

**A Report**  
**on**  
**Third Party Transparency Audit of LBSNAA**  
**Proactive Disclosure of Information, 2023-24**

**Submitted to**



**Lal Bahadur Shastri National Academy of Administration (LBSNAA),  
Mussoorie**

**Undertaken by**



**Indian Institute of Public Administration (IIPA), New Delhi**

**Project Director**  
**Prof. Ashok Vishandass**

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# भारतीय लोक प्रशासन संस्थान

## INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

Building Capacity for Good Governance

8 July, 2024

Subject : Transparency Audit of LBSNAA for 2023-24 as proactive disclosure of Information under RTI Act, 2005

Madam

In pursuance of letter No. I-11/3/2024-RTI dated 08.05.24 from Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, IIPA undertook their Transparency Audit as proactive disclosures under RTI Act, 2005 for the period 2023-24.

2. Name of the Public Authority Audited: Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie  
(Website: <https://www.lbsnaa.gov.in/> )

3. Date of Transparency Audit 8 July, 2024

4. The Section 4 of RTI Act, 2005 provides a comprehensive framework for promoting openness in the functioning of the Public Authorities. In accordance with Sub-section (b), (c) and (d) of section 4 of the Act and other related proviso, Transparency Audit has been undertaken under the following six pillars:

- i. Organisation and function,
- ii. Budget and Programme
- iii. Publicity Band and Public interface,
- iv. E-Governance,
- v. Information as may be prescribed, and
- vi. Information disclosed on own initiative.

5. The details of Transparency Audit are annexed.

Ashok Vishandass  
Professor (Applied Economics), IIPA  
Contact: (O) 23468365, (M) 9910905353  
Email: avishandass@gmail.com

Secretary,  
Central Information Commission  
New Delhi-110067

Copy to: Director (LBSNAA)  
{Attention: Dr. Ekta Uniyal, Reader}  
Lal Bahadur Shastri National Academy of Administration  
(LBSNAA), Mussoorie (Email: [ekta.uniyal@uk.gov.in](mailto:ekta.uniyal@uk.gov.in), [singh.mahavir12@nic.in](mailto:singh.mahavir12@nic.in) )

## Preface

With deepening of democracy, spread of digitization, the demand for transparency and accountability from citizens has been increasing in an exponential manner. The Right to Information Act, 2005 was enacted to empower citizens of India to seek information from Public Authorities, making the Government and its functionaries more accountable and responsible. The Act puts obligation on Public Authorities to proactively disclose information to the public, disseminate and publish, as widely as possible, even before it has been requested.

The purpose of the proactive disclosure was to minimize the time, money and effort required by the public to access important but routine information, and thereby increase trust between Citizens and the Government. While a lot has been done, a lot more needs to be done. Based on empirics, there exists a scope for improvement in the quality and quantity of proactive disclosure. Need was, therefore, felt to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act, 2005 are met in letter and spirit. Towards this endeavour, the Government of India issued guidelines for *suo motu* disclosure under section 4 of the RTI Act, 2005.

The Report presents a detailed analysis of the proactive disclosure of information by the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie as required under the guidelines for *suo motu* disclosure under section 4 of the Act. The objective of the study is to study the information disclosed by the LBSNAA proactively, assess the quality of proactive disclosure made under the Act and the guidelines, and help identify information gaps in the proactive disclosure.

I am thankful to Director (LBSNAA), Dr Ekta Uniyal, Reader (LBSNAA), Shri Mahavir Singh Rawat, APO (LBSNAA) for reposing faith in IIPA and affording us an opportunity to undertake the Third Party Transparency Audit of LBSNAA for the period 2023-24.

Place: New Delhi

Prof. Ashok Vishandass

Project Director &

Date : 8 July, 2024

Professor (Applied Economics), IIPA

## **Main Findings of Transparency Audit of LBSNAA for 2023-24**

Good public governance is about a system where there is accountability, **transparency**, impartiality, fairness and integrity. The Audit of proactive disclosure of information indicates that the disclosure of information required under Section 4(1) (b) of the Act are **broadly met**. Besides, DOPT's Guidelines, vide their OM No. 1/6/2011-IR dated April 15, 2013, stipulates that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities may also proactively disclose more information. Thus, there is scope for improvement in *suo motu* disclosure. The Public Authority viz. LBSNAA may also consider disclosing the following:

- i. Information related to Procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done be disclosed.
- ii. In relation to CAG and PAC paras related information, the exact paras and action taken reports (ATRs) after these have been laid on the table of both houses of the parliament need to be uploaded. 'Nil' information may be categorically stated in case there exists no such para.
- iii. STQC certification needs to be obtained, if not already done and may be uploaded on the site.
- iv. Timelines for decision making process need to be specified.
- v. Information relating to the personnel against whom disciplinary action has been proposed/ taken and the penalty proposed/ finalized need to be uploaded. 'Nil' information may be categorically stated in case there exists no such case.
- vi. The transfer/ deputation orders of officers/Officials need to be uploaded.
- vii. Certain information relating to boards and Committees such as dates from which constituted, Term/ Tenure, information relating needs to be uploaded.

