

Self appraisal report for Year (2020-21)

Auditor Agency: National Productivity Council

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Industrial Policy & Promotion

Public Authority Name: Quality Council of India

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	Quality Council of India, 2nd Floor, Institution of Engineers Building, 2-Bahadur Shah Zafar Marg, New Delhi-110002. Details available in Public Domain at: https://qcin.org/important-contacts	Fully Met	1.28	https://qcin.org/important-contacts
1.1.2	Head of the organization	Fully Met	1.28	1.28	Secretary General	Fully Met	1.28	https://qcin.org/sg
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Vision-	Fully Met	1.28	https://qcin.org

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Available in Public domain at: https://qcin.org/vision Mission-Available in Public domain at: https://qcin.org/mission Key Objectives-Available in Public domain at: https://qcin.org/key-objectives			g/visio
1.1.4	Function and duties	Fully Met	1.28	1.28	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.28	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	Available in Public domain at: https://qcin.org/the-organisation	Fully Met	1.28	https://qcin.org/the-organisation

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					.org/the-organisation			
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	Details available in Public Domain at: https://qcin.org/moa	Fully Met	1.28	https://qcin.org/the-organisation
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	Available in Public domain at: https://qcin.org/hr-administration	Fully Met	1.54	https://qcin.org/hr-administration
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	https://qcin.org/hr-administration
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					1612510456. Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)			Finance%20Manual%202018%20(3)_compressed.pdf
1.2.4	Exercised	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456. Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Not Met	0	-
1.2.5	Work allocation	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456. Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf	Partially Met	0.77	https://qcin.org/public/uploads/ck-docs/1612510456. Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2018%20(3)_compressed.pdf (Service & Finance Manual)			
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	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service &	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Finance Manual) Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	As per timelines followed by respective Boards/ Divisions.	Fully Met	1.54	-
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					compressed.pdf (Service & Finance Manual)			
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	In accordance with MOA/ Rules & Regulations of QCI. Details mentioned on QCI website: https://qcin.org/moa	Fully Met	1.54	https://qcin.org/
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	As per respective Boards/ Division	Fully Met	1.54	https://qcin.org/

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					policy.			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	-
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.54	https://pgportal.gov.in/
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	Available in Public Domain	Fully Met	1.92	https://qcin.org/public/uploa

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					at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)			https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	1.92	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456 .	Fully Met	1.92	https://qcin.org/public/uploads/ck-docs/1612510456 .Service%20%20Finance%20M

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ments%20held%20or%20under%20control.pdf			20control.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/Statement%20of%20the%20categories%20of%20documents%20held%20or%20under%20control.pdf	Fully Met	3.85	https://qcin.org/public/uploads/ck-docs/Statement%20of%20the%20categories%20of%20documents%20held%20or%20under%20control.pdf
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	Available in Public domain at: https://qcin.org/governance-structure	Fully Met	0.96	https://qcin.org/governance-structure
1.7.2	Composition	Fully Met	0.96	0.96	Available in Public domain at: https://qcin.org/the-governing-council , https://qcin.org/the-governing-body , https://qcin.org/financ	Partially Met	0.48	https://qcin.org/the-governing-council

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e-committee & https://qcin.org/boards			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Available in Public domain at: https://qcin.org/the-governing-council , https://qcin.org/the-governing-body , https://qcin.org/finance-committee & https://qcin.org/boards	Not Met	0	not mentioned
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456 . Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	0.96	https://qcin.org/public/uploads/ck-docs/1612510456 .Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf
1.7.5	Powers and functions	Fully Met	0.96	0.96	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456	Fully Met	0.96	https://qcin.org/public/uploads/ck-docs/1612510456

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					.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)			12510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	-
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	-
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Available in Public Domain at: https://qcin.org/minutes-of-gc & https://qcin.org/minutes-of-gb	Fully Met	0.96	https://qcin.org/minutes-of-gc
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Available in Public domain at: https://qcin.org/important-contacts	Fully Met	3.85	https://qcin.org/important-contacts
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Available in Public domain at: https://qcin.org/important-contacts	Fully Met	3.85	https://qcin.org/important-contacts

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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	The Basic Pay per month in respect of each cadre is mentioned on web link: https://qcin.org/hr-administration The list of employees in different boards is mentioned on website: https://qcin.org/important-contacts	Fully Met	3.85	https://qcin.org/hr-administration
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)	Fully Met	3.85	https://qcin.org/hr-administration

