

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

| S.No. | Item                                       | Details of disclosure   | Remarks/<br>Reference<br>Points<br>(Fully<br>met/parti<br>ally met/<br>not met-<br>Not<br>applicable<br>will be<br>treated as<br>fully<br>met/parti<br>ally met) |
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| 1.1   | Particulars of its organisation, functions | (i) Name and address of the Organization<br><b>National Institute of Electronics &amp; Information Technology (An Autonomous Scientific Society under Ministry of Electronics &amp; Information Technology, Govt. of India), NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka,</b> | Fully met  |

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| and duties<br>[Section<br>4(1)(b)(i)] | <b>New Delhi – 110 077</b>   |           |
|                                       | (ii) Head of the organization<br><b>Director General</b>   | Fully met |
|                                       | (iii) Vision, Mission and Key objectives<br><b>Vision:</b> To be the leader in the development of industry oriented quality education and training and be the country's premier Institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT).<br><b>Mission:</b> To be the single source for quality assurance in computer education among the nation's non-formal institutes, After turning out competent IT professionals in large numbers, NIELIT reach is now being extended to all regions of the country as well as overseas.<br><b>Objectives:</b><br>❖ To generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied, by providing world class education & training and accreditation services;<br>❖ To provide continuing support to learners and trainers through active design & development of innovative curricula and acquisition of content, aligned with the dynamically changing IECT;<br>❖ To establish a quality system of examination and certification that is globally recognised providing a fair assessment of the competency of students;<br>❖ To continue to implement the DOEACC Scheme for computer courses, jointly developed by AICTE and DIT (now MeitY) in the non-formal sector of IT Education and Training;<br>❖ To establish standards in the areas of IECT and to develop markets in the emerging areas;<br>❖ To impart continuing Education for up-gradation of knowledge and skills in view of high obsolescence in the area of IECT;<br>❖ To provide entrepreneurship development programme in the area of IECT;<br>❖ To develop and promote the culture of a market to encourage and nurture industry oriented design and development;<br>❖ To purchase, lease, hire, exchange or otherwise require any immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds, moneys, securities and all kinds of movable or immovable properties for all or any of the objectives for which | Fully met |

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|     |   | <p>the Society is established;</p> <ul style="list-style-type: none"> <li>❖ To levy and receive moneys in connection with the activities of the Society including grants/ loans as and when received from the Government or from any other sources;</li> <li>❖ To do all such activities which are incidental/ ancillary for achieving the objectives of the Society.</li> </ul> |               |
|     |   | (iv) Function and duties<br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf</a>  | Fully met     |
|     |   | (v) Organization Chart<br><a href="http://www.nielit.gov.in/content/organisation-structure-0">http://www.nielit.gov.in/content/organisation-structure-0</a>  | Fully met     |
|     |   | (vi) 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   | N/A           |
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | (i) Powers and duties of officers (administrative, financial and judicial)<br><a href="http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf">http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf</a>  | Fully met     |
|     |   | (ii) Power and duties of other employees<br><a href="http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf">http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf</a>  | Partially met |
|     |   | (iii) Rules/ orders under which powers and duty are derived and <b>Bye-Laws'/ Rules &amp; Regulations/ Delegation of Powers of NIELIT</b> -<br><a href="http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf">http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf</a>   | Fully met     |
|     |   | (iv) Exercised<br><b>By the Chairman/ Vice Chairman, Governing Council &amp; Management Board, NIELIT/ Director General, NIELIT</b>  | Fully met     |
|     |   | (v) Work allocation<br><b>As per duties / powers allocated to the posts</b><br><a href="http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf">http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf</a>   | Fully met     |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)]  | (i) Process of decision making Identify key decision making points<br><a href="#"><u>As per hierarchical line of control depicted in the organizational setup viz: Chairman/ Vice-Chairman, Governing Council/ Management Board, NIELIT/ Director General</u></a>  | Fully met     |
|     |   | (ii) Final decision making authority<br><b>As per Delegation of Powers (DoP)</b><br><a href="http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf">http://www.nielit.gov.in/sites/all/themes/berry/pdf/delegation.pdf</a>  | Fully met     |
|     |   | (iii) Related provisions, acts, rules etc.   | Fully met     |

