

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

**Auditor Agency: Pradeep Kumar L(Sushma Swaraj Institute of Foreign Services, Ministry of External Affairs, Old JNU Campus, Munirka, New Delhi, Delhi-110067)**

**Ministry Name: Ministry of External Affairs**

**Department Name:**

**Public Authority Name: High Commission of India, Kingston, Jamaica**

| 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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.28          | Available           |
| 1.1.2      | Head of the organization   | Fully Met      | 1.28  | 1.28          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.28          | Available           |
| 1.1.3      | Vision, Mission and Key objectives   | Fully Met      | 1.28  | 1.28          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.28          | Available           |
| 1.1.4      | Function and duties  | Fully Met      | 1.28  | 1.28          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.28          | Available           |
| 1.1.5      | Organization Chart   | Fully Met      | 1.28  | 1.28          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Not 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 | Not Applicable | 0     | 0             | empty   | Partially Met    | 0.64          | Partially Available |

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|------------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
|            | been dealt  |                |       |               |   |                  |               |                     |
| <b>1.2</b> | <b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b> |                |       |               |   |                  |               |                     |
| 1.2.1      | Powers and duties of officers (administrative, financial and judicial)      | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.2.2      | Power and duties of other employees   | Not Applicable | 0     | 0             | empty   | Fully Met        | 1.54          | Available           |
| 1.2.3      | Rules/ orders under which powers and duty are derived and                   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.2.4      | Exercised   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.2.5      | Work allocation   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.3.2      | Final decision making authority   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.3.3      | Related provisions, acts, rules etc.  | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.3.4      | Time limit for taking a decisions, if any                                   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Not Available       |
| 1.3.5      | Channel of supervision and accountability                                   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| <b>1.4</b> | <b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>                |                |       |               |   |                  |               |                     |

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|------------|--|----------------|-------|---------------|---|------------------|---------------|---------------------|
| 1.4.1      | Nature of functions/ services offered  | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.4.2      | Norms/ standards for functions/ service delivery   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.4.3      | Process by which these services can be accessed  | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| 1.4.4      | Time-limit for achieving the targets   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Available           |
| 1.4.5      | Process of redress of grievances   | Fully Met      | 1.54  | 1.54          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.54          | Available           |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.92          | Available           |
| 1.5.2      | List of Rules, regulations, instructions manuals and records.  | Fully Met      | 1.92  | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.92          | Available           |
| 1.5.3      | Acts/ Rules manuals etc.   | Fully Met      | 1.92  | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.92          | Available           |
| 1.5.4      | Transfer policy and transfer orders  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 3.85          | Available           |
| 1.6.2      | Custodian of documents/categories  | Fully Met      | 3.85  | 3.85          | <a href="https://hcikingston.gov.in/pa">https://hcikingston.gov.in/pa</a>                 | Not Met          | 0             | Available           |

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|-------------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
|             |   |                |       |               | ges/OA,,  |                  |               |                     |
| <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.   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.2       | Composition   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.3       | Dates from which constituted  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.4       | Term/ Tenure  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.5       | Powers and functions  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.6       | Whether their meetings are open to the public?  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.7       | Whether the minutes of the meetings are open to the public?   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 1.7.8       | Place where the minutes if open to the public are available?  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 3.85          | Available           |
| 1.8.2       | Telephone , fax and email ID  | Fully Met      | 3.85  | 3.85          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 3.85          | Available           |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 3.85          | Available           |
| 1.9.2       | System of compensation as provided in its regulations   | Fully Met      | 3.85  | 3.85          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Applicable   | 0             | Not Applicable      |
| <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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 3.85          | Available           |
| 1.10.2      | Address, telephone numbers and email ID of each designated official.  | Fully Met      | 3.85  | 3.85          | <a href="https://hcikingston.gov.in/pa">https://hcikingston.gov.in/pa</a>                 | Fully Met        | 3.85          | Available           |

