

Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023

Search

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CIC Advisory (/question/download?pid=1435&year=2023)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/ URL
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/Brochure_web.pdf	Fully Met	1.28	Fully Met https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/Brochure_web.pdf
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://cpao.nic.in/Whoswho.php	Fully Met	1.28	Fully Met https://cpao.nic.in/Whoswho.php

1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	https://cpao.nic.in/vision&mission.php	Fully Met	1.28	Fully Met https://cpao.nic.in/vision&mission.php
1.1.5	Function and duties	1.28	Fully Met	1.28	https://cpao.nic.in/Introduction.php	Fully Met	1.28	Fully Met https://cpao.nic.in/Introduction.php
1.1.6	Organization Chart	1.28	Fully Met	1.28	https://cpao.nic.in/Organisation-Chart.php	Fully Met	1.28	Fully Met https://cpao.nic.in/Organisation-Chart.php

1.1.7	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	1.28	Fully Met	1.28	Records available and accessible.	Fully Met	1.28	Fully Met
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1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	https://cpao.nic.in/Whoswho. php	Fully Met	1.54	Fully Met https://cpao.nic.in/Whoswho. php
1.2.3	Power and duties of other employees	1.54	Fully Met	1.54	https://cpao.nic.in/Whoswho. php	Fully Met	1.54	Fully Met https://cpao.nic.in/Whoswho. php

1.2.5	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	Civil Accounts Manual and CCS (Pension) Rules	Fully Met	1.54	Fully Met Civil Accounts Manual and CCS (Pension) Rules
1.2.7	Exercised	1.54	Fully Met	1.54	Civil Accounts Manual and CCS (Pension) Rules	Fully Met	1.54	Fully Met Civil Accounts Manual and CCS (Pension) Rules
1.2.10	Work allocation	1.54	Fully Met	1.54	https://cpao.nic.in/Whoswho.php	Fully Met	1.54	Fully Met https://cpao.nic.in/Whoswho.php
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	As per manual of office procedure. https://cpao.nic.in/Organisation-Chart.php	Fully Met	1.54	Fully Met As per manual of office procedure . https://cpao.nic.in/Organisation-Chart.php

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[illegible]

1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	https://cpao.nic.in/Act-Rules-Circulars.php	Fully Met	1.92	Fully Met
1.5.3	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	https://cpao.nic.in/Act-Rules-Circulars.php	Fully Met	1.92	Fully Met
1.5.5	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	https://cpao.nic.in/Act-Rules-Circulars.php	Fully Met	1.92	Fully Met
1.5.7	Transfer policy and transfer orders	1.92	Fully Met	1.92	https://cpao.nic.in/trasfer_policy.php	Fully Met	1.92	Fully Met

1.6 Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]

1.6.1	Categories of documents	3.85	Fully Met	3.85	Pension Related	Fully Met	3.85	Fully Met Pension Related
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	https://cpao.nic.in/Introduction.php	Fully Met	3.85	Fully Met https://cpao.nic.in/Introduction.php

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	0	Not Applicable	0		Not Applicable	0	NA
1.7.2	Composition	0	Not Applicable	0		Not Applicable	0	NA
1.7.3	Dates from which constituted	0	Not Applicable	0		Not Applicable	0	NA
1.7.4	Term/ Tenure	0	Not Applicable	0		Not Applicable	0	NA
1.7.5	Powers and functions	0	Not Applicable	0		Not Applicable	0	NA
1.7.6	Whether their meetings are open to the public?	0	Not Applicable	0		Not Applicable	0	NA
1.7.7	Whether the minutes of the meetings are open to the public?	0	Not Applicable	0		Not Applicable	0	NA

1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0		Not Applicable	0	NA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	3.85	Fully Met	3.85	https://cpao.ni.c.in/Contact-Us.php#home	Fully Met	3.85	Fully Met https://cpao.ni.c.in/Contact-Us.php#home
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://cpao.ni.c.in/Contact-Us.php#home	Fully Met	3.85	Fully Met https://cpao.ni.c.in/Contact-Us.php#home
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	3.85	Fully Met	3.85	https://cpao.ni.c.in/pdf/Pay_Level_CPAO.p df	Fully Met	3.85	Fully Met https://cpao.ni.c.in/pdf/Pay_Level_CPAO.p df

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1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	https://cpao.nic.in/pdf/DisciplinaryCasesPendingInCPAO.pdf	Fully Met	3.85	Fully Met https://cpao.nic.in/pdf/DisciplinaryCasesPendingInCPAO.pdf
1.11.3	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	https://cpao.nic.in/pdf/DisciplinaryCasesPendingInCPAO.pdf	Fully Met	3.85	Fully Met https://cpao.nic.in/pdf/DisciplinaryCasesPendingInCPAO.pdf
1.12 Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	1.92	Fully Met	1.92	https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf	Fully Met	1.92	Fully Met https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf

1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf	Fully Met	1.92	Fully Met https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf	Fully Met	1.92	Fully Met https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf	Fully Met	1.92	Fully Met https://cpao.nic.in/pdf/Training_CPIO_API_O.pdf
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	https://cpao.nic.in/trasfer_policy.php	Fully Met	7.69	Fully Met https://cpao.nic.in/trasfer_policy.php

