0.64	https://iicb.res.in/	Not Met	0	Not Met
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://iicb.res.in/	Fully Met	1.28	https://iicb.res.in/about-us/general-info/organogram
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	Fully Met	1.28	1.28	https://iicb.res.in/	Fully Met	1.28	https://iicb.res.in/about-us/general-info/history

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	been dealt							
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)	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	https://iicb.res.in/storage/rti/2024/rti.pdf
1.2.2	Power and duties of other employees	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	ok
1.2.3	Rules/ orders under which powers and duty are derived and	Partially Met	1.54	0.77	https://iicb.res.in/	Not Met	0	specific details required on IICB website
1.2.4	Exercised	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	ok
1.2.5	Work allocation	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	ok
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	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	https://iicb.res.in/storage/rti/2024/rti.pdf
1.3.2	Final decision making authority	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	Partially Met	1.54	0.77	https://iicb.res.in/	Not Met	0	Not met
1.3.4	Time limit for taking a decisions, if any	Partially Met	1.54	0.77	https://iicb.res.in/	Not Met	0	Not met
1.3.5	Channel of supervision and accountability	Partially Met	1.54	0.77	https://iicb.res.in/	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	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	https://iicb.res.in/storage/rti/2024/rti.pdf
1.4.2	Norms/ standards for functions/ service delivery	Partially Met	1.54	0.77	https://iicb.res.in/	Fully Met	1.54	ok

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1.4.3	Process by which these services can be accessed	Partially Met	1.54	0.77	in/ https://iicb.res.in/	Partially Met	0.77	specific details required on IICB website
1.4.4	Time-limit for achieving the targets	Partially Met	1.54	0.77	in/ https://iicb.res.in/	Not Met	0	Not met
1.4.5	Process of redress of grievances	Partially Met	1.54	0.77	in/ https://iicb.res.in/	Not Met	0	Not met
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.	Partially Met	1.92	0.96	in/ https://iicb.res.in/	Not Met	0	specific details required on IICB website
1.5.2	List of Rules, regulations, instructions manuals and records.	Partially Met	1.92	0.96	in/ https://iicb.res.in/	Not Met	0	specific details required on IICB website
1.5.3	Acts/ Rules manuals etc.	Partially Met	1.92	0.96	in/ https://iicb.res.in/	Not Met	0	specific details required on IICB website
1.5.4	Transfer policy and transfer orders	Partially Met	1.92	0.96	in/ https://iicb.res.in/	Fully Met	1.92	CSIR-HQ transfer policy is applicable to all CSIR labs
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Partially Met	3.85	1.93	in/ https://iicb.res.in/storage/rti/2024/rti.pdf	Fully Met	3.85	
1.6.2	Custodian of documents/categories	Partially Met	3.85	1.93	in/ https://iicb.res.in/	Fully Met	3.85	ok

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					in/			
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.	Partially Met	0.96	0.48	https://icb.res.in/	Fully Met	0.96	https://icb.res.in/research-council-csir-icb
1.7.2	Composition	Fully Met	0.96	0.96	https://icb.res.in/	Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://icb.res.in/	Not Met	0	Not Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://icb.res.in/	Not Met	0	Not Met
1.7.5	Powers and functions	Partially Met	0.96	0.48	https://icb.res.in/	Not Met	0	Not Met
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	https://icb.res.in/	Fully Met	3.85	https://icb.res.in/administration/recruitment-committee-section
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://icb.res.in/	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	https://icb.res.in/	Fully Met	3.85	https://icb.res.in/storage/rti/2024/stafflist.pdf
1.9.2	System of compensation as provided in its	Fully Met	3.85	3.85	https://icb.res.in/	Fully Met	3.85	OK

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	regulations				in/			
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://iicb.res.in/	Fully Met	3.85	https://iicb.res.in/storage/rti/2024/rti.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://iicb.res.in/	Partially Met	1.93	complete information required
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	https://iicb.res.in/	Not Met	0	NOT MET
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://iicb.res.in/	Not Met	0	NOT MET
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Fully Met	1.92	CSIR-HRDC is responsible for conducting training programs for all CSIR labs
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Fully Met	1.92	CSIR-HRDC is responsible for conducting training programs for all CSIR labs
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	Fully Met	1.92	CSIR-HRDC is responsible for conducting training programs for

