

## Self appraisal report for Year (2019-20)

**Auditor Agency:** NIPCCD(Mr. Jayant Mahajan National Institute of Public Cooperation and Child Development 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 )

**Ministry Name:** Ministry of Women & Child Development

**Department Name:**

**Public Authority Name:** Central Adoption Resource Authority(CARA)

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	<a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a>	Fully Met	1.28	The requisite information is available on link
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="http://cara.nic.in/about/Union_minister.html">http://cara.nic.in/about/Union_minister.html</a>	Fully Met	1.28	The requisite information is available on link
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Displayed under Citizen Charter and RTI Manual <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					English).pdf			
1.1.4	Function and duties	Fully Met	1.28	1.28	Same as above	Fully Met	1.28	The requisite information is available on link
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="http://cara.nic.in/about/or_chart.html">http://cara.nic.in/about/or_chart.html</a>	Fully Met	1.28	The requisite information is available on link
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	Displayed under Citizen Charter and RTI Manual <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a> <a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf</a>	Fully Met	1.28	The requisite information is available on link
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="http://cara.nic.in/about/cara_team.html">http://cara.nic.in/about/cara_team.html</a> <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a> <a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf</a>	Fully Met	1.54	The requisite information is available on link

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	<a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf</a>	Fully Met	1.54	The requisite information is available on link
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Same as above	Fully Met	1.54	The requisite information is available on link
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Relevant Legislations are displayed under Acts and Rules	Fully Met	1.54	The requisite information is available on link
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Same as above	Fully Met	1.54	The requisite information is available on link
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf</a>	Fully Met	1.54	The requisite information is available on link
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Displayed under Citizen Charter <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a>	Fully Met	1.54	The requisite information is available on link
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Same as above	Fully Met	1.54	The requisite information is

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								available on link
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Displayed under 'Parents' Section <a href="http://cara.nic.in/Parents/Guidelines_living_Abroad.html">http://cara.nic.in/Parents/Guidelines_living_Abroad.html</a> <a href="http://cara.nic.in/PDF/Bench%20Book%20For%20Adoptions.pdf">http://cara.nic.in/PDF/Bench%20Book%20For%20Adoptions.pdf</a>	Fully Met	1.54	The requisite information is available on link
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Displayed under Citizen Charter <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a>	Fully Met	1.54	The requisite information is available on link
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Same as above	Fully Met	1.54	The requisite information is available on link
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	Displayed under 'Acts and Regulations' Section	Fully Met	1.92	The requisite information is available on link
1.5.2	List of Rules, regulations, instructions manuals	Fully Met	1.92	1.92	Same as	Fully Met	1.92	The requisite

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	and records.				above			information is available on link
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Same as above	Fully Met	1.92	The requisite information is available on link
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Displayed under RTI Manual <a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA%20(English).pdf</a>	Fully Met	3.85	The requisite information is available on link
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Same as above	Fully Met	3.85	The requisite information is available on link
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Displayed under Steering Committee and RTI Manual <a href="http://cara.nic.in/PDF/Steering.pdf">http://cara.nic.in/PDF/Steering.pdf</a> <a href="http://cara.nic.in/PDF/RTI/R">http://cara.nic.in/PDF/RTI/R</a>	Fully Met	0.96	The requisite information is available on link

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					TI-Manual-of-CARA%20(English).pdf			
1.7.2	Composition	Fully Met	0.96	0.96	Same as above	Fully Met	0.96	The requisite information is available on link
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Same as above	Fully Met	0.96	The requisite information is available on link
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Same as above	Fully Met	0.96	The requisite information is available on link
1.7.5	Powers and functions	Fully Met	0.96	0.96	Section 69(3) of J.J. Act, 2015 <a href="http://cara.nic.in/PDF/JJ%20act%202015.pdf">http://cara.nic.in/PDF/JJ%20act%202015.pdf</a>	Fully Met	0.96	The requisite information is available on link
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Visiting parents come to meet counselors <a href="https://carings.nic.in/Counseling2/Counseling.html">https://carings.nic.in/Counseling2/Counseling.html</a> <a href="http://cara.nic.in/testimonial.html">http://cara.nic.in/testimonial.html</a>	Fully Met	0.96	The requisite information is available on link
1.7.7	Whether the minutes of the meetings are open to	Not Met	0.96	0	empty	Not Met	0	The

