



No.Y.19021/6/2019-ISTM  
भारत सरकार / GOVERNMENT OF INDIA  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)  
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING  
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

13<sup>th</sup> October, 2020

To

Shri Kunal Naik  
Deputy General Manager  
IFCI Limited  
Nehru Place, New Delhi


**Subject: Third Party Audit of Proactive Disclosure under RTI Act of IFCI Limited.**

Sir,

Please refer to your letter No. IFCI/A&SD/RTI-200/30011 dated 30<sup>th</sup> January, 2020 on the subject mentioned above. The third party audit of Proactive Disclosure made by IFCI Limited under Section 4 of the RTI Act, 2005 for the year 2019-2020 had been conducted by ISTM online and submitted to CIC through its portal online on 15<sup>th</sup> June 2020. A copy of the audit report had already been forwarded to you.

2. This is for your information and records.

Yours faithfully

  
13/10/20  
(Jitender Bhatti)  
Assistant Director

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

**Auditor Agency: ISTM**

**Ministry Name: Ministry of Finance**

**Department Name: Department of Financial Services**

**Public Authority Name: IFCI Limited (IFCI)**

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.ifciiltd.com/?q=en/content/contact-us">https://www.ifciiltd.com/?q=en/content/contact-us</a>	Fully Met	1.28	Information has been provided.
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://www.ifciiltd.com/?q=en/content/md-ceo-desk">https://www.ifciiltd.com/?q=en/content/md-ceo-desk</a>	Fully Met	1.28	Information has been provided.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://www.ifciiltd.com/?q=en/content/section-41#L11">https://www.ifciiltd.com/?q=en/content/section-41#L11</a>	Fully Met	1.28	Information has been provided.
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://www.ifciiltd.com/2019/RTI%20department%20wise%20information.pdf">https://www.ifciiltd.com/2019/RTI%20department%20wise%20information.pdf</a>	Fully Met	1.28	Information has been provided.
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://www.ifciiltd.com/2019/">https://www.ifciiltd.com/2019/</a>	Fully Met	1.28	Information has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL provided.
					Organization %20Chart-for %20website% 20-%2025.02. 2020.pdf			
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	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L11">https://www.ifcilttd.com/?q=en/content/section-41#L11</a>	Fully Met	1.28	The genesis of the organization has been explained well through presentation. The organization may consider including brief details of the HoDs from time to time as well as the Committees/ Commissions constituted from time to time.
<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)	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/?q=en/content/delegation-powers-dop">https://www.ifcilttd.com/?q=en/content/delegation-powers-dop</a>	Partially Met	0.77	Powers and duties of each of the functionaries may be explained in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL detail.
								On the same lines, powers and duties of other category of employees and the relevant rules/orders under which such powers are derived may also be given.
1.2.2	Power and duties of other employees	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/?q=en/content/delegation-powers-dop">https://www.ifcilttd.com/?q=en/content/delegation-powers-dop</a>	Partially Met	0.77	Powers and duties of each of the functionaries may be explained in detail. On the same lines, powers and duties of other category of employees and the relevant rules/orders under which such powers are derived may also be given.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty are derived and	Partially Met	1.54	0.77	<a href="https://www.ifcilt.com/?q=en/content/delegation-powers-dop">https://www.ifcilt.com/?q=en/content/delegation-powers-dop</a>	Partially Met	0.77	Powers and duties of each of the functionaries may be explained in detail. On the same lines, powers and duties of other category of employees and the relevant rules/orders under which such powers are derived may also be given.
1.2.4	Exercised	Partially Met	1.54	0.77	<a href="https://www.ifcilt.com/?q=en/content/delegation-powers-dop">https://www.ifcilt.com/?q=en/content/delegation-powers-dop</a>	Partially Met	0.77	Powers and duties of each of the functionaries may be explained in detail. On the same lines, powers and duties of other category of employees and the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL relevant rules/orders under which such powers are derived may also be given.
1.2.5	Work allocation	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/2019/Organization%20Chart-for%20website%20-%2025.02.2020.pdf">https://www.ifcilttd.com/2019/Organization%20Chart-for%20website%20-%2025.02.2020.pdf</a>	Not Met	0	Organisational chart has to be repeated, here with details of work allocated to each functionary/employee.
<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	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L13">https://www.ifcilttd.com/?q=en/content/section-41#L13</a>	Partially Met	0.77	The information needs to be given in a detailed manner to enable any common citizen to understand the decision making process and the decision making authority. The present