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								all CSIR labs
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	0	0	empty	Partially Met	0.96	complete information required on website
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	https://iicb.res.in/	Fully Met	7.69	CSIR-HQ transfer policy is applicable to all CSIR labs
Total			89	69		97	67	
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	Partially Met	10	5.00	https://iicb.res.in/	Fully Met	10.00	https://iicb.res.in/storage/rti/2024/expenditu res.pdf
2.1.2	Budget for each agency and plan & programmes	Partially Met	10	5.00	https://iicb.res.in/	Not Applicable	0	NA
2.1.3	Proposed expenditures	Partially Met	10	5.00	https://iicb.res.in/	Fully Met	10.00	https://iicb.res.in/storage/rti/2024/expenditu res.pdf
2.1.4	Revised budget for each agency, if any	Partially Met	10	5.00	https://iicb.res.in/	Not Applicable	0	NA
2.1.5	Report on disbursements made and place where the related reports are available	Partially Met	10	5.00	https://iicb.res.in/	Not Applicable	0	NA
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	https://iicb.res.in/	Fully Met	16.67	https://iicb.res.in/storage/rti/2

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								024/expenditu res.pdf
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	Partially Met	16.67	8.34	https://iicb.res.in/	Not Met	0	Not Met
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.	Partially Met	16.67	8.34	https://iicb.res.in/	Fully Met	16.67	https://iicb.res.in/tenders
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	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	N A
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	N A

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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	NA
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	N A
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Met	0	Not Met
Total			100	50		120	53	
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 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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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

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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
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	Not Applicable	0	0	empty	Not Applicable	0	NA

[illegible]

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4.4.1	Name & location of the faculty	Not Applicable	0	0	empty	Fully Met	7.14	https://iicb.res.in/storage/rti/2024/rti.pdf
4.4.2	Details of information made available	Not Applicable	0	0	empty	Fully Met	7.14	https://iicb.res.in/storage/rti/2024/rti.pdf
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Fully Met	7.14	ok
4.4.4	Contact person & contact details (Phone, fax email)	Not Applicable	0	0	empty	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	Partially Met	3.57	1.79	https://iicb.res.in/	Not Met	0	Not Met
4.5.2	Details of applications received under RTI and information provided	Partially Met	3.57	1.79	https://iicb.res.in/	Not Met	0	Not Met
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://iicb.res.in/	Fully Met	3.57	https://iicb.res.in/storage/forms-pdf/0j7CnPvDHWtbRAv2H3r6xwn9J8GyoZm8IWiiPawQ.pdf
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://iicb.res.in/	Not Met	0	Not Met
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Fully Met	3.57	https://iicb.res.in/tenders
4.5.6	Annual Report	Fully Met	3.57	3.57	https://iicb.res.in/	Partially Met	1.79	https://iicb.res.in/about-us/general-info/annual-report
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	Not Met
4.5.8	Any other information such as - (a) Citizen's	Not Applicable	0	0	empty	Not Applicable	0	NA

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	Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter							
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	https://icb.res.in/	Not Met	0	Not Met
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://icb.res.in/	Not Met	0	Not Met
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 Met	28.57	0	empty	Not Met	0	Not Met
Total			82	43		196	123	
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	https://icb.res.in/	Partially Met	10.00	Complete specific details required
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	Fully Met	20.00	28/7/2023
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	https://icb.res.in/	Partially Met	10.00	Complete specific details required
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	Fully Met	20	20.00	https://icb.res.in/	Partially Met	10.00	Complete specific details required
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)	Not Met	20	0	empty	Partially Met	10.00	Complete specific details

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL required
	Name & Designation of the Officers							
Total			100	60		100	60	
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	Partially Met	25	12.50	https://iicb.res.in/	Partially Met	12.50	Complete detail of information u/s 4 of RTI required on website
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	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
Total			50	13		50	13	
Grand Total			421	235		663	391	