The **detailed Report** on Transparency Audit is **appended**.

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**Self appraisal report for Year (2023-24)**

**Auditor Agency: Ashok Vishandass(IIPA)**

**Ministry Name: Ministry of Personnel, Public Grievances & Pensions**

**Department Name: Department of Personnel & Training**

**Public Authority Name: LBSNAA**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<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	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/contact-us.php">https://www.lbsnaa.gov.in/cms/contact-us.php</a>	Fully Met	1.28	MET
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/director-message.php">https://www.lbsnaa.gov.in/cms/director-message.php</a>	Fully Met	1.28	MET
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/cms/mission-statement.php">https://www.lbsnaa.gov.in/cms/mission-statement.php</a>	Fully Met	1.28	MET
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php">https://www.lbsnaa.gov.in/rti/function-and-duties-of-organisation.php</a>	Fully Met	1.28	MET
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://www.lbsnaa.gov.in/organization.ph">https://www.lbsnaa.gov.in/organization.ph</a>	Fully Met	1.28	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	p <a href="https://www.lbsnaa.gov.in/cms/history.php">https://www.lbsnaa.gov.in/cms/history.php</a>	Fully Met	1.28	MET
<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="https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php">https://www.lbsnaa.gov.in/rti/powers-and-functions-of-the-officers.php</a>	Fully Met	1.54	MET
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>	Fully Met	1.54	MET
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a>	Fully Met	1.54	MET
1.2.4	Exercised	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a>	Fully Met	1.54	MET
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/duties-of-employees.php">https://www.lbsnaa.gov.in/rti/duties-of-employees.php</a>	Fully Met	1.54	MET
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							

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="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a>	Fully Met	1.54	MET
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php">https://www.lbsnaa.gov.in/rti/procedure-in-decision-making.php</a>	Fully Met	1.54	MET
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a>	Fully Met	1.54	MET
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/section_category.php?catid=7">https://www.lbsnaa.gov.in/section_category.php?catid=7</a>	Fully Met	1.54	MET
<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	<a href="https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php">https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php</a>	Fully Met	1.54	MET
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/norms-set-by-">https://www.lbsnaa.gov.in/rti/norms-set-by-</a>	Fully Met	1.54	MET



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					it-for-the-discharge-of-its-functions.php			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php">https://www.lbsnaa.gov.in/rti/norms-set-by-it-for-the-discharge-of-its-functions.php</a>	Fully Met	1.54	MET
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	1.54	MET
<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	<a href="https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php">https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php</a> ; <a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Fully Met	1.92	MET
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/the-rules-reg">https://www.lbsnaa.gov.in/rti/the-rules-reg</a>	Fully Met	1.92	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ulations-instructions-manuals-and-records.php; https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php			
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.lbsnaa.gov.in/rti/the-rules-regulations-instructions-manuals-and-records.php https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php	Fully Met	1.92	MET
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%200054-%20regarding%20Policy%20for%20deputation%20transfer%20	Fully Met	1.92	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mutual%20transfer(1).pdf			
<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	<a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Fully Met	3.85	MET
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php">https://www.lbsnaa.gov.in/rti/statement-of-the-categories.php</a>	Fully Met	3.85	MET
<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	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Fully Met	0.96	MET
1.7.2	Composition	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Fully Met	0.96	MET
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Fully Met	0.96	MET
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Fully Met	0.96	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					f-the-boards.php			
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php">https://www.lbsnaa.gov.in/rti/a-statement-of-the-boards.php</a>	Fully Met	0.96	MET
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	N.A.
<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="https://www.lbsnaa.gov.in/staff.php">https://www.lbsnaa.gov.in/staff.php</a> <a href="https://www.lbsnaa.gov.in/faculty.php?catid=1">https://www.lbsnaa.gov.in/faculty.php?catid=1</a> <a href="https://www.lbsnaa.gov.in/cms/teaching-associate-research-fellow.php">https://www.lbsnaa.gov.in/cms/teaching-associate-research-fellow.php</a>	Fully Met	3.85	MET
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2015%20">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Telephone%20Directory%20as%20on%2015%20</a>	Fully Met	3.85	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					March%202024.pdf			
<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	<a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php</a>	Fully Met	3.85	MET
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php">https://www.lbsnaa.gov.in/rti/the-monthly-remuneration-received-by-each-of-its-officers-and-employees.php</a>	Fully Met	3.85	MET
<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="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	3.85	MET
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	3.85	MET