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|     | ]  | <b>For administrative functions rules of Central Government as amended from time to time. –Central Civil Services (CCS) Rules –General Financial Rules (GFR)/ <a href="#">MoA</a>/ <a href="#">Rules and Regulation</a>/ <a href="#">Bye-Laws of NIELIT</a> (Link to be given)</b>  |           |
|     |  | (iv) Time limit for taking a decisions, if any<br><b>Depending on the nature of work</b>  | Fully met |
|     |  | (v) Channel of supervision and accountability<br><b>Respective Section/ Wing Heads. All the centres of NIELIT are headed by the Executive Directors/ Director/ Director Incharge under the overall supervision of Director General-NIELIT, who is responsible to the Chairman/ Vice-Chairman of Governing Council, NIELIT</b> | Fully met |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)]   | (i) Nature of functions/ services offered<br><b>As provided in the MoA of NIELIT</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf</a>   | Fully met |
|     |  | (ii) Norms/ standards for functions/ service delivery<br><b>As prescribed in Mo</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_MOA.pdf</a>  |           |
|     |  | (iii) Process by which these services can be accessed<br><b>By visiting the website of NIELIT as well as MeitY, GoI</b>   | Fully met |
|     |  | (iv) Time-limit for achieving the targets<br><b>As prescribed in the directions of MeitY, GoI</b>   | Fully met |
|     |  | (v) Process of redress of grievances<br><b>As mentioned in the manual on office procedure (DoPT)</b>  | Fully met |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] | (i) Title and nature of the record/ manual /instruction.<br><b>As per CCS Rules/Bye-Laws of NIELIT</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf</a>                                     | Fully met |
|     |  | (ii) List of Rules, regulations, instructions manuals and records.<br><b>As per CCS Rules/ Bye-Laws of NIELIT</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf</a>                          | Fully met |
|     |  | (iii) Acts/ Rules manuals etc.<br><b>As per CCS Rules/Bye-Laws of NIELIT</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT_By_Laws.pdf</a>   | Fully met |
|     |  | (iv) Transfer policy and transfer orders  | Fully met |

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|     |   | <b>As per Transfer Policy of NIELIT</b><br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT%20Transfer%20Policy.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELIT Transfer Policy.pdf</a> |           |
| 1.6 | Categories of documents held by the authority under its control<br><br>[Section 4(1)(b)(vi)]                      | (i) Categories of documents<br><b>Service records of employees, accounts records, documents related to various Sections viz; accreditation/ registration/ examination/ academics and the documents related to projects</b>                     | Fully met |
|     |   | (ii) Custodian of documents/categories<br><b>Respective Sections</b>   | Fully met |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc.<br><a href="#">Governing Council/ Management Board/ Academic Advisory Committee/ F&amp;A Committee/ Executive Committees of NIELIT Centres</a>   | Fully met |
|     |   | (ii) Composition<br><b>Chairman/ Vice Chairman and other members including member secretary</b>  | Fully met |
|     |   | (iii) Dates from which constituted   |           |
|     |   | (iv) Term/ Tenure  |           |
|     |   | (v) Powers and functions<br><a href="#">As prescribed in Rules and Regulations of NIELIT</a>   | Fully met |
|     |   | (vi) Whether their meetings are open to the public?<br><b>No</b>   | Fully met |
|     |   | (vii) Whether the minutes of the meetings are open to the public?<br><b>No/ Need does not arise</b>  | Fully met |
|     |   | (viii) Place where the minutes if open to the public are available?<br><b>NIELIT Headquarters, New Delhi</b>   | Fully met |
| 1.8 | Directory   | (i) Name and designation<br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELITEmployees.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/acts/NIELITEmployees.pdf</a>                                  | Fully met |

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|      | of officers and employees [Section 4(1) (b) (ix)]   | (ii) Telephone , fax and email ID<br><a href="http://www.nielit.gov.in/content/contact-hq">http://www.nielit.gov.in/content/contact-hq</a>  | Fully met |
| 1.9  | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration<br><a href="http://www.nielit.gov.in/sites/default/files/headquarter/pdf/181008_Gross_Monthly_Remuneration_NIELITHQs.pdf">http://www.nielit.gov.in/sites/default/files/headquarter/pdf/181008_Gross_Monthly_Remuneration_NIELITHQs.pdf</a>  | Fully met |
|      |   | (ii) System of compensation as provided in its regulations<br><b>As per Central Government</b>  | Fully met |
| 1.10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]               | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority<br><b>PIO</b> – Shri Sandeep Kumar, Joint Director (Tech.)<br><b>Appellate Authority</b> – Shri Janak Raj, Registrar, NIELIT   | Fully met |
|      |   | (ii) Address, telephone numbers and email ID of each designated official.<br><b>PIO</b> – NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi – 110 077<br>Email: sandeep.k.ahlawat@nielit.gov.in<br><br><b>Appellate Authority</b> - NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi – 110 077 | Fully met |

