

Self appraisal report for Year (2024-25)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication)

Ministry Name: Cabinet Secretariat

Department Name:

Public Authority Name: Cabinet Secretariat

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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://cabsec.gov.in/footercontent/contactus/ Available under: Contact Us	empty	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://cabsec.gov.in/index.php Available under: About Us > Who's who and Cabinet Secretaries	empty	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cabsec.gov.in/index.php Available under: About Us > Functions	empty	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cabsec.gov.in/aboutus/functions/ Available under: About Us > Functions and eBook about Cabinet Secretariat	empty	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://cabsec.gov.in/aboutus/organizationchart/ Available under: About Us > Organization Chart	empty	Fully Met	1.28	Okay
1.1.6	Any other details-the genesis,	Fully Met	1.28	1.28	Provided in Website under	empty	Fully Met	1.28	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				heading: About us > Origin, Functions, Development, Cabinet Secretaries; and also at: Council of Ministers > Cabinet Committees				
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	1.92	1.92	https://cabsec.gov.in/aboutusempty/workdistribution/ The work allocation (including subjects/items etc. dealt with by Officers from the level of DS/Director up to Cabinet Secretary including their channel of submission has been given in an exhaustive manner. Under About Us > Work Distribution	empty	Fully Met	1.92	Okay
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://cabsec.gov.in/aboutusempty/workdistribution/ The work allocation (including subjects/items etc. dealt with by Officers from the level of DS/Director up to Cabinet Secretary including their channel of submission has been given in an exhaustive manner. Under About Us > Work Distribution	empty	Fully Met	1.92	Okay
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://cabsec.gov.in/allocati onofbusinessrules/completea obrules/ https://cabsec.gov.in/transactionofbusiness/trans	empty	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					actionofbusinessrules/ Available under: Business Rules > Allocation of Business Rules and Transaction of Business Rules and About Us > Functions and e-Book				
1.2.4	Work allocation	Fully Met	1.92	1.92	https://cabsec.gov.in/aboutusempty/workdistribution/ Available under: About Us > Work Distribution and e-Book	empty	Fully Met	1.92	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	The nature of work and functions of the Cabinet Secretariat have been explained in details under: About Us > Functions and e-Book. https://cabsec.gov.in/aboutus/functions/	empty	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cabsec.gov.in/righttoinformation/workdistribution/ Available under: About Us > Work Distribution and Organization Chart	empty	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Provided in the Website under headings: 'Business Rules' and 'Guidelines'	empty	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://cabsec.gov.in/aboutusempty/organizationchart/ https://cabsec.gov.in/aboutus/workdist	empty	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tribution/ Channel of submission is provided in the website of Cabinet Secretariat under: About Us > Work Distribution and Organization Chart.				
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://cabsec.gov.in/aboutuse/functions/ Available under: About Us > Functions.	empty	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Cabinet Secretariat provides secretarial assistance to the Cabinet and Cabinet Committees. It is also responsible for inter-Ministerial coordination through meetings of Committees of Secretaries.	empty	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Cabinet Secretariat provides secretarial assistance to the Cabinet and Cabinet Committees. It is also responsible for inter-Ministerial coordination through meetings of Committees of Secretaries.	empty	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	The Directorate of Public Grievances (DPG) is functioning under Cabinet Secretariat. DPG entertains	empty	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					grievances from the public and helps to obtain responses to unresolved grievances on matters relating to selected Central Government Departments and Organizations. http://dpg.gov.in/				
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]								
1.5.1	Title and nature of the record/manual /instruction.	Fully Met	2.6	2.60	Provided under Business Rules and Guidelines https://cabsec.gov.in/righttoinformation/categoriesofdocuments/	empty	Fully Met	2.60	Okay
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	Provided under Business Rules and Guidelines https://cabsec.gov.in/righttoinformation/categoriesofdocuments/	empty	Fully Met	2.60	Okay
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://cabsec.gov.in/alloctationofbusinessrules/completeaobrules/ https://cabsec.gov.in/transactionofbusiness/transactionofbusinessrules/ https://cabsec.gov.in/guidelines/recruitmentrules/ Provided under Business Rules and Guidelines.	empty	Fully Met	2.60	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	Available under: RTI > Categories of Documents https://cabsec.gov.in/alloctationofbusinessrules/completeaobrules/ https://cabsec.gov.in/tr	empty	Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ansactionofbusiness/transact ionofbusinessrules/ https://ca bsec.gov.in/guidelines/handb ookoncabinetnotes/ https://c absec.gov.in/guidelines/prep arationofcosnotes/ https://ca bsec.gov.in/councilofminister s/councilofministers/ https://c absec.gov.in/guidelines/recru itmentrules/				
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://cabsec.gov.in/righttoin formation/categoriesofdocum ents/ Available under: RTI > Categories of Documents	empty	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.	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.2	Composition	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.3	Dates from which constituted	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.4	Term/ Tenure	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.5	Powers and functions	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.6	Whether their meetings are open to the public?	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.7.8	Place where the minutes if open to the public are available?	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Okay