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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	Available in Public domain at: https://qcin.org/rti-cell	Fully Met	3.85	https://qcin.org/rti-cell
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Available in Public Domain at: https://qcin.org/rti-cell	Fully Met	3.85	https://qcin.org/rti-cell
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	Nil	Fully Met	3.85	https://qcin.org/rti-cell
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Minor Penalty-2	Fully Met	3.85	https://qcin.org/rti-cell
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Due to lockdown, trainings were not conducted in the year 2020-2021. However, internal discussions on RTI Matters are being held from time to time with PIOs/ APIOs of different	Fully Met	1.92	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act

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					<p>boards of QCI. Further, one day workshop for PIOs/ APIOs of QCI have been planned for the year 2021-22 in the month of October 2021 and January 2022.</p> <p>Information about RTI trainings attended by QCI officials at Institute of Secretariat Training & Management (ISTM) for the year 2019-2020 are as follows:</p> <ul style="list-style-type: none"> • Trained 3 officers in the month of April and May 2019. • Trained 1 			

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					officer in the month of October 2019. • Trained 1 officer in the month of February 2020. Also Conducted Training Program in QCI office for PIOs/ APIOs of concerned boards/ divisions/ departments in May 2019.			
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Yes	Fully Met	1.92	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Due to lockdown, trainings were not conducted in the year 2020-2021. However, internal discussions	Fully Met	1.92	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act

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					<p>on RTI Matters are being held from time to time with PIOs/ APIOs of different boards of QCI. Further, one day workshop for PIOs/ APIOs of QCI have been planned for the year 2021-22 in the month of October 2021 and January 2022.</p> <p>Information about RTI trainings attended by QCI officials at Institute of Secretariat Training & Management (ISTM) for the year 2019-2020</p>			

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					are as follows: <ul style="list-style-type: none"> • Trained 3 officers in the month of April and May 2019. • Trained 1 officer in the month of October 2019. • Trained 1 officer in the month of February 2020. Also Conducted Training Program in QCI office for PIOs/ APIOs of concerned boards/ divisions/ departments in May 2019. 			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	0	0	empty	Fully Met	1.92	https://qcin.org/rti-cell
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	Available in Public Domain at: https://qcin.org/public/upl	Fully Met	7.69	-

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					oads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service & Finance Manual)			
Total			98	98			96	
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	Budget (income/expenditure) for each board under QCI is approved by concerned Board and thereafter it is placed before the Finance Committee for its recommendation. Then the consolidated budget of QCI (including all	Fully Met	10.00	https://qcin.org/public/uploads/ck-docs/1618397226.Approved%20Minutes%20of%2022nd%20Governing%20Council%20Meeting.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					boards, divisions, departments) is placed before Governing Body and then before Governing Council for its approval/ ratification. Minutes of GB & GC is available in Public Domain: https://qcin.org/minutes-of-gc & https://qcin.org/minutes-of-gb Balance sheet available in the Annual Report on following web link: https://qcin.org/annual-reports			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Budget (income/ expenditure)	Fully Met	10.00	https://qcin.org/public/uploads/ck-docs/16

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>for each board under QCI is approved by concerned Board and thereafter it is placed before the Finance Committee for its recommendation. Then the consolidated budget of QCI (including all boards, divisions, departments) is placed before Governing Body and then before Governing Council for its approval/ ratification. Minutes of GB & GC is available in Public Domain: https://www.18397226.apprivedminutesof2022ndGoverningCouncilMeeting.pdf</p>			<p>18397226.Approved%20Minutes%20of%2022nd%20Governing%20Council%20Meeting.pdf</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>//qcin.org/minutes-of-gc & https://qcin.org/minutes-of-gb Balance sheet available in the Annual Report on following web link: https://qcin.org/annual-reports</p>			
2.1.3	Proposed expenditures	Fully Met	10	10.00	<p>Budget (income/expenditure) for each board under QCI is approved by concerned Board and thereafter it is placed before the Finance Committee for its recommendation. Then the consolidated budget of QCI (including all boards, divisions,</p>	Fully Met	10.00	<p>https://qcin.org/public/uploads/ck-docs/1618300419.Final%20AR%202019-20.pdf</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					departments) is placed before Governing Body and then before Governing Council for its approval/ ratification. Minutes of GB & GC is available in Public Domain: https: //qcin.org/min utes-of-gc & h ttps://qcin.org/ minutes-of-gb Balance sheet available in the Annual Report on following web link: https://qci n.org/annual- reports			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Budget (income/ expenditure) for each board under QCI is	Fully Met	10.00	https://qcin.org/public/uploads/ck-docs/1618397226.Approved%20Mi