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	the public?							concerned public authority has not given the requisite information
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	The concerned public authority has not given the requisite information
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="http://cara.nic.in/about/cara_team.html">http://cara.nic.in/about/cara_team.html</a> <a href="http://cara.nic.in/Stakeholders/Stakeholders.html">http://cara.nic.in/Stakeholders/Stakeholders.html</a>	Fully Met	3.85	The requisite information is available on link
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Same as above	Fully Met	3.85	The requisite information is available on link
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	Displayed under RTI Manual <a href="http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA">http://cara.nic.in/PDF/RTI/RTI-Manual-of-CARA</a>	Fully Met	3.85	The requisite information is available on link



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					%20(English).pdf			
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Not Met	0	The concerned public authority has not given the requisite information
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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	<a href="http://cara.nic.in/about/RTI-Applcation-&amp;-Appeal.html">http://cara.nic.in/about/RTI-Applcation-&amp;-Appeal.html</a>	Fully Met	3.85	The requisite information is available on link
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="http://cara.nic.in/about/cara_team.html">http://cara.nic.in/about/cara_team.html</a>	Fully Met	3.85	The requisite information is available on link
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	The concerned public authority has not given the requisite information
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	The concerned public authority has not given the requisite

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<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	The concerned public authority has not given the requisite information
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	The concerned public authority has not given the requisite information
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	The concerned public authority has not given the requisite information
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Displayed under RTI Section <a href="http://cara.nic.in/about/rti.html">http://cara.nic.in/about/rti.html</a>	Fully Met	1.92	The requisite information is available on link
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>Total</b>			<b>90</b>	<b>69</b>		<b>90</b>	<b>68</b>	

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<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="http://cara.nic.in/PDF/tenders/Budget.PDF">http://cara.nic.in/PDF/tenders/Budget.PDF</a>	Fully Met	10.00	The requisite information is available on link
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="http://cara.nic.in/PDF/tenders/Budget.PDF">http://cara.nic.in/PDF/tenders/Budget.PDF</a>	Fully Met	10.00	The requisite information is available on link
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.1.5	Report on disbursements made and place where the related reports are available	Partially Met	10	5.00	<a href="http://cara.nic.in/PDF/tenders/Budget.PDF">http://cara.nic.in/PDF/tenders/Budget.PDF</a> The Reports are available in the Accounts section.	Fully Met	10.00	The requisite information is available on link
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Fully Met	16.67	16.67	<a href="http://cara.nic.in/PDF/tenders/Budget.PDF">http://cara.nic.in/PDF/tenders/Budget.PDF</a>	Fully Met	16.67	The requisite information is available on link
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	Fully Met	16.67	16.67	<a href="http://cara.nic.in/PDF/tenders/Budget.PDF">http://cara.nic.in/PDF/tenders/Budget.PDF</a> It is mentioned that the	Fully Met	16.67	The requisite information is available on link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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.	Fully Met	16.67	16.67	http://cara.nic.in/resource/Tender.html Tender enquiries as well as contracts related to the bids awarded are available.	Fully Met	16.67	The requisite information is available on link
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	http://cara.nic.in/PDF/tenders/Budget.PDF It is mentioned that such discretionary and non-	Fully Met	25.00	The requisite information is available on link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					discretionary grants are NIL			
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	same as above	Fully Met	25.00	The requisite information is available on link
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
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 Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>Total</b>			<b>130</b>	<b>125</b>		<b>130</b>	<b>130</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Available in Trainings Section <a href="http://cara.nic.in/resource/trainings.html">http://cara.nic.in/resource/trainings.html</a>	Fully Met	12.50	The requisite information is available on link
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in	Fully Met	12.5	12.50	Open consultation	Fully Met	12.50	The requisite information is

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	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				from the stakeholders only. Contact details of IFC provided (toll free and landline nos.) <a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a>			available on link
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	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	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

[illegible]

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	Provided in 'Acts and Regulations' section	Fully Met	25.00	The requisite Information is available on website of the Public Authority
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Provided in the CARA Office.	Fully Met	25.00	As informed by the Public Authority the requisite information is available in CARA Office
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Not Met	25	0	empty	Not Met	0	The concerned public authority has not given the requisite information
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>Total</b>			<b>183</b>	<b>125</b>		<b>183</b>	<b>125</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	Provided under 'Acts and Regulations' Section	Fully Met	14.29	The requisite Information is available on website of the Public Authority