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information is sketchy and needs to be elaborated.
1.3.2	Final decision making authority	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L13">https://www.ifcilttd.com/?q=en/content/section-41#L13</a>	Partially Met	0.77	The information needs to be given in a detailed manner to enable any common citizen to understand the decision making process and the decision making authority. The present information is sketchy and needs to be elaborated.
1.3.3	Related provisions, acts, rules etc.	Not Met	1.54	0		Not Met	0	The organization may consider uploading the details of the orders/ rules etc. providing

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								the decision making process and authority.
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0		Not Applicable	0	It is not logical to say that no time limit for taking decision is applicable to the organization. The position therefore should be explained in detail.
1.3.5	Channel of supervision and accountability	Partially Met	1.54	0.77	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L13">https://www.ifcilttd.com/?q=en/content/section-41#L13</a>	Partially Met	0.77	Though the details of final decision making authority are given, the organization may indicate the channel of movement of a proposal, the various authorities involved before a case



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								is finally submitted to decision making authority.
<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.ifcilttd.com/?q=en/content/section-41#L14">https://www.ifcilttd.com/?q=en/content/section-41#L14</a>	Fully Met	1.54	Information has been provided.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L14">https://www.ifcilttd.com/?q=en/content/section-41#L14</a>	Fully Met	1.54	Information has been provided.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L14">https://www.ifcilttd.com/?q=en/content/section-41#L14</a>	Fully Met	1.54	Information has been provided.
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0		Not Applicable	0	It is not logical to say that no time limit for taking decision is applicable to the organization. Targets cannot be open ended and there has to be a time limit. Kindly

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL indicate or explain.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="https://www.ifcilt.com/?q=en/content/section-41#L14">https://www.ifcilt.com/?q=en/content/section-41#L14</a>	Fully Met	1.54	Information has been provided.
<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	There are a number of documents like manuals, book of instructions, codified circulars, delegation of powers, issued for internal use by the employees for discharging various functions. Further, please see: <a href="https://www.ifcilt.com/?q=en/content/section-41#L16">https://www.ifcilt.com/?q=en/content/section-41#L16</a>	Fully Met	1.92	Information has been provided.
1.5.2	List of Rules, regulations, instructions manuals and records.	Partially Met	1.92	0.96	There are a number of	Partially Met	0.96	Rules, regulations,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					documents like manuals, book of instructions, codified circulars, delegation of powers, issued for internal use by the employees for discharging various functions. Further, please see: <a href="https://www.ifcilt.com/?q=en/content/section-41#L16">https://www.ifcilt.com/?q=en/content/section-41#L16</a>			instructions etc. are available for internal use by employees. However, there may be no harm in putting them in public domain. The organization may consider.
1.5.3	Acts/ Rules manuals etc.	Not Met	1.92	0		Not Met	0	Acts/Rules/ Manuals need to be uploaded in the public domain.
1.5.4	Transfer policy and transfer orders	Partially Met	1.92	0.96	<a href="https://www.ifcilt.com/2019/Transfer%20Policy%20for%20Employees">https://www.ifcilt.com/2019/Transfer%20Policy%20for%20Employees</a>	Partially Met	0.96	The organization may upload all the transfer orders unless

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20in%20IFC l%20Ltd..pdf			there are specific reasons for not doing so. If so the reasons need to be explained.
<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.ifciltd.com/?q=en/content/section-41#L16">https://www.ifciltd.com/?q=en/content/section-41#L16</a>	Fully Met	3.85	Information has been provided.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	<a href="https://www.ifciltd.com/?q=en/content/section-41#L16">https://www.ifciltd.com/?q=en/content/section-41#L16</a> Each department is maintaining its own documents.	Fully Met	3.85	Information has been provided.
<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.ifciltd.com/?q=en/content/section-41#L17">https://www.ifciltd.com/?q=en/content/section-41#L17</a>	Fully Met	0.96	Information has been provided.
1.7.2	Composition	Partially Met	0.96	0.48	Details of Board level Committees are available in our annual	Not Met	0	The composition of each Board, Council, Committee

