

Self appraisal report for Year (2022-23)

Auditor Agency: T V Sethumadhavan

Ministry Name: Ministry of Science & Technology

Department Name: Department of Science & Technology

Public Authority Name: The Institute of Advanced Study in Science & Technology

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://iasst.gov.in/contact-us/	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://iasst.gov.in/a-brief-profile-of-the-director/	Fully Met	1.28	Professor Ashis K. Mukherjee, Director +91-361-2273058 dir.iasst@nic.in https://iasst.gov.in/a-brief-profile-of-the-director/ URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								“Fully Met”
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://iasst.gov.in/vision-mission-and-key-objectives/	Fully Met	1.28	https://iasst.gov.in/vision-mission-and-key-objectives/ URLs cited by the Public Authority is correct. Category “Fully Met”
1.1.4	Function and duties	Fully Met	1.28	1.28	https://iasst.gov.in/power-and-duties-of-officers-and-employees/ https://iasst.gov.in/vision-mission-and-key-objectives/	Fully Met	1.28	https://iasst.gov.in/vision-mission-and-key-objectives/ To carry out high quality research in Science and Technology in the following field 1) Advanced Material Sciences 2) Basic and Applied Plasma Physics 3) Bio-Diversity & Eco-System

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Research 4) Interdisciplinary Research Centre 5) Mathematical & Computational Sciences 6) Traditional and Modern Drug Discovery and Disease Diagnosis The Institute will function as per by law of IASST. (https://iasst.gov.in/by-law-moa) URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://iasst.gov.in/organisation-chart/	Fully Met	1.28	https://iasst.gov.in/organisation-chart/ URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								correct. Category "Fully Met"
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://iasst.gov.in/governing-council/	Partially Met	0.64	https://iasst.gov.in/wp-content/uploads/2023/08/HODCommittees.pdf URLs cited by the Public Authority is correct. Category "Partially Met"
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://iasst.gov.in/power-and-duties-of-officers-and-employees/	Fully Met	1.54	https://iasst.gov.in/power-and-duties-of-officers-and-employees/ https://iasst.gov.in/functions-and-powers-of-the-governing-council/ https://iasst.gov.in/composition-of-the-governing-council/ URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://iasst.gov.in/power-and-duties-of-officers-and-employees/	Fully Met	1.54	https://iasst.gov.in/power-and-duties-of-officers-and-employees/ URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://iasst.gov.in/power-and-duties-of-officers-and-employees/	Fully Met	1.54	https://iasst.gov.in/by-law-moa/ URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.4	Exercised	Fully Met	1.54	1.54	https://iasst.gov.in/by-law-moa/	Fully Met	1.54	https://iasst.gov.in/by-law-moa/ https://iasst.gov.in/wp-content/uploads/2023/08/D-elegation-of-Financial-

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								power-1.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.5	Work allocation	Fully Met	1.54	1.54	https://iasst.gov.in/power-and-duties-of-officers-and-employees/	Fully Met	1.54	https://iasst.gov.in/wp-content/uploads/2023/08/Work-Allocated-1.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/functions-and-powers-of-the-governing-council/	Partially Met	0.77	Decisions are taken in accordance with the provisions of the Act/ Statutes/ Ordinances / academic Rules & Regulations by laws, Rules & Regulations and staff