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	Provided under 'Acts and Regulations' Section (Hindi)	Fully Met	14.29	The requisite Information is available on website of the Public Authority
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Provided in Acts and Regulations	Fully Met	28.57	The requisite Information is available on website of the Public Authority
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Provided in Acts and Regulations & RTI section	Fully Met	9.52	The requisite Information is available on website of the Public Authority
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Provided in Acts and Regulations & RTI section	Fully Met	9.52	The requisite Information is available on website of the Public Authority
4.3.3	Location where available	Fully Met	9.52	9.52	Provided in Acts and Regulations & RTI section	Fully Met	9.52	The requisite Information is available on website of the Public Authority

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	<a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a>	Fully Met	7.14	The requisite information is available on link
4.4.2	Details of information made available	Fully Met	7.14	7.14	(Adoption queries) <a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a>	Fully Met	7.14	The requisite information is available on link
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	<a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a>	Fully Met	7.14	The requisite information is available on link
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="http://cara.nic.in/contact%20us.html">http://cara.nic.in/contact%20us.html</a> <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a>	Fully Met	7.14	The requisite information is available on link
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	<a href="http://164.100.158.243/carings/Grievance/Grievance.aspx">http://164.100.158.243/carings/Grievance/Grievance.aspx</a> (Available on home page)	Fully Met	3.57	The requisite information is available on link
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Details cannot be provided due to confidentiality	Fully Met	3.57	The requisite information is available on link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					of children. <a href="http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html">http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html</a>			
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Provided under Resources>Schemes and Guidelines	Fully Met	3.57	The requisite Information is available on website of the Public Authority
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Available in tenders section <a href="http://cara.nic.in/resource/Tender.html">http://cara.nic.in/resource/Tender.html</a>	Fully Met	3.57	The requisite information is available on link
4.5.6	Annual Report	Fully Met	3.57	3.57	Annual Reports are available from 2013-2019 (Resources>Annual Reports)	Fully Met	3.57	The requisite Information is available on website of the Public Authority
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	<a href="http://cara.nic.in/PDF/faqs.pdf">http://cara.nic.in/PDF/faqs.pdf</a> <a href="http://cara.nic.in/PDF/Indian%20Express">http://cara.nic.in/PDF/Indian%20Express</a>	Fully Met	3.57	The requisite information is available on link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%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	Partially Met	3.57	1.79	Citizens Charter is available. <a href="http://cara.nic.in/PDF/Citizen%20Charter.PDF">http://cara.nic.in/PDF/Citizen%20Charter.PDF</a>	Fully Met	3.57	The requisite information is available on link
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	<a href="http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html">http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-RTIs-dealt-during-last-five-years.html</a>	Fully Met	14.29	The requisite information is available on link
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-Appeals-dealt-during-last-five-years.html">http://cara.nic.in/about/Year-wise-&amp;-Quarter-wise-Details-of-Appeals-dealt-during-last-five-years.html</a>	Fully Met	14.29	The requisite information is available on link
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Not Met	0	The concerned public authority has

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								not given the requisite information
<b>Total</b>			<b>196</b>	<b>166</b>		<b>196</b>	<b>168</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Partially Met	20	10.00	List of current CPIOs available at <a href="http://cara.nic.in/about/RTI-Ap plication-&amp;-Ap peal.html">http://cara.nic.in/about/RTI-Ap plication-&amp;-Ap peal.html</a>	Partially Met	10.00	The requisite information is available on link
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Partially Met	20	10.00	<a href="http://cara.nic.in/about/RTI-A p plication-&amp;-A ppeal.html">http://cara.nic.in/about/RTI-A p plication-&amp;-A ppeal.html</a> (Mr. S.K. Gupta is the nodal officer)	Partially Met	10.00	The requisite information is available on link
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	Steering Committee <a href="http://cara.nic.in/PDF/Steering.pdf">http://cara.nic.in/PDF/Steering.pdf</a>	Fully Met	20.00	The requisite information is available on link
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	The concerned public authority has

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								not given the requisite information
<b>Total</b>			<b>80</b>	<b>40</b>		<b>80</b>	<b>40</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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	RTI Manual ht tp://cara.nic.in /PDF/RTI/RTI-Manual-of-CARA%20(English).pdf Also Annual Reports, Budget Allocation, Acts and Regulations, Important court orders, Guidelines for adoption, eligibility criteria etc. are provided on the website.	Fully Met	25.00	The requisite information is available on link and website of CARA.
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	The concerned

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								public authority has not given the requisite information
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	The concerned public authority has not given the requisite information
Total			50	25		50	25	
Grand Total			730	550		730	556	