

**Self appraisal report by Public Authority**

Year:\*

2019-2020



Search

**Organisation and Function****Year(2020-21)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	<a href="https://www.indemb-oman.gov.in">https://www.indemb-oman.gov.in</a>
1.1.2	Head of the organization	1.28	Fully Met	1.28	<a href="https://www.indemb-oman.gov.in/page/amb-profile/">https://www.indemb-oman.gov.in/page/amb-profile/</a>
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	<a href="https://www.indemb-oman.gov.in/page/embassy/">https://www.indemb-oman.gov.in/page/embassy/</a>
1.1.4	Function and duties	1.28	Fully Met	1.28	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.1.5	Organization Chart	1.28	Fully Met	1.28	<a href="https://www.indemb-oman.gov.in/page/officials/">https://www.indemb-oman.gov.in/page/officials/</a>
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	0	Not Applicable	0	
<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)	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>

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1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.2.4	Exercised	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.2.5	Work allocation	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>				
1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.3.2	Final decision making authority	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>				
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>				

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1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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.	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.2	Composition	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.5	Powers and functions	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>

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1.7.8	Place where the minutes if open to the public are available?	0.96	Fully Met	0.96	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>				
1.8.1	Name and designation	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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	0	Not Applicable	0	

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1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	0	Not Applicable	0	
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>				
1.12.1	Educational programmes	1.92	Not Met	0	
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	<a href="https://www.indemb-oman.gov.in/page/rti/">https://www.indemb-oman.gov.in/page/rti/</a>
<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]	0	Not Applicable	0	
<b>Total</b>		<b>83</b>		<b>78</b>	
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