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								Rules of IASST approved by the DST, Govt of India. Decisions are taken in the Governing Council from time to time & Director and also by the IASST. https://iasst.gov.in/functions-and-powers-of-the-governing-council/ URLs cited by the Public Authority is correct. Category "Partially Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://iasst.gov.in/functions-and-powers-of-the-governing-council/	Fully Met	1.54	https://iasst.gov.in/functions-and-powers-of-the-governing-council/ URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://iasst.gov.in/by-law-moa/	Fully Met	1.54	https://iasst.gov.in/by-law-moa/ URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	Category Not Met
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://iasst.gov.in/organisation-chart/	Partially Met	0.77	As per the Organization Structure and Hierarchy of the institute. https://iasst.gov.in/organisation-chart/ URLs cited by the Public Authority is correct. Category "Partially Met"
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://iasst.gov.in/	Partially Met	0.77	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/by-law-moa/			the Public Authority is correct. Category "Partially Met"
1.4.2	Norms/ standards for functions/ service delivery	Not Met	1.54	0	empty	Not Met	0	Category Not Met
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://iasst.gov.in/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Category Not Met
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://iasst.gov.in/public-grievance-officer/	Fully Met	1.54	https://iasst.gov.in/wp-content/uploads/2023/07/PG-guidelines-to-As-dated-5th-June-2023.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://iasst.gov.in/manual-a	Fully Met	1.92	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nd-handbook/			Authority is correct. Category "Fully Met"
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://iasst.gov.in/manual-and-handbook/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://iasst.gov.in/manual-and-handbook/ https://iasst.gov.in/rti/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://iasst.gov.in/transfer-order/	Fully Met	1.92	https://iasst.gov.in/transfer-order/ URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/manual-and-handbook/	Fully Met	3.85	1 Certificate of GST Registration 2.DSIR /Customs Duty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Exemption Certificate 3.PAN Card 4. Importer-Exporter Certificate 5.Record of Degrees Awarded 6. MoU https://iasst.gov.in/wp-content/uploads/2023/08/All_official_docs.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://iasst.gov.in/by-law-moa/	Fully Met	3.85	https://iasst.gov.in/wp-content/uploads/2023/08/Custodian-of-Documents.pdf URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								"Fully Met"
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://iasst.gov.in/functions-and-powers-of-the-governing-council/	Fully Met	0.96	https://iasst.gov.in/wp-content/uploads/2023/08/Internal_committee.pdf https://iasst.gov.in/wp-content/uploads/2023/08/Administrative_committee_external.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://iasst.gov.in/composition-of-the-governing-council/	Fully Met	0.96	https://iasst.gov.in/wp-content/uploads/2023/08/Internal_committee.pdf https://iasst.gov.in/wp-content/uploads/2023/08/Administrative_committee_external.pdf URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://iasst.gov.in/composition-of-the-governing-council/	Fully Met	0.96	https://iasst.gov.in/wp-content/uploads/2023/08/Internal_committee.pdf https://iasst.gov.in/wp-content/uploads/2023/08/Administrative_committee_external.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://iasst.gov.in/functions-and-powers-of-the-governing-council/	Fully Met	0.96	https://iasst.gov.in/wp-content/uploads/2023/08/Internal_committee.pdf https://iasst.gov.in/wp-content/uploads/2023/08/Administrative_committee_external.p

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								df URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://iasst.gov.in/functions-and-powers-of-the-governing-council/ https://iasst.gov.in/by-law-moa/	Fully Met	0.96	https://iasst.gov.in/wp-content/uploads/2023/08/Internal_committee.pdf https://iasst.gov.in/wp-content/uploads/2023/08/Administrative_committee_external.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Yes	Fully Met	0.96	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								correct. Category "Fully Met"
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://iasst.gov.in/governing-council/	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/director-office/	Fully Met	3.85	https://iasst.gov.in/academic-section/ https://iasst.gov.in/director-office/ https://iasst.gov.in/registers-office/ https://iasst.gov.in/general-administration/ https://iasst.gov.in/account-section/ https://iasst.gov.in/krs-staff/ https://iasst.gov.in/it-section/ https://iasst.gov.in/multi-tasking-staff/ https://iasst.gov.in/sophistica

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								ted-analytical-instrument-centre-staff/ https://iasst.gov.in/contractual-staff/ URLs cited by the Public Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://iasst.gov.in/director-office/	Fully Met	3.85	https://iasst.gov.in/academic-section/ https://iasst.gov.in/director-office/ https://iasst.gov.in/registers-office/ https://iasst.gov.in/general-administration/ https://iasst.gov.in/account-section/ https://iasst.gov.in/krs-staff/ https://iasst.gov.in/it-section/ https://iasst.gov.in/multi-tasking-staff/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								https://iasst.gov.in/sophisticated-analytical-instrument-centre-staff/ https://iasst.gov.in/contractual-staff/ URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/monthly-remuneration-received-by-officers-employees/	Fully Met	3.85	https://iasst.gov.in/wp-content/uploads/2023/08/salary_details.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://iasst.gov.in/by-law-moa/	Fully Met	3.85	https://iasst.gov.in/by-law-moa/
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://iasst.gov.in/public-information-officers-details/	Fully Met	3.85	https://iasst.gov.in/public-information-officers-details/
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://iasst.gov.in/public-information-officer	Fully Met	3.85	https://iasst.gov.in/public-information-officer

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URLs-details/
					s-details/			s-details/
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://iasst.gov.in/disciplinary-action/	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://iasst.gov.in/disciplinary-action/	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://iasst.gov.in/	Not Met	0	Category Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Met	0	Online meetings/Webinars and Internal discussions are conducted periodically. The Institute has observed Vigilance Awareness Week. Integrity Pledge is administered to all the