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|----------|---|---|-----------|
|          |   | Email: registrar@nielit.gov.in  |           |
| 1.1<br>1 | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) | No. of employees against whom disciplinary action has been<br>(i) Pending for Minor penalty or major penalty proceedings<br><b>NIL</b>                  | Fully met |
|          |   | (ii) Finalised for Minor penalty or major penalty proceedings<br><b>NIL</b>   | Fully met |
| 1.1<br>2 | Programmes to advance understanding of RTI (Section 26)                                   | (i) Educational programmes<br><b>Workshops are conducted to apprise on RTI</b>  | Fully met |
|          |   | (ii) Efforts to encourage public authority to participate in these programmes<br><b>Related information regularly displayed in general notice board</b> | Fully met |
|          |   | (iii) Training of CPIO/APIO<br><b>Workshops are conducted/ Deputed to ISTM</b>  | Fully met |
|          |   | (iv) Update & publish guidelines on RTI by the Public Authorities concerned<br><b>Provided</b>  | Fully met |
| 1.1<br>3 | Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]                     | As and when required as per Transfer Policy   | Fully met |

## 2. Budget and Programme

| S.No. | Item  | Details of disclosure   | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|-------|---|---|--|
| 2.1   | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.<br>[Section 4(1)(b)(xi)] | (i) Total Budget for the public authority<br><b>As provided in the Annual Report</b><br><a href="http://www.nielit.gov.in/content/annual-report-3">http://www.nielit.gov.in/content/annual-report-3</a>   | Fully met  |
|       |   | (ii) Budget for each agency and plan & programmes<br><b>As provided in the Annual Report</b><br><a href="http://www.nielit.gov.in/content/annual-report-3">http://www.nielit.gov.in/content/annual-report-3</a>   | Fully met  |
|       |   | (iii) Proposed expenditures<br><b>As provided in the Annual Report</b><br><a href="http://www.nielit.gov.in/content/annual-report-3">http://www.nielit.gov.in/content/annual-report-3</a>   | Fully met  |
|       |   | (iv) Revised budget for each agency, if any<br><b>As provided in the Annual Report</b><br><a href="http://www.nielit.gov.in/content/annual-report-3">http://www.nielit.gov.in/content/annual-report-3</a>   | Fully met  |
|       |   | (v) Report on disbursements made and place where the related reports are available<br><b>Finance &amp; Accounts Section</b>   | Fully met  |
| 2.2   | Foreign and domestic tours<br>(F.No. 1/8/2012- IR dt. 11.9.2012)  | (i) Budget: <b>Provisions kept in Budget Estimates of every Financial Year</b>  | Fully met  |
|       |   | (ii) 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.<br>a) Places visited: <b>As an when required</b><br>b) The period of visit: <b>As per requirement</b><br>c) The number of members in the official delegation: <b>N/A</b><br>d) Expenditure on the visit: <b>As per prevalent Rules of GoI</b> | Fully met  |
|       |   | (iii) Information related to procurements<br>a) Notice/tender enquires, and corrigenda if any thereon,  | Fully met  |

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|     |   | <p><b>Published on websites as per GFR</b></p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,<br/><b>As per GFR</b></p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>              |           |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) Name of the programme of activity<br><b>Scholarship Scheme for SC/ST/EWS/PH/ Female candidates pursuing O/A/B/C level IT Courses</b><br><a href="http://www.nielit.gov.in/content/scholarship">http://www.nielit.gov.in/content/scholarship</a>   | Fully met |
|     |   | (ii) Objective of the programme<br><b>To assist meritorious students of weaker sections</b>   | Fully met |
|     |   | (iii) Procedure to avail benefits<br><b>A candidate has to apply for the Scholarship along with the following:-</b> <ul style="list-style-type: none"> <li>▪ <b>Proof of registration/op-gradation</b></li> <li>▪ <b>Proof of passing the examination of relevant level</b></li> <li>▪ <b>Proof of pursuing O/A/B/C level as a full time courses</b></li> <li>▪ <b>Proof of income</b></li> </ul> | Fully met |
|     |   | (iv) Duration of the programme/ scheme<br><b>Continuous scheme started w.e.f. January 2003</b>  | Fully met |
|     |   | (v) <a href="#"><b>Physical and financial targets of the programme</b></a>  | Fully met |
|     |   | (vi) <a href="#"><b>Nature/ scale of subsidy /amount allotted</b></a>   | Fully met |
|     |   | (vii) Eligibility criteria for grant of subsidy <ul style="list-style-type: none"> <li>▪ <b>The Scheme will be applicable to Scholarship Scheme for SC/ST/physically handicapped and Female candidates are pursuing O/A/B/C level Courses of the NIELIT (DOEACC) as a full time courses through an institute authorized to conduct the DOEACC accredited courses.</b></li> </ul>                  | Fully met |