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					reports here - <a href="https://www.ifcilttd.com/?q=en/content/financial-reports-0">https://www.ifcilttd.com/?q=en/content/financial-reports-0</a>			etc. should be indicated specifically.
1.7.3	Dates from which constituted	Partially Met	0.96	0.48	Details of Board level Committees are available in our annual reports here - <a href="https://www.ifcilttd.com/?q=en/content/financial-reports-0">https://www.ifcilttd.com/?q=en/content/financial-reports-0</a>	Not Met	0	The date from which each committee / Council have been constituted should be indicated.
1.7.4	Term/ Tenure	Partially Met	0.96	0.48	Details of Board level Committees are available in our annual reports here - <a href="https://www.ifcilttd.com/?q=en/content/financial-reports-0">https://www.ifcilttd.com/?q=en/content/financial-reports-0</a>	Not Met	0	Similarly, the term, tenure of each committee etc. should be indicated.
1.7.5	Powers and functions	Partially Met	0.96	0.48	Details of Board level Committees are available in our annual reports here - <a href="https://www.ifcilttd.com/?q=en/content/financial-reports-0">https://www.ifcilttd.com/?q=en/content/financial-reports-0</a>	Not Met	0	The powers and functions of each committee / board etc should be available in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					iltd.com/?q=en/content/financial-reports-0			the public domain under this heading.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0		Not Applicable	0	N.A.
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0		Not Applicable	0	N.A.
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0		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.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf">https://www.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf</a>	Fully Met	3.85	Information has been provided
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://www.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf">https://www.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf</a>	Fully Met	3.85	Information has been provided
<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.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf">https://www.ifcilt.com/2019/EMPLOYEE%20LIST-RTI-01.10.2019%20new.pdf</a> <a href="https://www.ifcilt.com/upload/HRCircularNo7-2013-Scalesofp">https://www.ifcilt.com/upload/HRCircularNo7-2013-Scalesofp</a>	Partially Met	1.93	Names of employees have been given. The pay scales of each grade given on the website is not sufficient. The gross monthly

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ay&allowance soficers.pdf			remuneration of each employee should be uploaded.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="https://www.ifcilttd.com/upload/HRCircularNo7-2013-Scalesofpay&amp;allowancesofofficers.pdf">https://www.ifcilttd.com/upload/HRCircularNo7-2013-Scalesofpay&amp;allowancesofofficers.pdf</a>	Partially Met	1.93	Names of employees have been given. The pay scales of each grade given on the website is not sufficient. The gross monthly remuneration of each employee should be uploaded.
<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.ifcilttd.com/?q=en/content/contact-detailcpios-aacapios">https://www.ifcilttd.com/?q=en/content/contact-detailcpios-aacapios</a>	Fully Met	3.85	Information has been provided.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://www.ifcilttd.com/?q=en/content/contact-detailcpios-aacapios">https://www.ifcilttd.com/?q=en/content/contact-detailcpios-aacapios</a>	Fully Met	3.85	Information has been provided.
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://www.ifcilt.com/?q=en/content/section-41#L111">https://www.ifcilt.com/?q=en/content/section-41#L111</a>	Not Met	0	Parameter relates to all the employees and not only to CPIOs. Therefore, the total number of employees against whom disciplinary action for minor / major penalty is pending should be indicated. If there are no disciplinary cases in the organisation, it may be stated so.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://www.ifcilt.com/?q=en/content/section-41#L111">https://www.ifcilt.com/?q=en/content/section-41#L111</a>	Not Met	0	The details of disciplinary cases which have been finalized should be indicated. If there are no disciplinary