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								Employees as a part of the Vigilance Awareness Week conducted every year Category Not Met
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Yes	Not Met	0	Category Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://iasst.gov.in/rti/	Not Met	0	Category Not Met
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://iasst.gov.in/transfer-order/	Fully Met	7.69	https://iasst.gov.in/transfer-order/ URLs cited by the Public Authority is correct. Category "Fully Met"
Total			100	95		100	85	
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://iasst.gov.in/budget-and-programme/	Fully Met	10.00	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								"Fully Met"
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://iasst.gov.in/budget-and-programme/	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://iasst.gov.in/annual-report/	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://iasst.gov.in/budget-and-programme/	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://iasst.gov.in/annual-report/	Not Met	0	Category Not Met
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://iasst.gov.in/budget-and-programme/	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	16.67	16.67	https://iasst.gov.in/budget-and-programme/	Partially Met	8.34	Prof. A. K. Mukherjee, Director,

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	the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit							IASST (a) Placed visited: Abu Dhabi, UAE (b) The Period of visit: 16/10/2020 (c) No. of delegation: 1 (d) Expenditure on the visit: Rs.1,20698 URLs cited by the Public Authority is correct. Category "Partially Met"
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	https://iasst.gov.in/budget-and-programme/	Fully Met	16.67	https://iasst.gov.in/tenders-archive/ https://iasst.gov.in/quotation-archive/ https://iasst.gov.in/wp-content/uploads/2023/08/GeM-Contact-details_till_14August2023-1.xlsx URLs

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2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category Not

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					v.in/adoption-of-scheduled-tribe-village/ https://iasst.gov.in/adoption-of-scheduled-tribe-village/			Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Not Applicable	0	Category 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/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	https://iasst.gov.in/annual-report/	Partially Met	12.50	https://iasst.gov.in/annual-report/ URLs cited by the Public Authority is correct. Category "Partially Met"
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://iasst.gov.in/annual-report/	Partially Met	12.50	https://iasst.gov.in/annual-report/ URLs cited by the Public Authority is correct. Category "Partially Met"
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	Fully Met	25	25.00	https://iasst.gov.in/annual-report/	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Fully Met	25	25.00	https://iasst.gov.in/annual-report/	Not Applicable	0	Category 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.	Fully Met	50	50.00	https://iasst.gov.in/other-administrative-matters/	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			300	300		200	157	
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://iasst.gov.in/by-law-moa/	Not Applicable	0	Category Not Applicable
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	Fully Met	12.5	12.50	https://iasst.gov.in/rti/ https://iasst.gov.in/consultancy-services/	Not Applicable	0	Category Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Met	2.78	0	empty	Not Applicable	0	Category 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 Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Met	2.78	0	empty	Not Applicable	0	Category Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Met	2.78	0	empty	Not Applicable	0	Category 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	Fully Met	16.67	16.67	https://iasst.gov.in/annual-report/	Not Applicable	0	Category 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	Fully Met	16.67	16.67	https://iasst.gov.in/annual-report/	Not Applicable	0	Category Not Applicable
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	Fully Met	16.67	16.67	https://iasst.gov.in/annual-report/	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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)	Fully Met	50	50.00	https://iasst.gov.in/	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://iasst.gov.in/annual-report/	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://iasst.gov.in/manual-and-handbook/	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	25	25.00	https://iasst.gov.in/manual-and-handbook/	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	https://iasst.gov.in/manual-and-handbook/	Fully Met	25.00	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								Category "Fully Met"
Total			250	225		150	150	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://iasst.gov.in/annual-report/	Fully Met	14.29	https://iasst.gov.in/manual-and-handbook/ URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://iasst.gov.in/hi/%e0%a4%ae%e0%a5%82%e0%a4%b2-%e0%a4%aa%e0%a5%83%e0%a4%b7%e0%a5%8d%e0%a4%a0%e0%a4%be/	Partially Met	7.15	https://iasst.gov.in/manual-and-handbook/ URLs cited by the Public Authority is correct. Category "Partially Met"
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	https://iasst.gov.in/annual-report/	Fully Met	28.57	https://iasst.gov.in/manual-and-handbook/ URLs cited by the Public Authority is

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://iasst.gov.in/all-faculty/	Fully Met	7.14	IFC Institute Of Advanced study in Science and Technolgy Vigyan Path, Paschim Boragaon, Garchuk, Guwahati, Assam 781035 India Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://iasst.gov.in/	Fully Met	7.14	https://iasst.gov.in/cif/central-instrumentation-facility-cif/ https://iasst.gov.in/krc/knowledge-resource-center/ https://iasst.gov.in/bio-informatics-center/ https://iasst.gov.in/mushroom-production-training-and-vermicompost-center/ https://iasst.gov.in/sc-st-train

