



Third Party RTI Audit Summary Report of NATIONAL CENTRE FOR DISEASE CONTROL, DELHI

In accordance with the directives of the **Central Information Commissioner (CIC)** and the **Department of Personnel & Training (DoPT)** outlined in **OM No. 1/6/2011-IR dated 15.04.2013** and **OM No. 1/34/2013-IR dated 30.06.2016**, every Public Authority is required to **conduct an annual third-party audit** of its proactive disclosure package. This audit must be carried out by the designated training institutes associated with each Public Authority and subsequently submitted to the **Central Information Commission**.

The Indian Rubber Materials Research Institute conducted a **Third-Party Audit** of the **Proactive Disclosure** of **NATIONAL CENTRE FOR DISEASE CONTROL, DELHI** under the **RTI Act, 2005** from **03 to 05 June, 2025**. This assessment followed the **Guidelines on suo motu disclosure under Section 4 of the RTI Act** issued by the **Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (DoPT)**. The audit adhered to the **Standard Operating Procedure** outlined for third-party audits on suo motu disclosures (**Para 4.4 & 4.5 of DoPT's OM No. 1/6/2011-IR dated 15.04.2013 & Para 6 of DoPT's OM No. 1/34/2013-IR dated 30.06.2016**).

Objectives of the Audit:

The audit aimed to **evaluate compliance** with the **Guidelines on suo motu disclosure under Section 4 of the RTI Act** and assess the **effectiveness of its implementation and control mechanisms**. Specifically, the evaluation examined the **Self-Appraisal Report of NATIONAL CENTRE FOR DISEASE CONTROL, DELHI for 2024-25** and its official website (<https://ncdc.mohfw.gov.in>) to ensure adherence to prescribed guidelines for **Central Government Ministries & Departments**, including:

- **Expanding suo motu disclosure** under Section 4.
- **Guidelines for digital publication** of proactive disclosures.
- **Detailed disclosure compliance** with Sections **4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), and 4(1)(b)(xiv)**.
- **Establishment of a structured compliance mechanism** for proactive disclosure under the RTI Act, 2005.

Key Parameters Assessed During the Audit:

1. **Organization and Functions**
2. **Budget and Programme**
3. **Publicity and Public Interface**
4. **E-Governance**
5. **Prescribed Information Disclosure**
6. **Proactive Information Disclosure (Self-Initiated)**

This audit plays a crucial role in enhancing **transparency, accountability, and public accessibility** of information, ensuring that proactive disclosures align with government-mandated guidelines.

Key Findings and Priority Recommendations

We commend the **NATIONAL CENTRE FOR DISEASE CONTROL, DELHI** for its commitment to transparency by making essential information accessible on its website. However, the audit has highlighted areas that require **greater clarity and comprehensive disclosure**, including:

1. Enhancing the prominence of information under **Section 4(b) of the RTI Act**.
2. Providing detailed historical insights into the department's **formation, leadership changes, and committees/commissions constituted over time**. Additionally, information regarding the **channels of supervision and accountability** should be included.

3. Disclosing comprehensive details regarding Boards, Councils, Committees, and other governing bodies of the Public Authority.
4. Publishing clear work allocation and job descriptions for each functionary.
5. [Conducting regular programs to promote awareness and understanding of the RTI Act.](#)
6. Regularly updating and publishing **monthly remuneration and compensation details** of employees—at least once every six months.
7. Linking **budget allocation details** currently available on the website's main page to the RTI section.
8. Making available information regarding **CAG and PAC reports**, along with action taken on parliamentary submissions (excluding matters related to national security).
9. Expanding details under the **Citizen's Charter, Result Framework Document (RFD), and six-monthly performance reports.**
10. Establishing a **Committee of PIOs/FAAs** with RTI expertise to proactively identify frequently requested information.
11. Forming a **consultation committee** of key stakeholders to provide input on **suo-motu disclosures.**
12. Adhering to the **Guidelines for Indian Government Websites (Version 2.0)** and ensuring STQC certification is obtained and displayed.
13. Publishing **Parliamentary questions and responses** related to the Public Authority.
14. Ensuring transparency in **tender bidding processes**, disclosing details such as awarded contracts, suppliers, rates, total amounts, and GeM procurement updates.
15. Disclosing **details of domestic and foreign official visits**, categorized under the Public Authority's centers.
16. Clearly **displaying the last update date** for each webpage in **DD/MM/YY format.**
17. Ensuring **suo-motu disclosures** are easily accessible through a dedicated **RTI heading or linked section.**
18. Regularly updating the website and implementing an **efficient search engine** to enhance information retrieval for citizens.

IRMRI 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.



Date: 05 June, 2025

Dr. Kasilingam Rajkumar
(Director)



Self appraisal report for Year (2024-25)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

