



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 National Centre for Disease Control, Delhi

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 [National Centre for Disease Control, Delhi](#) under the RTI Act, 2005 from 4 & 5 Sept, 2024 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 [National Centre for Disease Control, Delhi](#) Self appraisal report for Year (2023-24) and its website <https://ncdc.mohfw.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 [National Centre for Disease Control, Delhi](#) 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 related to 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 must be disclosed. Information related to Channel of supervision and accountability must be disclosed.
2. Information related to Boards, Councils, Committees and other Bodies constituted as part of the Public Authority must be disclosed
3. Details of work allocation and job description of each functionary / post should be uploaded. Norms laid down for discharge of functions of various functionaries should be uploaded wherever feasible.
4. Programmes to advance understanding of RTI Act –to be conducted on regular intervals.
5. The details about the custodians of various categories of documents held by the organisation should be made available in the website.

6. Complete details of the relevant Acts, rules, instruments, Manuals, OM etc. should be available at one place under one link including the contents. In this connection, it is recommended the contents of rules like financial powers, CCS (CC&A) rules, study leave rules and allotment of residence rules should also be uploaded in the public domain.
7. A complete list of officers/ employees of the organisation with names and other contact details should be uploaded in the public domain under RTI link.
8. Details of monthly remuneration and compensation received by each employee of the organisation should be prepared and uploaded on the public domain. This information should also be updated periodically at least once in six months.
9. Detailed information regarding budget allocation which presently available on the main page of the website should be linked to RTI heading.
10. The details about the various visits (domestic I foreign) undertaken by the officers need to be uploaded under RTI link on the Public Authority website with sub links to the various centres under Public Authority.
11. Information regarding CAG and PAC paras as well as action taken reports (ATR) on those paras which have been laid on the table of both houses of parliament should be uploaded in the public domain. However, any information relating to national security / integrity are not to be placed in the public domain.
12. Public Authority must constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI.
13. Public Authority must constitute a Committee Consultancy committee of key stake holders for advice on suo-motu disclosure.
14. Replies to questions asked in the parliament Replies to questions asked in the parliament is to be uploaded on website
15. Guidelines for Indian Government Websites (version 2.0) An Integral Part of Central Secretariat Manual of Office Procedure, February 2018: Second Edition must be followed. STQC certification is to be obtained and displayed on website.
16. 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.
17. Every information displayed in the website should indicate the last date of updation prominently in a DD/MM/YY format.
18. In order to facilitate citizens' requirement, all information which are to be disclosed suo motu should be either available under RTI heading or should be accessible through a link under RTI heading. The information available in the public domain should be periodically updated. It is also suggested that the website should have an effective search engine to facilitate the common citizen to access information with ease. The ultimate objective should be to make the website user friendly.

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.

Date: 5 Sept, 2024



Dr. Kasilingam Rajkumar
(Director)



Self appraisal report for Year (2023-24)**Auditor Agency: T V Sethumadhavan(Indian Rubber Manufacturers Research Association)****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/about-us/?tab=1	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/about-us/	Fully Met	1.28	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					out-us/?tab=1			Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ncdc.mohfw.gov.in/about-us/?tab=1	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/	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	1.54	1.54	https://ncdc.mohfw.gov.in/centers-and-divisions-of-ncdc/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/centers-and-divisions-of-ncdc/	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.2.3	Rules/ orders under which powers and duty are	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/centers-and-divisions-of-ncdc/	Partially Met	0.77	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	derived and				ohfw.gov.in/rti/			the Public Authority is correct. Category "Partially Met"
1.2.4	Exercised	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/rti/	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.2.5	Work allocation	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/centers-and-divisions-of-ncdc/	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially 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://ncdc.mohfw.gov.in/rti/	Partially Met	0.77	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://ncdc.mohfw.gov.in/about-us/?tab=2	Partially Met	0.77	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 "Partially Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/rti/	Fully Met	1.54	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/citizen-charter/	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/about-us/	Partially Met	0.77	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 "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://ncdc.mohfw.gov.in/about-us/?tab=2	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 accessed	Fully Met	1.54	1.54	https://ncdc.mohfw.gov.in/citizen-charter/	Partially Met	0.77	URLs cited by 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 redress 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"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://ncdc.mohfw.gov.in/resource-library/?tab=1	Fully Met	1.92	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 URLs cited by the Public Authority is correct. Category “Fully Met”
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://ncdc.mohfw.gov.in/resource-library/?tab=1	Fully Met	1.92	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://ncdc.mohfw.gov.in/resource-library/?tab=1	Fully Met	1.92	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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/?tab=1	Fully Met	3.85	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/re

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								source-library/?tab=2 https://ncdc.mohfw.gov.in/re source-library/?tab=3 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/re source-library/?tab=1	Fully Met	3.85	https://ncdc.mohfw.gov.in/re source-library/?tab=1 https://ncdc.mohfw.gov.in/re source-library/?tab=2 https://ncdc.mohfw.gov.in/re source-library/?tab=3 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.m	Fully Met	0.96	URLs cited by

