

Self appraisal report by Public Authority

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Organisation and Function**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	http://cara.nic.in/contact%20us.html
1.1.2	Head of the organization	1.28	Fully Met	1.28	http://cara.nic.in/about/Union_minister.html
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	Displayed under Citizen Charter and RTI Manual http://cara.nic.in/PDF/Citizen%20Charter.PDF http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.1.4	Function and duties	1.28	Fully Met	1.28	Same as above
1.1.5	Organization Chart	1.28	Fully Met	1.28	http://cara.nic.in/about/or_chart.html
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	1.28	Fully Met	1.28	Displayed under Citizen Charter and RTI Manual http://cara.nic.in/PDF/Citizen%20Charter.PDF http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	http://cara.nic.in/about/cara_team.html http://cara.nic.in/PDF/Citizen%20Charter.PDF http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	http://cara.nic.in/Stakeholders/Stakeholders.html http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Not Met	0	
1.2.4	Exercised	1.54	Partially Met	0.77	Relevant Legislations are displayed under Acts and Rules
1.2.5	Work allocation	1.54	Fully Met	1.54	http://cara.nic.in/Stakeholders/Stakeholders.html http://cara.nic.in/PDF/Citizen%20Charter.PDF
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	1.54	Fully Met	1.54	http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.3.2	Final decision making authority	1.54	Fully Met	1.54	Same as above
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	Relevant Legislations are displayed under Acts and Rules
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	Same as above
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	Displayed under Citizen Charter http://cara.nic.in/PDF/Citizen%20Charter.PDF
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	Same as above
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	Displayed under 'Parents' Section http://cara.nic.in/Parents/Guidelines_living_Abroad.html http://cara.nic.in/PDF/Bench%20Book%20For%20Adoptions.pdf
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	Displayed under Citizen Charter http://cara.nic.in/PDF/Citizen%20Charter.PDF
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	Same as above
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.	1.92	Fully Met	1.92	Displayed under 'Acts and Regulations' Section
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	Same as above
1.5.4	Transfer policy and transfer orders	0	Not Applicable	0	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	3.85	Fully Met	3.85	Displayed under RTI Manual http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	Same as above
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.	0.96	Fully Met	0.96	Displayed under Steering Committee and RTI Manual http://cara.nic.in/PDF/Steering.pdf http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.7.2	Composition	0.96	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	Same as above
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	Same as above
1.7.5	Powers and functions	0.96	Fully Met	0.96	Section 69(3) of J.J. Act, 2015 http://cara.nic.in/PDF/JJ%20act%202015.pdf
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	Visiting parents come to meet counselors https://carings.nic.in/Counselling2/Counselling.html http://cara.nic.in/testimonial.html
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Not Met	0	
1.7.8	Place where the minutes if open to the public are available?	0.96	Not Met	0	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	3.85	Fully Met	3.85	http://cara.nic.in/about/cara_team.html http://cara.nic.in/Stakeholders/Stakeholders.html
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	Same as above

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	3.85	Fully Met	3.85	Displayed under RTI Manual http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf
1.9.2	System of compensation as provided in its regulations	3.85	Not Met	0	
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	3.85	Fully Met	3.85	http://cara.nic.in/about/RTI-Application-&-Appeal.html
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	http://cara.nic.in/about/cara_team.html
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	3.85	Not Met	0	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Not Met	0	
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	1.92	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Not Met	0	
1.12.3	Training of CPIO/APIO	1.92	Not Met	0	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	Displayed under RTI Section http://cara.nic.in/about/rti.html
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]	0	Not Applicable	0	
Total		90		69	
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Budget and Programme**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	10	Fully Met	10.00	http://cara.nic.in/PDF/tenders/Budget.PDF
2.1.2	Budget for each agency and plan & programmes	0	Not Applicable	0	
2.1.3	Proposed expenditures	10	Fully Met	10.00	http://cara.nic.in/PDF/tenders/Budget.PDF
2.1.4	Revised budget for each agency, if any	0	Not Applicable	0	
2.1.5	Report on disbursements made and place where the related reports are available	10	Partially Met	5.00	http://cara.nic.in/PDF/tenders/Budget.PDF The Reports are available in the Accounts section.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	16.67	Fully Met	16.67	http://cara.nic.in/PDF/tenders/Budget.PDF

