

Self appraisal report for Year (2022-23)

Auditor Agency: Virender Kumar Bharti

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Industrial Policy & Promotion

Public Authority Name: Indian Rubber Manufacturers Research Association

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay
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	https://irmra.org/organisation-function.html	Fully Met	1.28	Okay

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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)	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.2.4	Exercised	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
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	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Partially Met	1.54	0.77	https://irmra.org/organisation-function.html	Partially Met	0.77	Okay
1.3.4	Time limit for taking a decisions, if any	Partially Met	1.54	0.77	https://irmra.org/organisation-function.html	Partially Met	0.77	Okay
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay

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1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Partially Met	1.54	0.77	https://irmra.org/organisation-function.html	Partially Met	0.77	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://irmra.org/organisation-function.html	Fully Met	1.54	Okay
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Partially Met	1.92	0.96	https://irmra.org/organisation-function.html	Partially Met	0.96	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Partially Met	1.92	0.96	https://irmra.org/organisation-function.html	Partially Met	0.96	Okay
1.5.3	Acts/ Rules manuals etc.	Partially Met	1.92	0.96	https://irmra.org/organisation-function.html	Partially Met	0.96	Okay
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://irmra.org/organisation-function.html	Fully Met	1.92	Okay
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	function.html https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
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.	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://irmra.org/organisation-function.html	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	function.html https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
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	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
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	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
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	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://irmra.org/organisation-function.html	Fully Met	3.85	Okay
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://irmra.org/organisation-function.html	Fully Met	1.92	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://irmra.org/organisation-function.html	Fully Met	1.92	Okay

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1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://irmra.org/organisation-function.html	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://irmra.org/organisation-function.html	Fully Met	1.92	Okay
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]	Fully Met	7.69	7.69	https://irmra.org/organisation-function.html	Fully Met	7.69	Okay
Total			100	95		100	95	
2	Budget and Programme							
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	Fully Met	10	10.00	https://irmra.org/budget-programme.html	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://irmra.org/budget-programme.html	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://irmra.org/budget-programme.html	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://irmra.org/budget-programme.html	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://irmra.org/budget-programme.html	Fully Met	10.00	Okay
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://irmra.org/budget-programme.html	Fully Met	16.67	Okay

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	https://irmra.org/budget-programme.html	Fully Met	25.00	Okay
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	Partially Met	25	12.50	https://irmra.org/budget-programme.html	Partially Met	12.50	Okay
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			150	138		150	138	
3	Publicity Band Public interface							
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 there of [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	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	empty	Not Applicable	0	Okay
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
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	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	consultation before formulation of policy							
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://irmra.org/publicity-band-public-interface.html	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://irmra.org/publicity-band-public-interface.html	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://irmra.org/publicity-band-public-interface.html	Fully Met	25.00	Okay
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	Fully Met	25	25.00	https://irmra.org/publicity-band-public-interface.html	Fully Met	25.00	Okay
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	https://irmra.org/publicity-band-public-interface.html	Fully Met	25.00	Okay
Total			150	150		150	150	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://irmra.org/e-governance.html	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	https://irmra.org/e-governance.html	Partially Met	7.15	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.html			
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 updation	Fully Met	28.57	28.57	https://irmra.org/e-governance.html	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://irmra.org/e-governance.html	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://irmra.org/e-governance.html	Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	https://irmra.org/e-governance.html	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://irmra.org/e-governance.html	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://irmra.org/e-governance.html	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://irmra.org/e-governance.html	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://irmra.org/e-governance.html	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://irmra.org/e-governance.html	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://irmra.org/e-governance.html	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://irmra.org/e-governance.html	Fully Met	3.57	Okay
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://irmra.org/e-governance.html	Fully Met	3.57	Okay
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	https://irmra.org/e-governance.html	Fully Met	3.57	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	https://irmra.org/e-governance.html	Fully Met	3.57	Okay
4.5.7	Frequently Asked Question (FAQs)	Partially Met	3.57	1.79	https://irmra.org/e-governance.html	Partially Met	1.79	Okay
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 Met	3.57	0	empty	Not Met	0	Okay
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://irmra.org/e-governance.html	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://irmra.org/e-governance.html	Fully Met	14.29	Okay
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	Okay

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	Okay
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			25	25		25	25	
Grand Total			696	666		696	666	