

Self appraisal report for Year (2024-25)

Auditor Agency: T S Rana(HRDC)

Ministry Name: Ministry of Science & Technology

Department Name: Department of Scientific & Industrial Research

Public Authority Name: CSIR-CBRI, Roorkee

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://cbri.res.in/contacts/	Fully Met	1.28	https://cbri.res.in/the-institute/directors-profile/
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://cbri.res.in/the-institute/directors-profile	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cbri.res.in/the-institute/about-institute/	Fully Met	1.28	ok
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cbri.res.in/the-institute/about-institute	Fully Met	1.28	ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://cbri.res.in/the-institute/organogram/	Fully Met	1.28	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://cbri.res.in/the-institute/about-institute/	Fully Met	1.28	ok
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	1.92	1.92	https://cbri.res.in/wp-content/uploads/2023/06/POWERS-AND-DUTIES-RTI.pdf	Fully Met	1.92	ok
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://cbri.res.in/wp-content/uploads/2023/06/POWERS-AND-DUTIES-RTI.pdf	Fully Met	1.92	ok
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://cbri.res.in/rules-regulations-instructions-manual-and-records-for-discharging-function/	Fully Met	1.92	ok
1.2.4	Work allocation	Fully Met	1.92	1.92	YES DONE ACCORDING TO RULES	Fully Met	1.92	ok
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	https://cbri.res.in/decision-making-process	Fully Met	1.54	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					-delegation-of-powers/ https://cbri.res.in/pdf/3.pdf			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cbri.res.in/pdf/3.pdf	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://cbri.res.in/decision-making-process-delegation-of-powers/	Fully Met	1.54	ok
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	AS PER CASE TO CASE	Not Met	0	Not Met
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://cbri.res.in/decision-making-process-delegation-of-powers/	Fully Met	1.54	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://cbri.res.in/norms-for-discharge-of-functions/	Fully Met	1.54	ok
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://cbri.res.in/norms-for-discharge-of-functions/	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://cbri.res.in/norms-for-discharge-of-functions/	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Not Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://cbri.res	Partially Met	0.77	Grievance

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					.in/wp-content/uploads/2024/06/ICC-OM-for-Women-at-Workplace.pdf			committee for other employee required
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://cbri.res.in/rules-regulations-instructions-manual-and-records-for-discharging-function/	Fully Met	2.60	ok
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://cbri.res.in/rules-regulations-instructions-manual-and-records-for-discharging-function	Fully Met	2.60	ok
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://cbri.res.in/rules-regulations-instructions-manual-and-records-for-discharging-function/	Fully Met	2.60	ok
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://cbri.res.in/categories-of-documents-held-or-under-	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	control/ https://cbri.res.in/categories-of-documents-held-or-under-control/	Fully Met	3.85	ok
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://cbri.res.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf	Fully Met	0.96	ok
1.7.2	Composition	Fully Met	0.96	0.96	https://cbri.res.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf	Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://cbri.res.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf	Fully Met	0.96	ok
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://cbri.res.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf	Fully Met	0.96	ok
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://cbri.res.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf	Fully Met	0.96	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.in/wp-content/uploads/2024/05/1.-VII.-Committees-Docs.pdf			
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://cbri.res.in/institute-staff/	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cbri.res.in/wp-content/uploads/2023/02/cbri-0223.pdf	Fully Met	3.85	ok
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://cbri.res.in/wp-content/uploads/2024/05/1.-ix.-Monthly-Remuneration-Docs.pdf	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Fully Met	3.85	ok
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://cbri.res.in/rti-2/	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://cbri.res.in/rti-2/	Fully Met	3.85	ok
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NILL	Fully Met	3.85	ok
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NILL	Fully Met	3.85	ok
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	CSIR- HRDC Ghaziabad is regularly conducting this type of programmes	Fully Met	1.92	ok
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Concerned officials are deputed to attend the training programmes being conducted by CSIR- HRDC Ghaziabad	Fully Met	1.92	ok
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Attending training programmes of CSIR HRDC Ghaziabad	Fully Met	1.92	ok
1.12.4	Update & publish guidelines on RTI by the Public	Fully Met	1.92	1.92	https://cbri.res.in/rti-2/	Fully Met	1.92	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Authorities concerned				.in/wp-content/uploads/2023/06/RTI-Act-2005-Amended.pdf			
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://cbri.res.in/wp-content/uploads/2023/06/13-Transfer-Policies.pdf	Fully Met	7.69	ok
Total			97	92		97	93	
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://cbri.res.in/wp-content/uploads/2024/05/3.-Budget-Docs.-FAO.pdf	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://cbri.res.in/wp-content/uploads/2024/05/3.-Budget-Docs.-FAO.pdf	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.6	Information related to procurements- (a)	Fully Met	10	10.00	https://cbri.res	Fully Met	10.00	ok

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	NA
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.	Fully Met	50	50.00	EMPTY	Fully Met	50.00	ok
Total			120	120		120	120	
3	Publicity and Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	NA
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	NA

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	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	Hindi	Not Applicable	0	0	empty	Fully Met	9.52	ok
4.1.2	English	Fully Met	9.52	9.52	https://cbri.res.in/the-institute/performance-indicators/research-publications/	Fully Met	9.52	ok
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	NILL	Fully Met	9.52	ok
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	Fully Met	28.57	28.57	EVERY YEAR	Fully Met	28.57	May 15, 2025 Last Modified May 15, 2025
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://cbri.res.in/the-institute/performance-indicators/research-publications/	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	All types of forms	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	https://cbri.res.in/	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://cbri.res.in/pdf/15.pdf	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	Hand books/ forms	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	24 hrs in internet and official timing	Fully Met	7.14	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					8.45am to 5.30 pm on working days			
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://cbri.res.in/contacts/	Fully Met	7.14	https://cbri.res.in/wp-content/uploads/2024/01/cbri-0124.pdf
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://cbri.res.in/internal-complaints-committee/	Fully Met	4.10	Grievance committee for other employee required, https://cbri.res.in/wp-content/uploads/2024/06/ICC-OM-for-Women-at-Workplace.pdf
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://cbri.res.in/wp-content/uploads/2024/05/10.-RTI-Quarterly-Return-Docs.pdf	Fully Met	4.10	https://cbri.res.in/research-and-development-projects/
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://cbri.res.in/research-and-development-projects/	Fully Met	4.10	ok
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and	Fully Met	4.1	4.10	https://cbri.res.in/wp-content	Fully Met	4.10	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	period of completion of contract				/uploads/2024/05/Contract-Details.pdf			
4.5.5	Annual Report	Fully Met	4.1	4.10	https://cbri.res.in/dissimination/annual-REPORTS/	Partially Met	2.05	Updated Annual Report Detail Required
4.5.6	Frequently Asked Question (FAQs)	Not Met	4.1	0	empty	Not Met	0	Not Met
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Applicable	0	NA
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://cbri.res.in/wp-content/uploads/2024/05/10.-RTI-Quarterly-Return-Docs.pdf	Fully Met	14.29	ok
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://cbri.res.in/wp-content/uploads/2024/05/10.-RTI-Quarterly-Return-Docs.pdf	Fully Met	14.29	ok
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://cbri.res.in/wp-content/uploads/2023/06/16-Parliament-Questions.pdf	Fully Met	28.57	ok

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	www.cbri.res.in	Partially Met	12.50	Complete detail of information u/s 4 of RTI required on website.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met	0	Not met
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Not met
Total			25	25		50	13	
Grand Total			678	669		713	666	