
Self appraisal report for Year (2024-25)**Auditor Agency: M Ramesh(National Institute of Technical Teachers Training and Research, Chennai)****Ministry Name: Ministry of Earth Sciences****Department Name:****Public Authority Name: Centre for Marine Living Resources and Ecology**

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	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided
1.1.2	Head of the organization	Fully Met	1.28	1.28	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided
1.1.4	Function and duties	Fully Met	1.28	1.28	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided
1.1.5	Organization Chart	Fully Met	1.28	1.28	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided
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	www:\cmlre.gov.in; RTI section	Fully Met	1.28	Sufficient data provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	www:\cmlre.gov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	www:\cmlre.gov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	www:\cmlre.gov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.2.4	Work allocation	Fully Met	1.92	1.92	www:\cmlre.gov.in; RTI section	Fully Met	1.92	Sufficient data provided
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	www:\cmlre.gov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www:\cmlre.gov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www:\cmlre.gov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www:\cmlre.gov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	www:\cmlre.gov.in; RTI section	Fully Met	1.54	Sufficient data provided
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	www:\cmlre.gov.in; RTI	Fully Met	1.54	Sufficient data provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	section www:\cmlre.g ov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www:\cmlre.g ov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www:\cmlre.g ov.in; RTI section	Fully Met	1.54	Sufficient data provided
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	www:\cmlre.g ov.in; RTI section	Fully Met	1.54	Sufficient data provided
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.	Partially Met	2.6	1.30	www:\cmlre.g ov.in; RTI section	Partially Met	1.30	Sufficient data provided
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	www:\cmlre.g ov.in; RTI section	Fully Met	2.60	Sufficient data provided
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	www:\cmlre.g ov.in; RTI section	Fully Met	2.60	Sufficient data provided
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	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
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	www:\cmlre.g	Fully Met	0.96	Sufficient data

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					ov.in; RTI section			
1.7.2	Composition	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.5	Powers and functions	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	www:\cmlre.g ov.in; RTI section	Fully Met	0.96	Sufficient data provided
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
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	Fully Met	3.85	3.85	www:\cmlre.g	Fully Met	3.85	Sufficient data

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	remuneration				ov.in; RTI section			
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
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	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
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	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www:\cmlre.g ov.in; RTI section	Fully Met	3.85	Sufficient data provided
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	www:\cmlre.g ov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www:\cmlre.g ov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www:\cmlre.g ov.in; RTI section	Fully Met	1.92	Sufficient data provided
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	www:\cmlre.g ov.in; RTI section	Fully Met	1.92	Sufficient data provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	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]	Fully Met	7.69	7.69	www:\cmlre.gov.in; RTI section	Partially Met	3.85	Necessary steps may be taken to upload the transfer orders
Total			100	99		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	www:\cmlre.gov.in; RTI section	Fully Met	10.00	Sufficient data provided
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www:\cmlre.gov.in; RTI section	Fully Met	10.00	Sufficient data provided
2.1.3	Proposed expenditures	Fully Met	10	10.00	www:\cmlre.gov.in; RTI section	Fully Met	10.00	Sufficient data provided
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www:\cmlre.gov.in; RTI section	Fully Met	10.00	Sufficient data provided
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www:\cmlre.gov.in; RTI section	Fully Met	10.00	Sufficient data provided
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	Fully Met	10	10.00	www:\cmlre.gov.in; RTI section	Partially Met	5.00	Sufficient data may be provided

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	above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.							
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	www:\cmlre.gov.in; RTI section	Fully Met	20.00	Sufficient data provided
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	20	20.00	www:\cmlre.gov.in; RTI section	Fully Met	20.00	Sufficient data provided
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	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal

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								report no subsidy programme are provided by the department
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal

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								report no subsidy programme are provided by the department
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no subsidy programme are provided by the department
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	Not Applicable	0	As per the self appraisal report no data available
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
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	Not Applicable	0	As per the self appraisal report no data available
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	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.	Fully Met	50	50.00	www:\cmlre.gov.in; RTI section	Partially Met	25.00	Necessary steps may be taken to upload the details beyond 2021-22
Total			150	150		150	120	
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 Met	12.5	0	empty	Not Met	0	As per the self appraisal report no data available
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 Met	12.5	0	empty	Not Met	0	As per the self appraisal report no data available
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL available
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
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	As per the self appraisal report no data available
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	As per the self appraisal report no data available
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
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	As per the self appraisal report no data available
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	As per the self appraisal report no data available
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	Not Applicable	0	0	empty	Not Met	0	As per the self appraisal

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	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	Hindi	Not Met	9.52	0	empty	Not Met	0	necessary steps may be taken
4.1.2	English	Fully Met	9.52	9.52	www:\cmlre.gov.in; RTI section	Fully Met	9.52	Sufficient data provided
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	Not Met	0	Necessary steps may be taken
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	www:\cmlre.gov.in; RTI section	Fully Met	28.57	Annual updation for the year 2025 may be done
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	www:\cmlre.gov.in; RTI section	Fully Met	9.52	Sufficient data provided
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www:\cmlre.gov.in; RTI section	Fully Met	9.52	Sufficient data provided
4.3.3	Location where available	Fully Met	9.52	9.52	www:\cmlre.gov.in; RTI section	Fully Met	9.52	Sufficient data provided
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	www:\cmlre.gov.in; RTI section	Fully Met	7.14	Sufficient data provided
4.4.2	Details of information made available	Fully Met	7.14	7.14	www:\cmlre.gov.in; RTI section	Fully Met	7.14	Sufficient data provided

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www:\cmlre.gov.in; RTI section	Fully Met	7.14	Sufficient data provided
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	www:\cmlre.gov.in; RTI section	Fully Met	7.14	Sufficient data provided
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	www:\cmlre.gov.in; RTI section	Fully Met	4.10	Sufficient data provided
4.5.2	List of completed schemes/ projects/ Programmes	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
4.5.3	List of schemes/ projects/ programme underway	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
4.5.5	Annual Report	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
4.5.6	Frequently Asked Question (FAQs)	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
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	Partially Met	4.1	2.05	www:\cmlre.gov.in; RTI section	Partially Met	2.05	Sufficient data may be provided
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	www:\cmlre.gov.in; RTI	Fully Met	14.29	Sufficient data provided

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	www://cmlre.gov.in; RTI section	Fully Met	25.00	Sufficient data provided
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 obtained and its validity	Fully Met	12.5	12.50	www://cmlre.gov.in; RTI section	Partially Met	6.25	Necessary steps may be taken
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www://cmlre.gov.in; RTI section	Partially Met	6.25	Necessary steps may be taken
Total			50	50		50	38	
Grand Total			775	688		825	642	