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL cases, it should be indicated accordingly.
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Applicable	0	0		Not Applicable	0	N.A.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0		Not Applicable	0	N.A.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	<a href="https://www.ifcilt.com/?q=en/content/section-41#L112">https://www.ifcilt.com/?q=en/content/section-41#L112</a>	Partially Met	0.96	Some training programmes conducted have been shown. However, details of the number of officers / employees trained and the annual calendar, if any, should be indicated.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	RTI guidelines are circulated to staff through company email from time to time	Not Met	0	The intension of this parameter is to verify if the organization has published any guidelines on RTI for the clients. If so,

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								the content should be uploaded. If not, consider publishing appropriate guidelines.
<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]	Partially Met	7.69	3.85	<a href="https://www.ifcilttd.com/2019/Transfer%20Policy%20for%20Employees%20in%20IFC%20Ltd..pdf">https://www.ifcilttd.com/2019/Transfer%20Policy%20for%20Employees%20in%20IFC%20Ltd..pdf</a>	Not Met	0	Link shows monthly remuneration etc for the parameter as in 1.9. No information relating to 1.13 is available.
<b>Total</b>			<b>90</b>	<b>73</b>			<b>52</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>							
2.1.1	Total Budget for the public authority	Partially Met	10	5.00	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L21">https://www.ifcilttd.com/?q=en/content/section-41#L21</a> Details of Government programmes is available at <a href="https://www.ifcilttd.com/?q=en">https://www.ifcilttd.com/?q=en</a>	Partially Met	5.00	The total budget of the organization has not been indicated anywhere. This should be done with appropriate explanation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/content/section-41#L23			wherever necessary.
2.1.2	Budget for each agency and plan & programmes	Partially Met	10	5.00	https://www.ifcilttd.com/?q=en/content/section-41#L21 Details of Government programmes is available at https://www.ifcilttd.com/?q=en/content/section-41#L23	Partially Met	5.00	The total budget of the organization has not been indicated anywhere. This should be done with appropriate explanation wherever necessary.
2.1.3	Proposed expenditures	Partially Met	10	5.00	https://www.ifcilttd.com/?q=en/content/section-41#L21 Details of Government programmes is available at https://www.ifcilttd.com/?q=en/content/section-41#L23	Partially Met	5.00	The total budget of the organization has not been indicated anywhere. This should be done with appropriate explanation wherever necessary.
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0		Not Applicable	0	N.A.
2.1.5	Report on disbursements made and place where the related reports are available	Partially Met	10	5.00	https://www.ifcilttd.com/?q=en/content/section-41#L21 Details of	Partially Met	5.00	The information given under budget allocation is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Government programmes is available at <a href="https://www.ifcilt.com/?q=en/content/section-41#L23">https://www.ifcilt.com/?q=en/content/section-41#L23</a>			too sketchy and not comprehensive. The organizational budget indicating total allocation, expenditure incurred and shortfall /surplus if any under each heading needs to be indicated in detail.
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Applicable	0	0		Not Applicable	0	N.A.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Applicable	0	0		Not Applicable	0	N.A.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works	Fully Met	16.67	16.67	<a href="http://www.ifcilt.com/?q=en/content/procurement-goods-and-services">http://www.ifcilt.com/?q=en/content/procurement-goods-and-services</a> <a href="https://www.ifcilt.com/?q=en/content/tend">https://www.ifcilt.com/?q=en/content/tend</a>	Fully Met	16.67	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	contract is to be executed.				er-awarded			
<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	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to the citizen.
2.3.2	Objective of the programme	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								organization may consider making the information more user friendly and accessible to the citizen.
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to the citizen.
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to the citizen.
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to the citizen.
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								may consider making the information more user friendly and accessible to the citizen.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L23">https://www.ifcilttd.com/?q=en/content/section-41#L23</a>	Fully Met	6.25	Information has been provided. The present format is very cumbersome for the citizen to access the required information. The organization may consider making the information more user friendly and accessible to the citizen.
<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	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L24">https://www.ifcilttd.com/?q=en/content/section-41#L24</a>	Partially Met	12.50	The information relates to the discretionary and non-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								discretionary grants provided by the organizations. However, a perusal of the contents shows there is no clarity in the information uploaded. Organization may state very clearly the details of discretionary and non-discretionary grants proved by the organization and the beneficiaries who have availed this.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0		Not Applicable	0	N.A.