Ministry Name: Ministry of Health & Family Welfare

Department Name: Department of Health & Family Welfare

Public Authority Name: NATIONAL CENTRE FOR DISEASE CONTROL, DELHI

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://ncdc.mohfw.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://ncdc.mohfw.gov.in/	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://ncdc.mohfw.gov.in/	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://ncdc.mohfw.gov.in/	Fully Met	1.28	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ohfw.gov.in/ab-out-us/			the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ncdc.mohfw.gov.in/ab-out-us/	Fully Met	1.28	URLs cited by the Public Authority is 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://ncdc.mohfw.gov.in/ab-out-us/	Partially Met	0.64	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	1.92	1.92	https://ncdc.mohfw.gov.in/rti/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://ncdc.mohfw.gov.in/rti/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty	Not Applicable	0	0	empty	Not Met	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	derived and exercised							Met
1.2.4	Work allocation	Not Applicable	0	0	empty	Not Met	0	Category Not 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	Not Met	1.54	0	empty	Not Met	0	Category Not Met
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/about-us/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Not Met	1.54	0	empty	Not Met	0	Category Not 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	Channels of supervision and accountability	Not Met	1.54	0	empty	Not Met	0	Category Not 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://ncdc.mohfw.gov.in/citizen-charter/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/citizen-charter/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/citizen-charter/	Partially Met	0.77	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	accessed				ohfw.gov.in/citizen-charter/			the Public Authority is correct. Category "Partially Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/citizen-charter/	Not Met	0	Category Not Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/grievance/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
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://ncdc.mohfw.gov.in/resource-library/	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	2.60	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”
1.6	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://ncdc.mohfw.gov.in/resource-library/	Fully Met	3.85	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://ncdc.mohfw.gov.in/resource-library/	Fully Met	3.85	URLs cited by the Public Authority is correct. Category “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://ncdc.mohfw.gov.in/about-us/?tab=9	Fully Met	0.96	URLs cited by the Public Authority is correct. Category “Fully Met”
1.7.2	Composition	Fully Met	0.96	0.96	https://ncdc.mohfw.gov.in/about-us/?tab=9	Fully Met	0.96	URLs cited by the Public Authority is correct. Category “Fully Met”
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://ncdc.mohfw.gov.in/about-us/?tab=9	Fully Met	0.96	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”
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://ncdc.mohfw.gov.in/about-us/?tab=9	Fully Met	0.96	URLs cited by the Public Authority is correct. Category “Fully Met”
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://ncdc.mohfw.gov.in/about-us/?tab=9	Fully Met	0.96	URLs cited by the Public Authority is correct. Category “Fully Met”
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	Category Not 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://ncdc.mohfw.gov.in/wp-content/uploads/2024/10/List-of-Officers-and-staff-of-NCDC.pdf	Fully Met	3.85	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://ncdc.mohfw.gov.in/wp-content/uploads/2024/10/L	Fully Met	3.85	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
					ist-of-Officers-and-staff-of-NCDC.pdf			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	Partially Met	3.85	1.93	https://ncdc.mohfw.gov.in/wp-content/uploads/2024/10/List-of-Officers-and-staff-of-NCDC.pdf	Not Met	0	Category Not Met
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Met	0	Category Not Met
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://ncdc.mohfw.gov.in/rti/	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://ncdc.mohfw.gov.in/rti/	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://ncdc.mohfw.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://ncdc.mohfw.gov.in/general-public/	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met"
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	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://ncdc.mohfw.gov.in/rti/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully 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]	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
Total			72	64		91	56	
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	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.2	Budget for each agency and plan & programmes	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.3	Proposed expenditures	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.4	Revised budget for each agency, if any	Not Met	10	0	empty	Not Met	0	Category Not

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								Met
2.1.5	Report on disbursements made and place where the related reports are available	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Not Met	10	0	empty	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	Not Met	20	0	empty	Not Met	0	Category Not 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 the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Met	20	0	empty	Not Met	0	Category Not Met
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	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	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
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	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	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category 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	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.	Not Met	50	0	empty	Not Met	0	Category Not Met
Total			150	0		150	0	
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	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Category Not Applicable
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	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 Applicable	0	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 Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	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 Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	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	Not Applicable	0	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
	affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year							
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	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 consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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://ncdc.mohfw.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://ncdc.mohfw.gov.in/resource-library/	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://ncdc.mohfw.gov.in/resource-library/	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
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://ncdc.mohfw.gov.in/resource-library/	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://ncdc.mohfw.gov.in/resource-library/	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			150	150		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	Hindi	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	English	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	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”
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://ncdc.mohfw.gov.in/resource-library/	Fully Met	28.57	URLs cited by the Public Authority is correct. Category “Fully Met”
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://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category “Fully Met”
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category “Fully Met”
4.3.3	Location where available	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category “Fully Met”
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	National Centre for Disease	Fully Met	7.14	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Control 22 Sham Nath Marg, Delhi 110054 Phone: =91-1 1-23971272, + 91-11-239710 60, e-mail:dirn icd@nic.in ww w.nicdc.gov.in			correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	7.14	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	9.30 am to 6 pm	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	National Centre for Disease Control 22 Sham Nath Marg, Delhi 110054 Phone: =91-1 1-23971272, + 91-11-239710	Fully Met	7.14	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
					60, e-mail:dirnicd@nic.in www.nicdc.gov.in			
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://ncdc.mohfw.gov.in/grievance/	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://ncdc.mohfw.gov.in/	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://ncdc.mohfw.gov.in/	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.5	Annual Report	Fully Met	4.1	4.10	https://ncdc.mohfw.gov.in/resource-library/	Fully Met	4.10	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”
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://ncdc.mohfw.gov.in/general-public/	Fully Met	4.10	URLs cited by the Public Authority is correct. Category “Fully 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	Fully Met	4.1	4.10	https://ncdc.mohfw.gov.in/citizen-charter/	Partially Met	2.05	URLs cited by the Public Authority is correct. Category “Fully Met”
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://ncdc.mohfw.gov.in/rti/	Fully Met	14.29	URLs cited by the Public Authority is correct. Category “Fully Met”
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://ncdc.mohfw.gov.in/rti/	Fully Met	14.29	URLs cited by the Public Authority is correct. Category “Fully Met”
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	Category Not Met
Total			196	167		200	161	
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]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://ncdc.mohfw.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://ncdc.mohfw.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://ncdc.mohfw.gov.in/rti/	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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 Met	20	0	empty	Not Met	0	Category Not 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	Not Met	20	0	empty	Not Met	0	Category Not Met
Total			100	60		100	60	
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 [Section 4(2)]							
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://ncdc.mohfw.gov.in/	Fully Met	25.00	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"
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 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			718	466		741	452	