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<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 Applicable	0	0	empty	Not Applicable	0	N.A.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	N.A.
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	Not Applicable	0	N.A.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://www.lbsnaa.gov.in/rti/new-rti.php">https://www.lbsnaa.gov.in/rti/new-rti.php</a>	Fully Met	1.92	MET
<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]	Fully Met	7.69	7.69	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%20054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Office%20Order%20No%20054-%20regarding%20Policy%20for%20deputation%20transfer%20mutual%20transfer(1).pdf</a>	Fully Met	7.69	MET
<b>Total</b>			<b>81</b>	<b>81</b>		<b>81</b>	<b>81</b>	
<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>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	Met
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	Met
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	Met
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	10.00	Met
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf</a>	Fully Met	10.00	Met
<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="https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php">https://www.lbsnaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php</a>	Fully Met	16.67	Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					snaa.gov.in/rti/the-budget-all-ocated-to-each-of-its-agency.php			
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	https://www.lbsnaa.gov.in/rti/the-details-of-foreign-domestic-tours-undertaken-by-officers.php	Not Met	0	The URL provided is inaccessible, shows an error.
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	https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Tender.pdf	Fully Met	16.67	Met
<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	None
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	None
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	None
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	None
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	None
<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	None
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	None
<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.	Fully Met	50	50.00	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/20230622185829.pdf</a>	Partially Met	25.00	ATR, though stated to be enclosed, not actually attached. Instead something else attached.
<b>Total</b>			<b>150</b>	<b>150</b>		<b>150</b>	<b>108</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	Not Applicable	0	0	empty	Not Applicable	0	None
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in	Not Applicable	0	0	empty	Not Applicable	0	None

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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							
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	None
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	None
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	None
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	None
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	None
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	None
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	None
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	None
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	None
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
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	Not Applicable	0	0	empty	Not Applicable	0	None

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	previous one year							
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	Not Applicable	0	0	empty	Not Applicable	0	None
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	Not Applicable	0	0	empty	Not Applicable	0	None
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	50.00	Met
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>	Fully Met	25.00	Met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	<a href="https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit">https://www.lbsnaa.gov.in/sovenir.php?keywords=&amp;producttype=2&amp;submit=Submit&amp;action=submit</a>	Fully Met	25.00	Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<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 Applicable	0	0	empty	Not Applicable	0	None
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	None
<b>Total</b>			<b>100</b>	<b>100</b>		<b>100</b>	<b>100</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	<a href="https://www.lbsnaa.gov.in/upload/academy_souvenir/6287937f23d9bAnnual%20Report%202006.pdf">https://www.lbsnaa.gov.in/upload/academy_souvenir/6287937f23d9bAnnual%20Report%202006.pdf</a>	Fully Met	14.29	Met
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082AAnnual%20Report%202020-2021.pdf">https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082AAnnual%20Report%202020-2021.pdf</a>	Fully Met	14.29	Met
<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	<a href="https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082AAnnual%20Report%202020-2021.pdf">https://www.lbsnaa.gov.in/upload/academy_souvenir/62971df64f082AAnnual%20Report%202020-2021.pdf</a>	Fully Met	28.57	Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<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	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	9.52	Met
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	9.52	Met
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	9.52	Met
<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="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	7.14	Met
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	7.14	Met
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php">https://www.lbsnaa.gov.in/rti/the-particular-of-facilities-available-to-citizens-for-obtaining-information.php</a>	Fully Met	7.14	Met
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	7.14	Met
<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="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	3.57	Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">snaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>			
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Fully Met	3.57	Met
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20Completed.pdf</a>	Fully Met	3.57	Met
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Estate%20Work%20on%20Progress.pdf</a>	Fully Met	3.57	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	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/Contractor%20List.pdf</a>	Fully Met	3.57	Met
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://www.lbsnaa.gov.in/annual-report">https://www.lbsnaa.gov.in/annual-report</a>	Fully Met	3.57	Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					snaa.gov.in/sovenir.php?keywords=&producttype=2&submit=Submit&action=submit			
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Applicable	0	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	Not Applicable	0	0	empty	Not Applicable	0	None
<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="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Fully Met	14.29	Met
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php">https://www.lbsnaa.gov.in/rti/report-under-section-25-of-the-rti-act-2005.php</a>	Fully Met	14.29	Met
<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 Applicable	0	0	empty	Not Applicable	0	None
<b>Total</b>			<b>164</b>	<b>164</b>		<b>164</b>	<b>164</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>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	20.00	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	<a href="https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Report%20RTI%20Audit_LBSNAA_22-23_feb%2026%2024.pdf">https://www.lbsnaa.gov.in/lbsnaa/upload/uploadfiles/files/RTI/Report%20RTI%20Audit_LBSNAA_22-23_feb%2026%2024.pdf</a>	Fully Met	20.00	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	<a href="https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php">https://www.lbsnaa.gov.in/rti/redress-of-grievances-public-and-employee.php</a>	Fully Met	20.00	Met
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Applicable	0	None
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 Applicable	0	0	empty	Not Applicable	0	None
<b>Total</b>			<b>60</b>	<b>60</b>		<b>60</b>	<b>60</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>							



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	<a href="https://www.lbsnaa.gov.in/">https://www.lbsnaa.gov.in/</a>	Fully Met	25.00	MET
<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 Applicable	0	0	empty	Not Applicable	0	N.A.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	N.A.
<b>Total</b>			<b>25</b>	<b>25</b>		<b>25</b>	<b>25</b>	
<b>Grand Total</b>			<b>580</b>	<b>580</b>		<b>580</b>	<b>538</b>	