<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		Not Applicable	0	N.A.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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		Not Applicable	0	N.A.
<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.ifcilt.com/?q=en/content/section-41#L26">https://www.ifcilt.com/?q=en/content/section-41#L26</a>	Fully Met	50.00	A separate list of CAG & PAC audit paras may be given for the benefit of all the stakeholders
<b>Total</b>			<b>182</b>	<b>162</b>			<b>149</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 thereof [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		Not Applicable	0	N.A.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0		Not Applicable	0	N.A.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0		Not Applicable	0	N.A.
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		Not Applicable	0	N.A.
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0		Not Applicable	0	N.A.
<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 previous one year	Fully Met	16.67	16.67	<a href="https://www.ifcilt.com/?q=en/content/section-41#L32">https://www.ifcilt.com/?q=en/content/section-41#L32</a>	Fully Met	16.67	Information has been provided.
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		Not Applicable	0	N.A.
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which	Not Applicable	0	0		Not Applicable	0	N.A.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy							
<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.ifcilttd.com/?q=en/content/section-41#L33">https://www.ifcilttd.com/?q=en/content/section-41#L33</a>	Fully Met	50.00	Information has been provided.
<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.ifcilttd.com/?q=en/content/section-41#L34">https://www.ifcilttd.com/?q=en/content/section-41#L34</a>	Partially Met	12.50	Information is available in various locations. However, there is no consolidated guidelines at one place.
3.4.2	Information manual/handbook available in Printed format	Not Met	25	0		Not Applicable	0	N.A.
<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	Fully Met	25	25.00	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L35">https://www.ifcilttd.com/?q=en/content/section-41#L35</a>	Partially Met	12.50	Though material is available at various locations, there is no separate list indicating any Handbook/ Manual available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0		Not Applicable	0	N.A.
<b>Total</b>			<b>142</b>	<b>117</b>			<b>92</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.ifcilttd.com/?q=en/content/section-41#L41">https://www.ifcilttd.com/?q=en/content/section-41#L41</a>	Partially Met	7.15	Information is available in various locations. However, there is no consolidated Manual / Handbook.
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L41">https://www.ifcilttd.com/?q=en/content/section-41#L41</a>	Partially Met	7.15	Though information is available at various locations, there is no consolidated Handbook / Manual, either in English or any vernacular language. Since the organization has Regional Offices across the country,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								user Manual / Handbook should be prepared in English and Vernacular languages and uploaded.
<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	Website is regularly updated. <a href="https://www.ifcilttd.com/?q=en/">https://www.ifcilttd.com/?q=en/</a>	Fully Met	28.57	The information is available at various locations. However, the guidelines need to be communicated in the form of the Manual / Handbook and updated regularly.
<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.ifcilttd.com/?q=en/content/electronic-form-details">https://www.ifcilttd.com/?q=en/content/electronic-form-details</a>	Fully Met	9.52	Information has been provided.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	<a href="https://www.ifcilttd.com/?q=en/content/electronic-form-details">https://www.ifcilttd.com/?q=en/content/electronic-form-details</a>	Fully Met	9.52	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tronic-form- details			
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L43">https://www.ifcilttd.com/?q=en/content/section-41#L43</a>	Fully Met	9.52	Information has been provided.
<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.ifcilttd.com/?q=en/content/section-41#L44">https://www.ifcilttd.com/?q=en/content/section-41#L44</a>	Fully Met	7.14	Information has been provided.
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L44">https://www.ifcilttd.com/?q=en/content/section-41#L44</a>	Fully Met	7.14	Information has been provided.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L44">https://www.ifcilttd.com/?q=en/content/section-41#L44</a>	Fully Met	7.14	Information has been provided.
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L44">https://www.ifcilttd.com/?q=en/content/section-41#L44</a>	Fully Met	7.14	Information has been provided.
<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.ifcilttd.com/?q=en/content/section-41#L45">https://www.ifcilttd.com/?q=en/content/section-41#L45</a>	Partially Met	1.79	Information has been provided.
4.5.2	Details of applications received under RTI and information provided	Partially Met	3.57	1.79	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L45">https://www.ifcilttd.com/?q=en/content/section-41#L45</a>	Not Applicable	0	The number of RTI applications and appeals