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>approved by concerned Board and thereafter it is placed before the Finance Committee for its recommendation. Then the consolidated budget of QCI (including all boards, divisions, departments) is placed before Governing Body and then before Governing Council for its approval/ ratification. Minutes of GB & GC is available in Public Domain: https://qcin.org/minutes-of-gc & h</p>			<p>notes%20of%202022nd%20Governing%20Council%20Meeting.pdf</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://qcin.org/minutes-of-gb Balance sheet available in the Annual Report on following web link: https://qcin.org/annual-reports			
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	The details are reported in Finance Committee, Governing Body and Governing Council and are also published in Annual Report sent to Nodal point, DPIIT for placing in both houses of Parliament. Annual Report available in Public Domain at: https://qcin.org/annual-reports	Fully Met	10.00	https://qcin.org/public/uploads/ck-docs/1618300419.Final%20AR%202019-20.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Provision for the foreign & domestic tours is made in the budget by each Board. The consolidated budget of QCI is approved by the Governing Body of QCI. However, on account of current pandemic and Government restrictions, there has been no international tours during 2020-21 and there had been limited domestic tours.	Fully Met	16.67	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act
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	Provision for the foreign & domestic	Fully Met	16.67	https://qcin.org/mandatory-disclosure-und

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				tours is made in the budget by each Board. The consolidated budget of QCI is approved by the Governing Body of QCI. However, on account of current pandemic and Government restrictions, there has been no international tours during 2020-21 and there had been limited domestic tours.			er-section-4-of-rti-act
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	Fully Met	16.67	16.67	Available in Public domain at: https://qcin.org/tenders	Fully Met	16.67	https://qcin.org/tenders

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	amount at which such procurement or works contract is to be executed.							
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	-
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	-
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	-
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	-
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	-
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	-
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	Last CAG audit was conducted in December	Fully Met	50.00	https://qcin.org/public/uploads/ck-docs/1628850243.QC

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2019 and all the queries were appropriately replied.			I.F&A.2019-20.DGA.05.pdf
Total			150	150			150	
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	In case of formulation of any policy / scheme guidelines the same is made open to public for their comments. As there is no such requirement currently hence not applicable.	Fully Met	12.50	-
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	Details of QCI officials is available in Public Domain at: https://qcin.org/important-contacts	Fully Met	12.50	https://qcin.org/important-contacts
3.1.3	Public- private partnerships (PPP)- Details of	Not Applicable	0	0	empty	Not Applicable	0	-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Special Purpose Vehicle (SPV), if any							
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	-
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	-
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	-
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	-
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	-
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	-
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	-
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	Generally published on the website of QCI or mentioned in the manuals concerning the respective scheme. Important	Fully Met	16.67	https://qcin.org/important-notice

