

Self appraisal report Of Public Authority By Auditor

Year(2020-21)

Year:*

2020-2021

Search

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/U RL
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/AboutUs/Vision.aspx

1.1.4	Function and duties	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx
1.1.5	Organization Chart	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/AboutUs/Organisation.aspx#org_str
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	1.28	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx	Fully Met	1.28	https://www.indiapost.gov.in/VAS/Pages/AboutUs/AboutUs.aspx

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)	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx	Not Met	0	Rules may be updated
1.2.4	Exercised	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx

1.2.5	Work allocation	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx
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	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx
1.3.2	Final decision making authority	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx

1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx	Not Applicable	0	Not applicable
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx

1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx	Fully Met	1.54	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx
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.	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx

1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx	Partially Met	0.96	instead of Manual-5, link to Manual-18 may be provided.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx	Partially Met	1.93	Not all sections are mentioned

1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx
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.	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx
1.7.2	Composition	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Partially Met	0.48	Dates are not mentioned in majority of cases

1.7.4	Term/ Tenure	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Partially Met	0.48	Term/tenure of the Boards, Councils, Committees do not apply
1.7.5	Powers and functions	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Not Applicable	0	Not applicable
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Not Applicable	0	Not applicable

1.7.8	Place where the minutes if open to the public are available?	0.96	Fully Met	0.96	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx	Not Applicable	0	Not applicable
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister
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	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx
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	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx

1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx	Fully Met	3.85	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx
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	3.85	Not Met	0		Not Met	0	Not met
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Not Met	0		Not Met	0	Not met
1.12	Programmes to advance understanding of RTI(Section 26)							

1.12.1	Educational programmes	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx	Fully Met	1.92	More details of training provided to CPIOs /APIOs may be given
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx	Fully Met	1.92	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx
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]	7.69	Fully Met	7.69	https://www.indiapost.gov.in/VAS/DOP_PDFFiles/TRANSFERPOLICY2019.pdf	Partially Met	3.85	Transfer orders from Directorate /Circles not updated
Total		100		92		96	79	

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	10	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx
2.1.3	Proposed expenditures	10	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx

2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx	Fully Met	10.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	16.67	Not Met	0		Not Met	0	Postal Directorate may provide these details
2.2.2		16.67	Not Met	0		Not Met	0	Postal Directorate may provide these details

	<p>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.</p> <p>(a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit</p>							
2.2.3		16.67	Not Met	0		Not Met	0	Postal Directorate may provide these details

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.

2.3

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.2	Objective of the programme	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.3	Procedure to avail benefits	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.4	Duration of the programme/scheme	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx

2.3.5	Physical and financial targets of the programme	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.6	Nature/ scale of subsidy /amount allotted	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.7	Eligibility criteria for grant of subsidy	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	6.25	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx	Fully Met	6.25	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx
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	25	Not Met	0		Not Applicable	0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	25	Not Met	0		Not Applicable	0	Not Applicable
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	25	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx

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	25	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx
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.	50	Fully Met	50.00	https://www.indiapost.gov.in/VAS/Pages/AboutUs/AnnualReport2020-21.aspx	Fully Met	50.00	https://www.indiapost.gov.in/VAS/Pages/AboutUs/AnnualReport2020-21.aspx	
Total		300		200		250	200		
Previous (/question/auditor-transparency-viewing-report-pa-wise?y Next (/question/auditor-transparency-viewing-report-pa-wise?year=2021&pa=28&id=3)									

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Self appraisal report Of Public Authority By Auditor

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/U RL
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	12.5	Not Met	0		Not Met	0	details of 'Post Forums' may be included and updated

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	12.5	Not Met	0		Not Met	0	details of 'Post Forums' may be included and updated
3.1.3	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	2.78	Not Met	0		Not Met	0	Not Met

3.1.4	Public-private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Not Met	0		Not Met	0	Not Met
3.1.5	Public-private partnerships (PPP)- Concession agreements.	2.78	Not Met	0		Not Met	0	Not Met
3.1.6	Public-private partnerships (PPP)- Operation and maintenance manuals	2.78	Not Met	0		Not Met	0	Not Met
3.1.7	Public-private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2.78	Not Met	0		Not Met	0	Not Met

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	2.78	Not Met	0	Not Met	0	Not Met
3.1.9	Public-private partnerships (PPP) - Information relating to outputs and outcomes	2.78	Not Met	0	Not Met	0	Not Met
3.1.10	Public-private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	2.78	Not Met	0	Not Met	0	Not Met

3.1.11	Public-private partnerships (PPP) - All payment made under the PPP project	2.78	Not Met	0		Not Met	0	Not Met
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	16.67	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx

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	16.67	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
3.2.3		16.67	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	16.67	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx

	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							
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	50.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							

3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	25.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
Total		250		200		250	200	

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	14.29	Fully Met	14.29	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	14.29	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	14.29	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							

4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	28.57	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
4.3.2	Name/ title of the document/record or other information	9.52	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
4.3.3	Location where available	9.52	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	9.52	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							

4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx	Fully Met	7.14	https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx
4.4.2	Details of information made available	7.14	Fully Met	7.14	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-15.aspx	Fully Met	7.14	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-15.aspx
4.4.3	Working hours of the facility	7.14	Not Met	0		Not Met	0	Not Met
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx	Fully Met	7.14	https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							

4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	https://www.pgportal.gov.in/	Fully Met	3.57	https://www.pgportal.gov.in/
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx	Fully Met	3.57	https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Fully Met	3.57	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Partially Met	1.79	Specific information about the projects/schemes/programmes may be provided
4.5.4	List of schemes/ projects/ programme underway	3.57	Fully Met	3.57	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Partially Met	1.79	Specific information about the projects/schemes/programmes underway may be provided

4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Not Met	0		Not Met	0	Not Met
4.5.6	Annual Report	3.57	Fully Met	3.57	https://www.indiapost.gov.in/VAS/pages/AboutUs/AnnualReport.aspx	Fully Met	3.57	https://www.indiapost.gov.in/VAS/pages/AboutUs/AnnualReport.aspx
4.5.7	Frequently Asked Question (FAQs)	3.57	Fully Met	3.57	https://www.indiapost.gov.in/VAS/Pages/faqs.aspx	Fully Met	3.57	https://www.indiapost.gov.in/VAS/Pages/faqs.aspx

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	3.57	Fully Met	3.57	https://www.indiapost.gov.in/VAS/Pages/AboutUs/Resources_N_Downloads.aspx	Partially Met	1.79	Six monthly reports are not available
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx	Fully Met	14.29	https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx	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	28.57	Fully Met	28.57	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx#	Not Met	0	No data available
Total		200		189		200	141	
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	20	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx

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	20	Fully Met	20.00	https://www.indiapost.gov.in/VAS/DOP_RTII/ListOfRTICGDeptsIldtd13Sep2013.pdf	Partially Met	10.00	Information need to be updated
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	20	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-17.aspx	Not Met	0	No such information on consultancy committee is provided

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	20	Fully Met	20.00	https://www.indiapost.gov.in/VAS/Pages/RTI/RTIManual-17.aspx	Not Met	0	No such information on Committee of PIOs/FAAs is available
Total		100		100		100	50	
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	25	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx	Fully Met	25.00	https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx
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	12.5	Partially Met	6.25	https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOPCSI24092015.pdf	Fully Met	12.50	https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOP-CSI24092015.pdf
6.2.2	Does the website show the certificate on the Website?	12.5	Fully Met	12.50	https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOPCSI24092015.pdf	Fully Met	12.50	https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOP-CSI24092015.pdf
Total		50		44			50	50

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