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	https://cabsec.gov.in/aboutusempty/whoiswho/ Available under: About Us > Who's who		Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cabsec.gov.in/aboutusempty/whoiswho/ https://cabsec.gov.in/footercontent/contactus/ https://cabsec.gov.in/righttoinformation/cpioandappellateauthorities/ Available under: About Us > Who's who and RTI > CPIO and Appellate Authorities		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://cabsec.gov.in/righttoinformation/officialsmnthlyremuneration/ Available under: Right to Information > Official monthly remuneration		Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://cabsec.gov.in/writereaddata/circular/circulargeneral/english/1_Upload_2768.pdf Guidelines for settlement of claims for compensation on accidents in cases of death/ permanent disability due to negligence and / or unforeseen causes in the course of provisioning of Public Services have been issued on 18.04.2019. The same are available under: Circulars > Administration >		Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					General.				
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://cabsec.gov.in/righttoinformation/cpioandappellateauthorities/ Available under: Right to Information > CPIO and Appellate Authorities.		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://cabsec.gov.in/righttoinformation/cpioandappellateauthorities/ Available under: Right to Information > CPIO and Appellate Authorities.		Fully Met	3.85	Okay
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)								
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Presently, there is no pending disciplinary case against any employee of Cabinet Secretariat (RB).	empty	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Presently, there is no pending disciplinary case against any employee of Cabinet Secretariat (RB).	empty	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	Cabinet Secretariat sends its officers and staff for training programmes on RTI organized by Institute of Secretariat Training & Management (ISTM) from time to time. All guidelines/instructions on RTI issued by the Government of India are	empty	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					circulated to all officers/staff to enable them to participate in the training.				
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Cabinet Secretariat sends its officers and staff for training programmes on RTI organized by Institute of Secretariat Training & Management (ISTM) from time to time. All guidelines/instructions on RTI issued by the Government of India are circulated to all officers/staff to enable them to participate in the training.	empty	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Cabinet Secretariat sends its officers and staff for training programmes on RTI organized by Institute of Secretariat Training & Management (ISTM) from time to time. All guidelines/instructions on RTI issued by the Government of India are circulated to all officers/staff to enable them to participate in the training.	empty	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Link of ISTM website provided on the website of Cabinet Secretariat.	empty	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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]	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
Total			82	82			82	82	
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	 Budget Allocation.">https://cabsec.gov.in/righttoinformation/budgetallocation/Budget Allocation, Revised Estimates and Expenditure incurred are available under: Right to Information > Budget Allocation.	empty	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	 Budget Allocation.">https://cabsec.gov.in/righttoinformation/budgetallocation/Budget Allocation, Revised Estimates and Expenditure incurred are available under: Right to Information > Budget Allocation.	empty	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	 Budget Allocation.">https://cabsec.gov.in/righttoinformation/budgetallocation/Budget Allocation, Revised Estimates and Expenditure incurred are available under: Right to Information > Budget Allocation.	empty	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://cabsec.gov.in/righttoinformation/budgetallocation/Budget Allocation, Revised Estimates and Expenditure	empty	Fully Met	10.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					incurred are available under: Right to Information > Budget Allocation.				
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.1.6	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	10	10.00	https://cabsec.gov.in/tenders / All goods and services are now being procured through GeM. For services not available on GeM, tenders are floated on Central Public Procurement (CPP) Portal and details are also uploaded in the website under: Tenders	empty	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	20	20.00	https://cabsec.gov.in/righttoinformation/budgetallocation/ Budget Allocation, Revised Estimates and Expenditure incurred are available under: Right to Information > Budget Allocation.	empty	Fully Met	20.00	Okay
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	Not Met	20	0	empty	empty	Not Met	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	delegation, (d) Expenditure on the visit								
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
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	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]								
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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								
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	empty	Not Applicable	0	Okay
Total			90	70			90	70	
3	Publicity and 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 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	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
3.1.2	a) Arrangements for consultation with or representation by 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	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	empty	Not Applicable	0	Okay

