

Self appraisal report for Year (2022-23)

Auditor Agency: Pradeep Kumar L

Ministry Name: Ministry of External Affairs

Department Name:

Public Authority Name: Embassy of India, Minsk, Belarus

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://www.eoiminsk.gov.in/page/rti/	Fully Met	1.28	AVAILABLE
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.28	AVAILABLE
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.eoiminsk.gov.in/eoi.php?id=rights	Fully Met	1.28	AVAILABLE
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.eoiminsk.gov.in/eoi.php?id=rights	Fully Met	1.28	AVAILABLE
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.eoiminsk.gov.in/eoi.php?id=rights	Not Met	0	NOT AVAILABLE
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from	Fully Met	1.28	1.28	https://www.eoiminsk.gov.in	Not Met	0	NOT AVAILABLE

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	time to time as well as the committees/ Commissions constituted from time to time have been dealt				/page/rti/			
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Not Met	0	NOT AVAILABLE

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1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Not Met	0	NOT AVAILABLE
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Not Met	0	NOT AVAILABLE
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.54	AVAILABLE
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.92	AVAILABLE
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.92	AVAILABLE
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.92	AVAILABLE
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE

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1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.eoiminsk.gov.in/page/rti/	Not Met	0	NOT AVAILABLE
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.2	Composition	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
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://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.85	AVAILABLE
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	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
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	Not Applicable	0	NOT

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								APPLICABLE
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.eoiminsk.gov.in/page/rti/	Fully Met	1.92	AVAILABLE
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
Total			75	75		65	54	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://www.eoiminsk.gov.in/page/rti/	Fully Met	10.00	AVAILABLE
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.eoiminsk.gov.in/page/rti/	Fully Met	10.00	AVAILABLE
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.eoiminsk.gov.in/page/rti/	Fully Met	10.00	AVAILABLE
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://www.eoiminsk.gov.in/page/rti/	Fully Met	16.67	AVAILABLE
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the	Fully Met	16.67	16.67	https://www.eoiminsk.gov.in/page/rti/	Fully Met	16.67	AVAILABLE

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	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				/page/visit/			
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.	Fully Met	16.67	16.67	https://www.eoiminsk.gov.in/tenders/	Partially Met	8.34	PARTIAL INFORMATION AVAILABLE
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	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
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/	Not Applicable	0	0	empty	Not Applicable	0	NOT

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	allocations to State Govt./ NGOs/other institutions							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
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	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
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 Applicable	0	NOT APPLICABLE
Total			100	100		80	72	
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	Fully Met	12.5	12.50	https://www.eoiminsk.gov.in/page/rti/	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 applicants	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
3.1.3	Public- private partnerships (PPP)- Details of	Not Applicable	0	0	empty	Not Applicable	0	NOT

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	Special Purpose Vehicle (SPV), if any							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
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	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 - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
3.2.3	Publish all relevant facts while formulating	Not Applicable	0	0	empty	Not Applicable	0	NOT

[illegible]

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4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://www.eoiminsk.gov.in/page/rti/	Fully Met	28.57	AVAILABLE
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://www.eoiminsk.gov.in/page/rti/	Fully Met	9.52	AVAILABLE
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.eoiminsk.gov.in/page/rti/	Fully Met	9.52	AVAILABLE
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.eoiminsk.gov.in/page/rti/	Fully Met	9.52	AVAILABLE
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://www.eoiminsk.gov.in/page/rti/	Fully Met	7.14	AVAILABLE
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.eoiminsk.gov.in/page/rti/	Fully Met	7.14	AVAILABLE
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.eoiminsk.gov.in/page/rti/	Fully Met	7.14	AVAILABLE
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://www.eoiminsk.gov.in/page/rti/	Fully Met	7.14	AVAILABLE
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.57	AVAILABLE
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://www.eoiminsk.gov.in/page/rti/	Fully Met	3.57	AVAILABLE

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/page/rti/			
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Met	0	NOT AVAILABLE
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Met	0	NOT AVAILABLE
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://www.eoiminsk.gov.in/page/rti/	Not Applicable	0	NOT APPLICABLE
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.eoiminsk.gov.in/page/rti/	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	Fully Met	3.57	3.57	https://www.eoiminsk.gov.in/page/rti/	Partially Met	1.79	PARTIAL INFORMATION 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	Fully Met	14.29	14.29	https://www.eoiminsk.gov.in/page/rti/	Fully Met	14.29	AVAILABLE
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.eoiminsk.gov.in/page/rti/	Fully Met	14.29	AVAILABLE
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	NOT APPLICABLE
Total			161	161		164	155	
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,	Fully Met	20	20.00	https://www.eoiminsk.gov.in/page/rti/	Partially Met	10.00	TERM

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	(b) Earlier CPIO & FAAs from 1.1.2015				oiminsk.gov.in/page/rti/			PERIOD OF PREVIOUS CPIOs MAY BE PROVIDED ON THE WEBSITE
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	https://www.oiminsk.gov.in/page/rti/	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	https://www.oiminsk.gov.in/page/rti/	Fully Met	20.00	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
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	Not Applicable	0	0	empty	Not Met	0	NOT APPLICABLE
Total			60	60		80	30	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://www.oiminsk.gov.in/page/rti/	Partially Met	12.50	Partially Available
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	Partially Met	12.5	6.25	Mission is in	Not Met	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	validity				contact with STQC for the audit. However, there are issues in payment through Bharat Kosh Portal. Missions facing this issue have been advised by Ministry to await instructions from Ministry on the matter.			
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Not Available
Total			38	31		50	13	
Grand Total			596	589		602	486	