Total	92	92	92	92
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[Next \(/question/auditor-transparency-viewing-report-pa-wise?year=2023&pa=1435&id=2\)](#)

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Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023



Search

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CIC Advisory (/question/download?pid=1435&year=2023)

Sl. No.	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/Link
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	10	Fully Met	10.00	https://cpao.nic.in/pdf/RTI%20(B&A).pdf	Fully Met	10.00	Fully Met https://cpao.nic.in/pdf/RTI%20(B&A).pdf
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	https://cpao.nic.in/pdf/RTI%20(B&A).pdf	Fully Met	10.00	Fully Met https://cpao.nic.in/pdf/RTI%20(B&A).pdf

2.1.3	Proposed expenditures	10	Fully Met	10.00	https://cpao.nic.in/pdf/RTI%20(B&A).pdf	Fully Met	10.00	Fully Met' https://cpao.nic.in/pdf/RTI%20(B&A).pdf
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	https://cpao.nic.in/pdf/RTI%20(B&A).pdf	Fully Met	10.00	Fully Met https://cpao.nic.in/pdf/RTI%20(B&A).pdf
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	Available on pfms.nic.in as well as in Admn Section	Fully Met	10.00	Fully Met Available on pfms.nic.in as well as in Admn Section
2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	16.67	Fully Met	16.67	https://cpao.nic.in/budget_allotation_rti.php	Fully Met	16.67	Fully Met https://cpao.nic.in/budget_allotation_rti.php

2.2.3	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	16.67	Fully Met	16.67	https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/RTI/allocation_funds_grant-30_2021-22.pdf	Fully Met	16.67	Fully Met https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/RTI/allocation_funds_grant-30_2021-22.pdf
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2.2.5	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	https://cpao.ni c.in/Authority_ orders.php?fr m=TENDER	Fully Met	16.67	Fully Met https://cpao.ni c.in/Authority_ orders.php?fr m=TENDER
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2.3

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	0	Not Applicable	0		Not Applicable	0	NA
2.3.2	Objective of the programme	0	Not Applicable	0		Not Applicable	0	NA
2.3.3	Procedure to avail benefits	0	Not Applicable	0		Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0		Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0		Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0		Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0		Not Applicable	0	NA

2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0		Not Applicable	0	NA
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2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	0	Not Applicable	0		Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0		Not Applicable	0	NA

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]

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.	50	Fully Met	50.00	https://cpao.nic.in/CAG_PAC_ATRs.php	Fully Met	50.00	Fully Met https://cpao.nic.in/CAG_PAC_ATRs.php
Total		150		150		150	150	

Previous (/question/auditor-transparency-viewing-repo) Next (/question/auditor-transparency-viewing-report-pa-wise?year=2023&pa=1435&id=3)

Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023

Search

Download Submitted Report of PA (/question/auditor-export?pid=1435&year=2023&auditor_export=auditor_export)

CIC Advisory (/question/download?pid=1435&year=2023)

Sl. No.	Details of Declaration	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	12.5	Fully Met	12.50	https://cpao.nic.in/Act-Rules-Circulars.php https://cpao.nic.in/Govtorders.php	Fully Met	12.50	Fully Met https://cpao.nic.in/Act-Rules-Circulars.php https://cpao.nic.in/Govtorders.php

3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	12.5	Fully Met	12.50	https://cpao.nic.in/wp-content/themes/inno-variation-extend/pdf/RTI/Particulars_of_Facilities_Available_To_Citizens.pdf	Fully Met	12.50	Fully Met, CPAO may display day and time allotted to visitors and contact details of information facilitation counter to provide relevant information sought by RTI applicants https://cpao.nic.in/wp-content/themes/inno-variation-extend/pdf/RTI/Particulars_of_Facilities_Available
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3.1.4	Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	Not Applicable	0	NA
3.1.6	Public-private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0	Not Applicable	0	NA
3.1.8	Public-private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	Not Applicable	0	NA
3.1.10	Public-private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	Not Applicable	0	NA

3.1.12	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0		Not Applicable	0	NA
3.1.14	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	0	Not Applicable	0		Not Applicable	0	NA
3.1.16	Public- private partnerships (PPP) - Information relating to outputs and outcomes	0	Not Applicable	0		Not Applicable	0	NA

3.1.18	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)		Not Applicable	0		Not Applicable	0	NA
3.1.20	Public- private partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0		Not Applicable	0	NA

3.2 Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]

3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	16.67	Fully Met	16.67	https://cpao.nic.in/Govtorders.php	Fully Met	16.67	Fully Met https://cpao.nic.in/Govtorders.php
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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	16.67	Partially Met	8.34	Under Process	Partially Met	8.34	Partially Met The process may be completed and relevant facts may be published and the process of public interaction may be made more interactive
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3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	https://cpao.nic.in/Act-Rules-Circulars.php	Fully Met	25.00	Fully met https://cpao.nic.in/Act-Rules-Circulars.php
3.4.3	Information manual/handbook available in Printed format	25	Fully Met	25.00	Yes	Fully Met	25.00	Fully met
3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	https://cpao.nic.in/Act-Rules-Circulars.php	Fully Met	25.00	Fully met https://cpao.nic.in/Act-Rules-Circulars.php
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	Yes	Fully Met	25.00	Fully met
Total		225		208		225	208	

Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023



Search

Download Submitted Report of PA (/question/auditor-export?pid=1435&year=2023&auditor_export=auditor_export)

CIC Advisory (/question/download?pid=1435&year=2023)

Sr. No.	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	14.29	Fully Met	14.29	Yes	Fully Met	14.29	Fully met
4.1.3	Vernacular/ Local Language	14.29	Fully Met	14.29	Yes	Fully Met	14.29	Fully met
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual update	28.57	Fully Met	28.57	30.03.2023	Fully Met	28.57	Fully met
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	All the documents related to pay, budget, pension are available in electronic form	Fully Met	9.52	Fully met

4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	https://cpao .nic.in/ under publication	Fully Met	9.52	Fully met https://cpao .nic.in/ under publication
4.3.3	Location where available	9.52	Fully Met	9.52	https://cpao .nic.in/ under publication	Fully Met	9.52	Fully met https://cpao .nic.in/ under publication
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	https://cpao.nic.in/RTI.php	Fully Met	7.14	Fully met https://cpao.nic.in/RTI.php
4.4.3	Details of information made available	7.14	Fully Met	7.14	Pension related, Budget and any other as admissible under RTI Act	Fully Met	7.14	Fully met

4.4.4	Working hours of the facility	7.14	Fully Met	7.14	https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/RTI/Particulars_of_Facilities_Available_To_Citizens.pdf	Fully Met	7.14	Fully met https://cpao.nic.in/wp-content/themes/innovation-extend/pdf/RTI/Particulars_of_Facilities_Available_To_Citizens.pdf
4.4.5	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	https://cpao.nic.in/RTI.php	Fully Met	7.14	Fully met https://cpao.nic.in/RTI.php

4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)

4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	https://cpao.nic.in/User-Guidance.php	Fully Met	3.57	Fully met https://cpao.nic.in/User-Guidance.php
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4.5.3	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	Available with the public authority	Fully Met	3.57	Fully met
4.5.6	List of completed schemes/ projects/ Programmes	0	Not Applicable	0		Not Applicable	0	NA
4.5.8	List of schemes/ projects/ programme underway	0	Not Applicable	0		Not Applicable	0	NA
4.5.10	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0		Not Applicable	0	NA

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4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	https://cpao.ni.c.in/RTI.php	Fully Met	14.29	Fully met https://cpao.ni.c.in/RTI.php
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	https://cpao.ni.c.in/RTI.php	Fully Met	14.29	Fully met https://cpao.ni.c.in/RTI.php
4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]								
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	https://cpao.ni.c.in/CAG_PAC_ATRs.php	Fully Met	28.57	Fully met https://cpao.ni.c.in/CAG_PAC_ATRs.php
Total		189		187			189	187

Previous (/question/auditor-transparency-viewing-repo) Next (/question/auditor-transparency-viewing-report-pa-wise?year=2023&pa=1435&id=5)

Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023

Search

Download Submitted Report of PA (/question/auditor-export?pid=1435&year=2023&auditor_export=auditor_export)

CIC Advisory (/question/download?pid=1435&year=2023)

No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remark/s
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	https://cpao.nic.in/RTI.php	Fully Met	20.00	Fully Met https://cpao.nic.in/RTI.php

5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	https://cpao.nic.in/Transparency_Audit_Report.php	Fully Met	20.00	Fully Met https://cpao.nic.in/Transparency_Audit_Report.php
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	20	Fully Met	20.00	Nodal Officer is next officer available after HoD	Fully Met	20.00	Fully Met

5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	20	Fully Met	20.00	https://cpao.nic.in/RTI.php	Fully Met	20.00	Fully Met https://cpao.nic.in/RTI.php
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	20	Fully Met	20.00	https://cpao.nic.in/RTI.php	Fully Met	20.00	Fully Met https://cpao.nic.in/RTI.php
Total		100		100		100	100	

[Previous \(/question/auditor-transparency-viewing-repo](#) [Next \(/question/auditor-transparency-viewing-report-pa-wise?year=2023&pa=1435&id=6\)](#)

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Self appraisal report Of Public Authority By Auditor

Year(2022-23)

Year:*

2022-2023

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[illegible]

6.2.1	Whether STQC certification obtained and its validity	12.5	Partially Met	6.25	Under Process	Partially Met	6.25	Partially Met CPAO may get requisite certificate
6.2.2	Does the website show the certificate on the Website?	12.5	Partially Met	6.25	Under Process	Partially Met	6.25	The validity of certificate may be displayed
Total		50		38		50	38	

[Previous \(/question/auditor-transparency-viewing-report-pa-wise?year=2023&pa=1435&id=5\)](#)