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|     |   | <ul style="list-style-type: none"> <li>▪ Candidates shall have to clear the papers in the first attempt and complete the courses in number of attempts given in subsequent paragraphs.</li> <li>▪ Income of the parents of the student from all sources shall not be more than Rs. 1 Lakh per annum</li> </ul>  |           |
|     |   | (viii) <a href="#">Details of beneficiaries of subsidy programme (number, profile etc)</a>  | Fully met |
| 2.4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]  | (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions<br>N/A  | Fully met |
|     |   | (ii) Annual accounts of all legal entities who are provided grants by public authorities<br>N/A   | Fully met |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | (i) Concessions, permits or authorizations granted by public authority<br>N/A   | Fully met |
|     |   | (ii) For each concessions, permit or authorization granted<br>a) Eligibility criteria<br>N/A<br>b) Procedure for getting the concession/ grant and/ or permits of authorizations<br>N/A<br>c) Name and address of the recipients given concessions/ permits or authorisations<br>N/A<br>d) Date of award of concessions /permits of authorizations<br>N/A | Fully met |
| 2.6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]  | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.<br>NIL  | Fully met |

### 3. Publicity Band Public interface

| S.No. | Item  | Details of disclosure  | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|-------|---|--|--|
| 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<br><br>[Section 4(1)(b)(vii)]<br><br>[F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public<br>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens<br><b>NIL</b>   | Fully met  |
|       |   | (ii) Arrangements for consultation with or representation by<br>a) Members of the public in policy formulation/ policy implementation<br><b>Not required</b><br>b) Day & time allotted for visitors<br><b>From 9:00 A.M. to 5:30 P.M. on all working days</b><br>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants<br><b>Provided</b> | Fully met  |
|       |   | Public- private partnerships (PPP)<br>(i) Details of Special Purpose Vehicle (SPV), if any - <b>NIL</b>  | Fully met  |
|       |   | (ii) Detailed project reports (DPRs) - <b>NIL</b>  | Fully met  |
|       |   | (iii) Concession agreements. - <b>NIL</b>  | Fully met  |
|       |   | (iv) Operation and maintenance manuals - <b>NIL</b>  | Fully met  |
|       |   | (v) Other documents generated as part of the implementation of the PPP - <b>NIL</b>  | Fully met  |
|       |   | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government - <b>NIL</b>  | Fully met  |
|       |   | (vii) Information relating to outputs and outcomes - <b>NIL</b>  | Fully met  |

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|     |   | (viii) The process of the selection of the private sector party (concessionaire etc.) - <b>NIL</b>   | Fully met |
|     |   | (ix) All payment made under the PPP project - <b>NIL</b>   | Fully met |
| 3.2 | Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]                       | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;<br>(i) Policy decisions/ legislations taken in the previous one year<br><b>Provided at website of NIELIT (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b>  | Fully met |
|     |   | (ii) Outline the Public consultation process - <b>N/A</b>  | Fully met |
|     |   | (iii) Outline the arrangement for consultation before formulation of policy - <b>N/A</b>   | Fully met |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | Use of the most effective means of communication<br>(i) Internet (website)- <a href="http://www.nielit.gov.in">www.nielit.gov.in</a><br>(The institute activities information is constantly updated in the website and Facebook, twitter, youtube account. The important events are displayed in the NIELIT website and newsletters which are available on the website for download) | Fully met |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)]   | Information manual/handbook available in<br>(i) Electronic format - <b>NIELIT Website (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b><br>(ii) Printed format - <b>Yes</b>   | Fully met |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]                                    | List of materials available<br>(i) Free of cost -<br>(ii) At a reasonable cost of the medium -   |           |