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|--------------|--|----------------|-----------|---------------|---|------------------|---------------|-----------------------------------|
|              |  |                |           |               | ges/OA,,  |                  |               |                                   |
| <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                        | Not Applicable | 0         | 0             | empty   | Not Applicable   | 0             | Not Applicable                    |
| 1.11.2       | (ii) Finalised for Minor penalty or major penalty proceedings  | Not Applicable | 0         | 0             | empty   | Not Applicable   | 0             | Not Applicable                    |
| <b>1.12</b>  | <b>Programmes to advance understanding of RTI(Section 26)</b>  |                |           |               |   |                  |               |                                   |
| 1.12.1       | Educational programmes   | Fully Met      | 1.92      | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Applicable   | 0             | Not Applicable                    |
| 1.12.2       | Efforts to encourage public authority to participate in these programmes   | Fully Met      | 1.92      | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Applicable   | 0             | Not Applicable                    |
| 1.12.3       | Training of CPIO/APIO  | Fully Met      | 1.92      | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Applicable   | 0             | Not Applicable                    |
| 1.12.4       | Update & publish guidelines on RTI by the Public Authorities concerned   | Fully Met      | 1.92      | 1.92          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 1.92          | Available                         |
| <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]  | Not Applicable | 0         | 0             | empty   | Not Applicable   | 0             | Not Applicable                    |
| <b>Total</b> |  |                | <b>72</b> | <b>72</b>     |   | <b>65</b>        | <b>57</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="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Could not be found on the website |
| 2.1.2        | Budget for each agency and plan & programmes   | Not Applicable | 0         | 0             | empty   | Not Met          | 0             | Not Available                     |
| 2.1.3        | Proposed expenditures  | Not Applicable | 0         | 0             | empty   | Not Met          | 0             | Not Available                     |

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|------------|--|----------------|-------|---------------|---|------------------|---------------|---------------------|
| 2.1.4      | Revised budget for each agency, if any   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.1.5      | Report on disbursements made and place where the related reports are available   | Not Applicable | 0     | 0             | empty   | Not Met          | 0             | Not Applicable      |
| <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         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Not Available       |
| 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 Met          | 0             | Not Available       |
| 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   | Partially Met    | 8.34          | Partially Available |
| <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      |
| 2.3.2      | Objective of the programme   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.3      | Procedure to avail benefits  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.4      | Duration of the programme/ scheme  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.5      | Physical and financial targets of the programme  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.6      | Nature/ scale of subsidy /amount allotted  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.7      | Eligibility criteria for grant of subsidy  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 2.3.8      | Details of beneficiaries of subsidy programme (number, profile etc)  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |

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| <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      |
| 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      |
| <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      |
| 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             | Not Applicable      |
| <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.   | Not Applicable | 0         | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b> |   |                | <b>27</b> | <b>27</b>     |   | <b>90</b>        | <b>8</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 there of [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   | Fully Met        | 12.50         | 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                               | Fully Met      | 12.5      | 12.50         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Applicable   | 0             | Not Applicable      |

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|------------|--|----------------|-------|---------------|---------|------------------|---------------|---------------------|
|            | applicants   |                |       |               |         |                  |               |                     |
| 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      |
| 3.1.4      | Public- private partnerships (PPP)- Detailed project reports (DPRs)  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 3.1.5      | Public- private partnerships (PPP)- Concession agreements.   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 3.1.6      | Public- private partnerships (PPP)- Operation and maintenance manuals  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 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      |
| 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      |
| 3.1.9      | Public- private partnerships (PPP) -Information relating to outputs and outcomes   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 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      |
| 3.1.11     | Public- private partnerships (PPP) - All payment made under the PPP project  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <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      |
| 3.2.2      | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |



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|--------------|---|----------------|------------|---------------|---|------------------|---------------|---------------------|
|              | - Outline the Public consultation process   |                |            |               |   |                  |               |                     |
| 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             | Not Applicable      |
| <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         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 50.00         | Available           |
| <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  | Fully Met      | 25         | 25.00         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 25.00         | Available           |
| 3.4.2        | Information manual/handbook available in Printed format   | Fully Met      | 25         | 25.00         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 25.00         | Available           |
| <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   | Fully Met        | 25.00         | Available           |
| 3.5.2        | List of materials available At a reasonable cost of the medium  | Not Applicable | 0          | 0             | empty   | Fully Met        | 25.00         | Available           |
| <b>Total</b> |   |                | <b>113</b> | <b>113</b>    |   | <b>163</b>       | <b>163</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         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 14.29         | Available           |
| 4.1.2        | Vernacular/ Local Language  | Not Applicable | 0          | 0             | empty   | Fully Met        | 14.29         | Available           |
| <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  | Not Applicable | 0          | 0             | empty   | Fully Met        | 28.57         | Available           |
| <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          | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Fully Met        | 9.52          | Available           |