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Public Notices are available on QCI website under: https://qcin.org/important-notice			
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	In view of reply in section 3.1.1 not applicable.	Fully Met	16.67	-
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	Fully Met	16.67	16.67	Generally published on the website of QCI or mentioned in the manuals concerning the respective scheme. Important Public Notices are available on QCI website under: https://qcin.org/important-notice	Fully Met	16.67	https://qcin.org/important-notice
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	Internet (website) and print media.	Fully Met	50.00	https://www.qcin.org/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Information is available in Public Domain on QCI website: https://www.qcin.org/			
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	The relevant information/ guidelines related to schemes, etc. are available on website of QCI https://www.qcin.org/ under respective board.	Fully Met	25.00	https://www.qcin.org/
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	All manuals/ handbooks are available in printed form.	Fully Met	25.00	https://www.qcin.org/
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	By and large information is available free of cost. However, some of the	Fully Met	25.00	https://qcin.org/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					scheme related manuals are available on payment of fee (as decided by the respective board) and the same can be obtained from them. The link for QCI website is as follows: https://qcin.org/			
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	By and large information is available free of cost. However, some of the scheme related manuals are available on payment of fee (as decided by the respective board) and the same can	Fully Met	25.00	https://qcin.org/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					be obtained from them. The link for QCI website is as follows: https://qcin.org/			
Total			225	225			225	
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	English. Available in Public domain at: https://qcin.org/	Fully Met	14.29	https://qcin.org/
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	English. Available in Public domain at: https://qcin.org/	Fully Met	14.29	https://qcin.org/
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	As and when required as per respective board scheme.	Fully Met	28.57	https://qcin.org/
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	Document and information are available in Public domain at: https://www.qcin.org/	Fully Met	9.52	https://www.qcin.org/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ps://www.qcin.org/			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Document and information are available in Public domain at: https://www.qcin.org/	Fully Met	9.52	https://www.qcin.org/
4.3.3	Location where available	Fully Met	9.52	9.52	Document and information are available in Public domain at: https://www.qcin.org/	Fully Met	9.52	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	Available in Public Domain at: https://qcin.org/important-contacts	Fully Met	7.14	https://qcin.org/important-contacts
4.4.2	Details of information made available	Fully Met	7.14	7.14	In electronic form at https://qcin.org/ and hard copies/ physical response.	Fully Met	7.14	https://qcin.org/important-contacts
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	As per provision of	Fully Met	7.14	https://qcin.org/important-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL contacts
					Service & Finance manual. Link is given below- https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf			
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Available in Public Domain at: https://qcin.org/important-contacts	Fully Met	7.14	https://qcin.org/important-contacts
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	Available in Public domain at: https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf (Service &	Fully Met	3.57	https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Finance Manual)			
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Both offline and online RTI Applications received. Information available at https://qcin.org/rti-cell	Fully Met	3.57	https://qcin.org/rti-cell
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Details are provided in Annual Report every year. Annual Report is available at https://qcin.org/annual-reports	Fully Met	3.57	https://qcin.org/annual-reports
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	By and large all schemes are ongoing and available on respective board's website.	Fully Met	3.57	https://qcin.org/
4.5.5	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	Details of all contract should be uploaded on website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.6	Annual Report	Fully Met	3.57	3.57	Annual reports for the period from 2014-15 to 2019-20 available on website link is given below- https://qcin.org/annual-reports	Fully Met	3.57	https://qcin.org/annual-reports
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	Available in Public domain at: https://qcin.org/faq	Fully Met	3.57	https://qcin.org/faq
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	Not Applicable	0	0	empty	Fully Met	3.57	https://qcin.org/public/uploads/ck-docs/1628856427.Citizen%20Charter-%20QCI.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	Quarterly reports pertaining to RTIs and Appeals available on following link: https://qcin.org/rti-cell	Fully Met	14.29	https://qcin.org/rti-cell
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Quarterly	Fully Met	14.29	https://qcin.org

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					reports pertaining to RTIs and Appeals available on following link: https://qcin.org/rti-cell			g/rti-cell
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	No question asked. QCI provides expert assistance in the field of Quality and Assessment to DPIIT (previously known as DIPP)/ any of Ministerial Department whenever any related question is asked by the Parliament.	Fully Met	28.57	-
Total			193	193			196	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs,	Fully Met	20	20.00	a. Current	Fully Met	20.00	https://qcin.org

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(b) Earlier CPIO & FAAs from 1.1.2015				CPIO & FAA information available at: https://qcin.org/rti-cell b. Earlier CPIO & FAA- • First Appellate Authority- Dr. R. P Singh • CPIO- Dr. B. K Rana • APIO- Mr. N.S. Negi			g/rti-cell
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	Available in Public Domain at: https://qcin.org/public/uploads/ck-docs/Annexure-A-Audit%20Report.pdf	Fully Met	20.00	https://qcin.org/public/uploads/ck-docs/Annexure-A-Audit%20Report.pdf
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	There are no cadre post in QCI. However, details of Nodal officer are as follows: a. D.O.A: 01-Jan-2019 b. Name/	Fully Met	20.00	https://qcin.org/rti-cell

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Designation: Mr. Jagminder Kataria/ Deputy Director			
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Applicable	0	-
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	Available in Public Domain: https://qcin.org/public/uploads/ck-docs/Annexure-B-%20office%20order.pdf	Fully Met	20.00	https://qcin.org/public/uploads/ck-docs/Annexure-B-%20office%20order.pdf
Total			80	80			80	
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	Published on the website: www.qcin.org	Fully Met	25.00	www.qcin.org
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	Fully Met	12.5	12.50	Information about the website of QCI, its accreditation boards and	Partially Met	6.25	https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>other offices is available in Public Domain on following link https://www.qcin.org/. The same is compliant as per QCI policies and procedures. However, QCI website is not hosted on gov.in server.</p>			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	<p>Information about the website of QCI, its accreditation boards and other offices is available in Public Domain on following link https://www.qcin.org/. The same is compliant as per QCI policies and procedures.</p>	Partially Met	6.25	<p>https://qcin.org/mandatory-disclosure-under-section-4-of-rti-act</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					However, QCI website is not hosted on gov.in server.			
Total			50	50			38	
Grand Total			796	796			785	