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								received has been given. However, details of information sought and provided also needs to be provided.
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0		Fully Met	3.57	N.A.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L45">https://www.ifcilttd.com/?q=en/content/section-41#L45</a>	Fully Met	3.57	Information has been provided.
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.ifcilttd.com/?q=en/content/tender-awarded">https://www.ifcilttd.com/?q=en/content/tender-awarded</a>	Fully Met	3.57	Information has been provided.
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://www.ifcilttd.com/?q=en/content/financial-reports-0">https://www.ifcilttd.com/?q=en/content/financial-reports-0</a>	Fully Met	3.57	Information has been provided.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	FAQs for Shareholders - <a href="https://www.ifcilttd.com/?q=en/content/faqs-0">https://www.ifcilttd.com/?q=en/content/faqs-0</a> FAQs for Bondholders - <a href="https://www.ifcilttd.com/?q=en">https://www.ifcilttd.com/?q=en</a>	Fully Met	3.57	Frequently asked questions for all stakeholders may be continuously updated.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/content/faqs-1			
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	Citizen's Charter - <a href="https://www.ifcilttd.com/?q=en/content/citizens-charter RFD, etc. - Not applicable">https://www.ifcilttd.com/?q=en/content/citizens-charter RFD, etc. - Not applicable</a>	Fully Met	3.57	Information has been provided.
<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	Partially Met	14.29	7.15	<a href="https://www.ifcilttd.com/?q=en/content/section-41#L46">https://www.ifcilttd.com/?q=en/content/section-41#L46</a>	Partially Met	7.15	As per the DoPT guidelines and instructions all RTI applications and appeals received & information provided are required to be placed in the public domain. Organization may take necessary action to comply.
4.6.2	Details of appeals received and orders issued	Partially Met	14.29	7.15	<a href="https://www.ifcilttd.com/?q=en/content/secti">https://www.ifcilttd.com/?q=en/content/secti</a>	Partially Met	7.15	As per the DoPT guidelines and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					on-41#L46			instructions all RTI applications and appeals received & information provided are required to be placed in the public domain. Organization may take necessary action to comply.
<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		Not Applicable	0	N.A.
<b>Total</b>			<b>168</b>	<b>152</b>			<b>138</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	Fully Met	20	20.00	<a href="https://www.ifcilttd.com/?q=en/content/content-detailcpio-aacapios">https://www.ifcilttd.com/?q=en/content/content-detailcpio-aacapios</a>	Fully Met	20.00	Information has been provided.
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		Not Applicable	0	N.A.
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	Not Met	20	0		Not Met	0	Nodal Officers may be appointed in compliance of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								DoPT guidelines.
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	Partially Met	20	10.00	Since 01/12/2019, IFCI staff has been brainstorming and consulting for improvement of suo moto disclosures and accordingly detailed disclosure page has now been created at link - <a href="https://www.ifcilttd.com/?q=en/content/section-41">https://www.ifcilttd.com/?q=en/content/section-41</a>	Not Met	0	Consultancy Committee of key stakeholders may be constituted and details of the committee may be provided.
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		Not Met	0	The required committee of PIOs and FAAs may be constituted.
<b>Total</b>			<b>80</b>	<b>30</b>			<b>20</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	Fully Met	25	25.00	<a href="https://www.ifcilttd.com/?q=e">https://www.ifcilttd.com/?q=e</a>	Fully Met	25.00	Information has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	information				n/content/section-41#L61			provided.
<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		Not Applicable	0	STQC certification is mandatory for all public authorities. Accordingly, certification may be obtained and its validity indicated in the website.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0		Not Applicable	0	N.A.
<b>Total</b>			<b>25</b>	<b>25</b>			<b>25</b>	
<b>Grand Total</b>			<b>686</b>	<b>558</b>				<b>475</b>