| Sr. No     | Details of disclosure   | Category       | Marks | Obtained Mark | Remarks                               | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------------|-------|---------------|---------------------------------------|------------------|---------------|---------------------|
|            |   |                |       |               | ston.gov.in/pages/OA,,                |                  |               |                     |
| 4.3.2      | Name/ title of the document/record/ other information   | Fully Met      | 9.52  | 9.52          | https://hcikingston.gov.in/pages/OA,, | Fully Met        | 9.52          | Available           |
| 4.3.3      | Location where available  | Fully Met      | 9.52  | 9.52          | https://hcikingston.gov.in/pages/OA,, | Fully Met        | 9.52          | Available           |
| <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          | https://hcikingston.gov.in/           | Fully Met        | 7.14          | Available           |
| 4.4.2      | Details of information made available   | Fully Met      | 7.14  | 7.14          | https://hcikingston.gov.in/           | Fully Met        | 7.14          | Available           |
| 4.4.3      | Working hours of the facility   | Fully Met      | 7.14  | 7.14          | https://hcikingston.gov.in/           | Fully Met        | 7.14          | Available           |
| 4.4.4      | Contact person & contact details (Phone, fax email)   | Fully Met      | 7.14  | 7.14          | https://hcikingston.gov.in/           | Fully Met        | 7.14          | Available           |
| <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          | https://hcikingston.gov.in/pages/OA,, | Fully Met        | 3.57          | Available           |
| 4.5.2      | Details of applications received under RTI and information provided   | Fully Met      | 3.57  | 3.57          | https://hcikingston.gov.in/pages/OA,, | Not Met          | 0             | Not Available       |
| 4.5.3      | List of completed schemes/ projects/ Programmes   | Not Applicable | 0     | 0             | empty                                 | Not Applicable   | 0             | Not Applicable      |
| 4.5.4      | List of schemes/ projects/ programme underway   | Not Applicable | 0     | 0             | empty                                 | Not Applicable   | 0             | Not Applicable      |
| 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                                 | Partially Met    | 1.79          | Partially Available |
| 4.5.6      | Annual Report   | Fully Met      | 3.57  | 3.57          | https://hcikingston.gov.in/           | Not Applicable   | 0             | Not Applicable      |

| Sr. No       | Details of disclosure  | Category       | Marks      | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|----------------|------------|---------------|---|------------------|---------------|---------------------|
| 4.5.7        | Frequently Asked Question (FAQs)   | Fully Met      | 3.57       | 3.57          | <a href="https://hcikingston.gov.in/">https://hcikingston.gov.in/</a>                     | Fully Met        | 3.57          | 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 | Not Applicable | 0          | 0             | empty   | Not Met          | 0             | Not Available       |
| <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         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Not Available       |
| 4.6.2        | Details of appeals received and orders issued  | Fully Met      | 14.29      | 14.29         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | Not Available       |
| <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   | Not Applicable | 0          | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b> |  |                | <b>114</b> | <b>114</b>    |   | <b>161</b>       | <b>123</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  | Partially Met  | 20         | 10.00         | <a href="https://hcikingston.gov.in/">https://hcikingston.gov.in/</a>                     | Partially Met    | 10.00         | Partially 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         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Not Met          | 0             | 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         | <a href="https://hcikingston.gov.in/">https://hcikingston.gov.in/</a>                     | Not Met          | 0             | Not Available       |
| 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 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 |
|--------------------|--|-----------|------------|---------------|---|------------------|---------------|---------------------|
| 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         | <a href="https://hcikingston.gov.in/">https://hcikingston.gov.in/</a>                     | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b>       |  |           | <b>80</b>  | <b>70</b>     |   | <b>60</b>        | <b>10</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  | Fully Met | 25         | 25.00         | <a href="https://hcikingston.gov.in/pages/OA,,">https://hcikingston.gov.in/pages/OA,,</a> | Partially Met    | 12.50         | Partially Available |
| <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 Available       |
| 6.2.2              | Does the website show the certificate on the Website?  | Not Met   | 12.5       | 0             | empty   | Not Met          | 0             | Not Available       |
| <b>Total</b>       |  |           | <b>50</b>  | <b>25</b>     |   | <b>50</b>        | <b>13</b>     |                     |
| <b>Grand Total</b> |  |           | <b>456</b> | <b>421</b>    |   | <b>589</b>       | <b>373</b>    |                     |