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ning-center/ https://iasst.gov.in/recreation-facility/ https://iasst.gov.in/animal-house/ https://iasst.gov.in/medicinalplant/medicinal-plant-garden/ https://iasst.gov.in/dorothy/dorothy-hodgkin-student-and-scientists/ https://iasst.gov.in/bionest/ URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://iasst.gov.in/	Fully Met	7.14	9 A.M to 5.30 P.M Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://iasst.gov.in/director-office/	Fully Met	7.14	Registrar, IASST 0361-2270095 Email-id: registrar-ofc@iasst.gov.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category "Fully Met"
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://iasst.gov.in/rti	Fully Met	3.57	https://iasst.gov.in/wp-content/uploads/2023/07/PG-guidelines-to-AIs-dated-5th-June-2023.pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://iasst.gov.in/rti	Fully Met	3.57	https://iasst.gov.in/rti
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Fully Met	3.57	https://iasst.gov.in/externally-funded/ https://iasst.gov.in/internal-funded/ https://iasst.gov.in/women-scientist-programme/
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://iasst.gov.in/adoption-of-scheduled-tribe-village/	Fully Met	3.57	https://iasst.gov.in/externally-funded/ https://iasst.gov.in/internal-funded/ https://iasst.gov.in/women-scientist-programme/
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and	Not Met	3.57	0	empty	Fully Met	3.57	https://iasst.gov.in/wp-content

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	period of completion of contract							t/uploads/2023/08/GeM-Contact-details_till_14August2023-1.xlsx https://iasst.gov.in/wp-content/uploads/2023/08/GeM-Contact-details_till_14August2023-1.xlsx
4.5.6	Annual Report	Fully Met	3.57	3.57	https://iasst.gov.in/annual-report/	Fully Met	3.57	https://iasst.gov.in/annual-report/
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://iasst.gov.in/rti	Fully Met	3.57	https://iasst.gov.in/rti
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://iasst.gov.in/rti	Partially Met	1.79	https://iasst.gov.in/rti https://iasst.gov.in/wp-content/uploads/2023/08/Quarterly-Return-Form.pdf
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://iasst.gov.in/rti	Fully Met	14.29	https://iasst.gov.in/rti
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://iasst.gov.in/rti	Fully Met	14.29	https://iasst.gov.in/rti
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://iasst.gov.in/rti	Fully Met	28.57	https://iasst.gov.in/parliamen

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								t-questions-and-replies/
Total			200	196		200	191	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://iasst.gov.in/rti	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/rti	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://iasst.gov.in/rti	Fully Met	20.00	Prof. A. K. Mukherjee, Director, IASST https://iasst.gov.in/wp-content/uploads/2023/08/Nodal_off_rti.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
5.1.4	Consultancy committee of key stake holders for	Fully Met	20	20.00	https://iasst.gov.in/rti	Fully Met	20.00	https://iasst.gov.in/rti

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers				v.in/rti			v.in/wp-content/uploads/2023/08/Consultancy-Committee.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://iasst.gov.in/rti	Fully Met	20.00	https://iasst.gov.in/wp-content/uploads/2023/08/Committee-for-PIOs-FAA-RTI.pdf URLs cited by the Public Authority is correct. Category "Fully Met"
Total			100	100		100	100	
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://iasst.gov.in/	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Category Not Met
Total			50	25		50	25	
Grand Total			1000	942		800	708	



INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of The Institute of Advanced Study in Science & Technology

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of [The Institute of Advanced Study in Science & Technology](#) under the RTI Act, 2005 from **16 & 17 August, 2023** in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed [The Institute of Advanced Study in Science & Technology](#) Self appraisal report for Year (2022-23) and its website <https://iasst.gov.in/> in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

- a) Suo motu disclosure of more items under Section 4.
- b) Guidelines for digital publication of proactive disclosure under Section
- c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
- d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

- i. Organisation and Functions
- ii. Budget and Programme
- iii. Publicity and Public Interface
- iv. E-Governance
- v. Information as may be Prescribed
- vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of [The Institute of Advanced Study in Science & Technology](#) as Public Authority for sharing required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like;

1. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
2. Programmes to advance understanding of RTI Act –[to be conducted on regular intervals.](#)
3. Manual/Handbook to be made available in Vernacular/ Local Language [F No. 1/6/2011-IR dt. 15.4.2013]
4. Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made is to be updated on website.

5. Details of 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 is to be uploaded on website
6. Information related to 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 is to be updated on website.
7. Information related to Power and duties of its officers and employees (Exercised & Work allocation) is to be updated on website.
8. Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
9. Last date of Annual updation of each web pages in format (Lasted updated on DD/MM/YYYY)
10. STQC certification is to be obtained and displayed on website.
11. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.

IRMRA would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.

Rupesh Rohan

Date: 18 Aug, 2023

(Dr. Rupesh Rohan)
Assistant Director (Training)