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	https://ncdc.mohfw.gov.in/about-us/?tab=9	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/about-us/?tab=9	Fully Met	3.85	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	Not Met	3.85	0	empty	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 officer (PIO), Assistant Public Information officer (APIO) & 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	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary	Not Met	3.85	0	empty	Not Met	0	Category Not

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	action has been (i) Pending for Minor penalty or major penalty proceedings							Met
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Category Not Met
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/teaching-training/	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	One day RTI training was held on 05.12.2022.	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met"
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Attended various program held by CIC from time to time.	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially 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/	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially 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.	Not Applicable	0	0	empty	Not Applicable	0	Category Not

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	1/6/2011- IR Dt. 15.4.2013]							Applicable
Total			86	74		90	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 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
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Met	16.67	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	16.67	0	empty	Not Met	0	Category Not 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	Fully Met	16.67	16.67	https://ncdc.mohfw.gov.in/tenders/	Fully Met	16.67	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
	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	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
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/	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
	permits of authorizations							
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	17		150	17	
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 thereof [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
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	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	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://ncdc.mohfw.gov.in/wp-content/uploads/2024/04/NCDC-Booklet.pdf	Fully Met	25.00	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://ncdc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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	Yes	Fully Met	25.00	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iecmaterial-on-amr/ https://ncdc.mohfw.gov.in/iecmaterial

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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://ncdc.mohfw.gov.in/resource-library/?tab=1	Fully Met	25.00	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available At a reasonable cost of	Fully Met	25	25.00	https://ncdc.m	Fully Met	25.00	library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://ncdc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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
	the medium				ohfw.gov.in/re source- library/?tab=1			ohfw.gov.in/re source- library/?tab=1 https://ncdc.m ohfw.gov.in/re source- library/?tab=2 https://ncdc.m ohfw.gov.in/re source- library/?tab=3 https://ncdc.m ohfw.gov.in/ni pah-virus- guidelines/ htt ps://ncdc.moh fw.gov.in/iec- material-on- amr/ https://nc dc.mohfw.gov. in/iec-material -on-zoonotic- disease/ https: //ncdc.mohfw. gov.in/iec-mat erial-in-englis h-and-hindi-fo r-2019-ncov/ h ttps://ncdc.mo hfw.gov.in/sea sonal- influenza-2/ ht

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								tps://ncdc.mohfw.gov.in/ncdc-newsletter/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	English	Fully Met	14.29	14.29	Yes	Fully Met	14.29	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://nc

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								dc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	Yes	Fully Met	14.29	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/re

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								source-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://ncdc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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
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	Latest	Fully Met	28.57	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iecmaterial-on-amr/ https://ncdc.mohfw.gov.in/iecmaterial-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iecmaterial-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/sea

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								sonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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/?tab=1	Fully Met	9.52	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iecmaterial-on-amr/ https://nc

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								dc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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/?tab=1	Fully Met	9.52	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/re

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								source-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iecmaterial-on-amr/ https://ncdc.mohfw.gov.in/iecmaterial-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iecmaterial-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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
4.3.3	Location where available	Fully Met	9.52	9.52	https://ncdc.mohfw.gov.in/resource-library/?tab=1	Fully Met	9.52	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://ncdc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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 faculty	Fully Met	7.14	7.14	Library	Fully Met	7.14	URLs cited by the Public Authority is 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/?tab=1	Fully Met	7.14	https://ncdc.mohfw.gov.in/resource-library/?tab=1 https://ncdc.mohfw.gov.in/resource-library/?tab=2 https://ncdc.mohfw.gov.in/resource-library/?tab=3 https://ncdc.mohfw.gov.in/nipah-virus-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								guidelines/ https://ncdc.mohfw.gov.in/iec-material-on-amr/ https://ncdc.mohfw.gov.in/iec-material-on-zoonotic-disease/ https://ncdc.mohfw.gov.in/iec-material-in-english-and-hindi-for-2019-ncov/ https://ncdc.mohfw.gov.in/seasonal-influenza-2/ https://ncdc.mohfw.gov.in/ncdc-newsletter/ 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 6.00 PM	Fully Met	7.14	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"
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://ncdc.mohfw.gov.in/central-library/	Fully Met	7.14	URLs cited by the Public Authority is correct. 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://ncdc.mohfw.gov.in/grievance/	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/rti/	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/	Partially Met	1.79	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/	Partially Met	1.79	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
								"Partially Met"
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/tenders/	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.6	Annual Report	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/resource-library/?tab=5	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://ncdc.mohfw.gov.in/general-public/	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"
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://ncdc.mohfw.gov.in/citizen-charter/	Partially Met	1.79	URLs cited by the Public Authority is correct. Category "Partially 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.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								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)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	Category Not Met
Total			200	171		200	166	
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://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"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Fully Met	20	20.00	https://ncdc.mohfw.gov.in/rti/	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	Fully Met	20	20.00	https://ncdc.mohfw.gov.in/rti/	Not Met	0	Category Not Met
Total			100	100		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							
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/general-public/	Fully Met	25.00	URLs cited by the Public Authority is 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, 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			736	537		740	474	