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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	one year								
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	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 consultation before formulation of policy	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
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	The Website of Cabinet Secretariat has all relevant information available in bilingual form which includes the Allocation of Business Rules/Transaction of Business Rules, Handbook/Instructions for preparation of Cabinet Notes and Note for the Committee of Secretaries. In addition, the Website also contains details of the Council of Ministries, the work allocation of officers, organizational chart showing the channel of submission,	empty	Fully Met	50.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>contact address of the organization, telephone directory and List of CPIOs/Appellate Authorities. Guidelines for foreign travel by Ministers of the Union Government and Chief Ministers/Ministers in States/UTs have been placed in the Website under the heading Circulars. The decisions of Cabinet and CCEA are accessible through a link More => Press Releases in the Website (https://cabsec.gov.in/more/pressreleases/). An eBook about main functions performed by Cabinet Secretariat is available in the Website under heading – About Us. The Website also provides link to the other attached offices of Cabinet Secretariat i.e. Directorate of Public Grievances (DPG), Direct Benefit Transfer (DBT) Mission and National Authority for Chemical Weapons Convention (NACWC) and office of Principal Scientific Adviser.</p>				

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					The Website is Content Management Framework (CMF) compliant. The presentation of the Website is as per standardized framework for Government Websites and is user friendly.				
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	Available in the Website under: About Us > eBook about Cabinet Secretariat and under Business Rules and Guidelines.	empty	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in printed format	Not Met	25	0	empty	empty	Not Met	0	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	Available in the Website under: About Us > eBook about Cabinet Secretariat and under Business Rules and Guidelines.	empty	Fully Met	25.00	Okay
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
Total			125	100			125	100	
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	Hindi	Fully Met	9.52	9.52	The following Rules/Handbooks are available on the Website in English and Hindi 1. Allocation of Business Rules	empty	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2. Transaction of Business Rules 3. Handbook for preparation of Cabinet Notes 4. Handbook for preparation of Notes for Committee of Secretaries (CoS)				
4.1.2	English	Fully Met	9.52	9.52	The following Rules/Handbooks are available on the Website in English and Hindi 1. Allocation of Business Rules 2. Transaction of Business Rules 3. Handbook for preparation of Cabinet Notes 4. Handbook for preparation of Notes for Committee of Secretaries (CoS)	empty	Fully Met	9.52	Okay
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	The following Rules/Handbooks are available on the Website in English and Hindi 1. Allocation of Business Rules 2. Transaction of Business Rules 3. Handbook for preparation of Cabinet Notes 4. Handbook for preparation of Notes for Committee of Secretaries (CoS)	empty	Fully Met	9.52	Okay
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	The respective Rules/Handbooks are updated from time to time	empty	Fully Met	28.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					whenever amendments are made therein. The date of last updation is as follows Allocation of Business Rules (05.05.2025) Transaction of Business Rules (13.01.2025) Handbook for preparation of Cabinet Notes (23.07.2021)				
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	All relevant information pertaining to the work of Cabinet Secretariat is available in the Website. The Website is regularly updated. Decisions of the Cabinet and CCEA are accessible through a link More => Press Releases	empty	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	All relevant information pertaining to the work of Cabinet Secretariat is available in the Website. The Website is regularly updated. Decisions of the Cabinet and CCEA are accessible through a link More => Press Releases	empty	Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	https://cabsec.gov.in/	empty	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 facility	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.4.2	Details of information made	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	available	cable					cable		