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	16.67	Fully Met	16.67	http://cara.nic.in/PDF/tenders/Budget.PDF It is mentioned that the expenditure on such visits is NIL.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	16.67	Fully Met	16.67	http://cara.nic.in/resource/Tender.html Tender enquiries as well as contracts related to the bids awarded are available.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.3.7	Eligibility criteria for grant of subsidy	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="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	<input type="text" value="25"/>	Fully Met	<input type="text" value="25.00"/>	http://cara.nic.in/PDF/tenders/Budget.PDF It is mentioned that such discretionary and non-discretionary grants are NIL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="25"/>	Fully Met	<input type="text" value="25.00"/>	same as above
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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.	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
Total		130		125	
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Publicity Band Public interface**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	12.5	Fully Met	12.50	Available in Trainings Section http://cara.nic.in/resource/trainings.html
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	12.5	Fully Met	12.50	Open consultation from the stakeholders only. Contact details of IFC provided (toll free and landline nos.) http://cara.nic.in/contact%20us.html
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	<input type="text" value="0"/>	Not Applicable	<input type="text" value="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	<input type="text" value="16.67"/>	Not Met	<input type="text" value="0"/>	
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="16.67"/>	Not Met	<input type="text" value="0"/>	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	All relevant information provided under Citizen Charter, RTI Manual, Acts and Regulations and Benchbook for Adoption.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	Provided in 'Acts and Regulations' section
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Provided in the CARA Office.
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	25	Not Met	0	
3.5.2	List of materials available At a reasonable cost of the medium	0	Not Applicable	0	
Total		183		125	
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E-Governance**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]				
4.1.1	English	14.29	Fully Met	14.29	Provided under 'Acts and Regulations' Section
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	Provided under 'Acts and Regulations' Section (Hindi)
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	28.57	Fully Met	28.57	Provided in Acts and Regulations
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	Provided in Acts and Regulations & RTI section
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	Provided in Acts and Regulations & RTI section
4.3.3	Location where available	9.52	Fully Met	9.52	Provided in Acts and Regulations & RTI section
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	http://cara.nic.in/contact%20us.html
4.4.2	Details of information made available	7.14	Fully Met	7.14	(Adoption queries) http://cara.nic.in/contact%20us.html
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	http://cara.nic.in/contact%20us.html
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	http://cara.nic.in/contact%20us.html http://cara.nic.in/PDF/Citizen%20Charter.PDF
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	http://164.100.158.243/carings/Grievance/Grievance.aspx (Available on home page)
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	Details cannot be provided due to confidentiality of children. http://cara.nic.in/about/Year-wise-&-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Fully Met	3.57	Provided under Resources>Schemes and Guidelines
4.5.4	List of schemes/ projects/ programme underway	0	Not Applicable	0	
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Fully Met	3.57	Available in tenders section http://cara.nic.in/resource/Tender.html
4.5.6	Annual Report	3.57	Fully Met	3.57	Annual Reports are available from 2013-2019 (Resources>Annual Reports)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.5.7	Frequently Asked Question (FAQs)	3.57	Fully Met	3.57	http://cara.nic.in/PDF/faqs.pdf http://cara.nic.in/PDF/Indian%20Expres%20Article%2013%20Dec%2019.pdf (Available on home page)
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	3.57	Partially Met	1.79	Citizens Charter is available. http://cara.nic.in/PDF/Citizen%20Charter.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	14.29	Fully Met	14.29	http://cara.nic.in/about/Year-wise-&-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	http://cara.nic.in/about/Year-wise-&-Quarter-wise-Details-of-Appeals-dealt-during-last-five-years.html
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	28.57	Not Met	0	
Total		196		166	
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Information as may be prescribed**Year(2019-20)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	20	Partially Met	10.00	List of current CPIOs available at http://cara.nic.in/about/RTI-Application-&-Appeal.html
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	0	Not Applicable	0	
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	20	Partially Met	10.00	http://cara.nic.in/about/RTI-Application-&-Appeal.html (Mr. S.K. Gupta is the nodal officer)
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	20	Fully Met	20.00	Steering Committee http://cara.nic.in/PDF/Steering.pdf
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	20	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		80		40	
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