#### 4. E.Governance

| S.No. | Item  | Details of disclosure  | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|-------|---|--|--|
| 4.1   | Language in which Information Manual/Handbook Available<br>[F No. 1/6/2011-IR dt. 15.4.2013]      | (i) English<br><b>Yes</b>  | Fully met  |
|       |   | (ii) Vernacular/ Local Language  |  |
| 4.2   | When was the information Manual/Handbook last updated?<br>[F No. 1/6/2011-IR dt 15.4.2013]        | Last date of Annual updation   |  |
| 4.3   | Information available in electronic form<br>[Section 4(1)(b)(xiv)]                                | (i) Details of information available in electronic form<br><b>NIELIT's academic information being provided to the students.</b>  | Fully met  |
|       |   | (ii) Name/ title of the document/record/ other information<br><b>As provided on the website of NIELIT (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b>                     | Fully met  |
|       |   | (iii) Location where available<br><b>NIELIT website (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b>   | Fully met  |
| 4.4   | Particulars of facilities available to citizen for obtaining information<br>[Section 4(1)(b)(xv)] | (i) Name & location of the faculty<br><b>Website of NIELIT (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b>  | Fully met  |
|       |   | (ii) Details of information made available<br><b>All the information related to courses of NIELIT for the students (<a href="http://www.nielit.gov.in">http://www.nielit.gov.in</a>)</b> | Fully met  |
|       |   | (iii) Working hours of the facility<br><b>From 9:00 A.M. to 5:30 P.M. on all working days</b>  | Fully met  |

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|--|--|--|-----------|
|  |  | (iv) Contact person & contact details (Phone, fax email)   |           |
| 4.5  | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) Grievance redressal mechanism<br><b>It is in place</b>   | Fully met |
|  |  | (ii) Details of applications received under RTI and information provided<br>--   |           |
|  |  | (iii) List of completed schemes/ projects/ Programmes<br><b>N/A</b>  | Fully met |
|  |  | (iv) List of schemes/ projects/ programme underway<br><b>N/A</b>   | Fully met |
|  |  | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract<br><b>N/A</b>  | Fully met |
|  |  | (vi) Annual Report<br><b>Published every year. Available on the website of NIELIT (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b><br><b><a href="http://www.nielit.gov.in/content/annual-report-3">http://www.nielit.gov.in/content/annual-report-3</a></b> | Fully met |
|  |  | (vii) Frequently Asked Question (FAQs)<br><b>It is in place at website (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>) Link to be given</b>   | Fully met |
|  |  | (viii) Any other information such as<br>a) Citizen's Charter<br><b>It is in place at website (<a href="http://www.nielit.gov.in">www.nielit.gov.in</a>) Link to be given</b>   | Fully met |
|  |  | b) Result Framework Document (RFD)<br><b>N/A</b>   | Fully met |
|  |  | c) Six monthly reports on the  | Fully met |
| d) Performance against the benchmarks set in the Citizen's Charter<br><b>N/A</b> | Fully met  |  |           |

|     |  |  |           |
|-----|--|--|-----------|
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | (i) <a href="#">Details of applications received and disposed</a>  | Fully met |
|     |  | (ii) <a href="#">Details of appeals received and orders issued</a>   |           |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)]                  | Details of questions asked and replies given<br><b>Inputs on Parliament Question is provided to Administrative Ministry i.e. MeitY</b> | Fully met |

## 5. Information as may be prescribed

| S. No. | Item   | Details of disclosure  | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|--|--|---|
| 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] | (i) Name & details of<br>(a) Current CPIOs & FAAs<br><b>Shri Janak Raj, Registrar, NIELIT</b><br>(b) Earlier CPIO & FAAs from 1.1.2015   | Fully met   |
|        |  | (ii) Details of third party audit of voluntary disclosure<br><br>(a) Dates of audit carried out<br>--<br>(b) Report of the audit carried out-  | Not met   |
|        |  | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD<br><br>(a) Date of appointment<br>(b) Name & Designation of the officers                           | Not met   |
|        |  | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure<br><br>(a) Dates from which constituted<br>(b) Name & Designation of the officers                          | Not met   |
|        |  | (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI<br><br>(a) Dates from which constituted<br>(b) Name & Designation of the Officers | Not met   |

## 6. Information Disclosed on own Initiative

| S.No. | Item  | Details of disclosure  | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|-------|---|--|--|
| 6.1   | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information   | <b>(Yes, The information required as per the provisions of the RTI act is displayed on the Institute Website <a href="http://www.nielit.gov.in">www.nielit.gov.in</a>)</b> | Fully met  |
| 6.2   | 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, Public Grievance and Pensions, Govt. Of India) | (i) Whether STQC certification obtained and its validity.<br><b>Yes</b><br>(ii) Does the website show the certificate on the Website?<br><b>Yes</b>                        | Fully met  |

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