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.4.4	Contact person & contact details (Phone, fax, email)	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)								
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	The Directorate of Public Grievances (DPG) is functioning under Cabinet Secretariat. DPG entertains grievances from the public and helps to obtain responses to unresolved grievances on matters relating to participating Central Government Department and Organizations. http://dpg.gov.in/	empty	Fully Met	4.10	Okay
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	4.1	0	empty	empty	Not Met	0	Okay
4.5.5	Annual Report	Not Applicable	0	0	empty	empty	Not Applicable	0	Okay
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://cabsec.gov.in/righttoinformation/faqunderrighttoinformationact2005/ FAQs are	empty	Fully Met	4.10	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					provided under: Right to Information > FAQ under Right to Information Act, 2005.				
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	empty	Not Applicable	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	The Quarterly Reports regarding RTI requests and first appeals received and disposed of is uploaded in the Website under heading RTI. https://cabsec.gov.in/righttoinformation/quarterlyreport/	empty	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	The Quarterly Reports regarding RTI requests and first appeals received and disposed of is uploaded in the Website under heading RTI. https://cabsec.gov.in/righttoinformation/quarterlyreport/	empty	Fully Met	14.29	Okay
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Parliament Questions are generally replied by the concerned Ministries/ Departments.	empty	Fully Met	28.57	Okay
Total			155	151			155	151	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5	Information as may be prescribed								
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	Partially Met	20	10.00	Provided under heading RTI => CPIO and Appellate Authorities https://cabsec.gov.in/righttoinformation/cpioandappellateauthorities/	empty	Partially Met	10.00	Okay
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	3rd Party Audit conducted through IIMC for the year 2023-24 and report submitted by the auditor on CIC's designated portal.	empty	Fully Met	20.00	Okay
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	(a) Current Nodal officer appointed in 2024. (b) Shri Ashish Malhotra, Deputy Secretary	empty	Fully Met	20.00	Okay
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	Not Met	20	0	empty	empty	Not Met	0	Okay
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	empty	empty	Not Met	0	Okay
Total			100	50			100	50	
6	Information Disclosed on own Initiative								
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]								
6.1.1	Item / information disclosed so that	Fully Met	25	25.00	The Website of Cabinet	empty	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	public have minimum resort to use of RTI Act to obtain information				Secretariat has all relevant information available in bilingual from which includes the Allocation of Business Rules/Transaction of Business Rules, Handbook/Instructions for preparation of Cabinet Notes for the Committee of Secretaries. In addition, the Website also contains details of the Council of Ministers, the work allocation of officers, organizational chart showing the channel of submission, contact address of the organization, telephone directory and List of CPIOs/Appellate Authorities. The decisions of Cabinet and CCEA are accessible through a link More => Press Releases in the Website. An eBook about main functions performed by Cabinet Secretariat is available in the Website under heading About Us.				
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)								
6.2.1	Whether STQC certification	Fully Met	12.5	12.50	The STQC (GIGW)	empty	Fully Met	12.50	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	obtained and its validity				certificate of Website of Cabinet Secretariat was obtained on 09.03.2023 and is valid up to 08.03.2026. https://cabsec.gov.in/writereaddata/stqc_certificate/English/stqc_2023.pdf				
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	The STQC (GIGW) certificate of Website of Cabinet Secretariat was obtained on 09.03.2023 and is valid up to 08.03.2026. https://cabsec.gov.in/writereaddata/stqc_certificate/English/stqc_2023.pdf	empty	Fully Met	12.50	Okay
Total			50	50			50	50	
Grand Total			602	503			602	503	