

Self appraisal report for Year (2022-23)

Auditor Agency: Hari Prakash

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: Tea Board

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://www.teaboard.gov.in/	Fully Met	1.28	About Us section on Tea Board website: https://www.teaboard.gov.in/TEABOARDCSM/NA==
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.teaboard.gov.in/TEABOARDCSM/NDM=	Fully Met	1.28	https://www.teaboard.gov.in/TEABOARDCSM/NDM=
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.teaboard.gov.in/TEABOARDCSM/NDU= https://www.teaboard.gov.in/ROUTESDESCRIPTION	Partially Met	0.64	Vision & Mission under the following link: https://www.teaboard.gov.in/TEABOARDCSM/NDU=

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1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.28	Point No. 2 "Particulars of its Organisation, functions and duties" under link https://www.teaboard.gov.in/TEABOARDCSM/NDY
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.teaboard.gov.in/TEABOARDCSM/NA	Fully Met	1.28	https://www.teaboard.gov.in/TEABOARDCSM/NA
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	Not Applicable	0	0	empty	Fully Met	1.28	Point No. 2 "Particulars of its Organisation, functions and duties" under link https://www.teaboard.gov.in/TEABOARDCSM/NDY
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)	Partially Met	1.54	0.77	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 3 under link: https://www.teaboard.gov.in/TEABOARDCSM/NA

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1.2.2	Power and duties of other employees	Partially Met	1.54	0.77	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	0.77	M/NDY= designation wise details pertaining to other officers may be mentioned on website
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 6 "The Rules, Regulations, Instructions, Manuals And Records Used By Its Employees For The Discharge of Its Functions" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 6 "The Rules, Regulations, Instructions, Manuals And Records Used By Its Employees

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								For The Discharge of Its Functions" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.2.5	Work allocation	Not Met	1.54	0	empty	Not Met	0	Details may be mentioned on website
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://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 4 "Procedure followed in the decision making process, including channels of supervision and accessibility" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.3.2	Final decision making authority	Partially Met	1.54	0.77	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	0.77	Point no. 4 "Procedure followed in the decision

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1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 6 "The Rules, Regulations, Instructions, Manuals And Records Used By Its Employees For The Discharge of Its Functions" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.3.4	Time limit for taking a decisions, if any	Partially Met	1.54	0.77	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Not Met	0	Details may be mentioned on website

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1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point no. 4 " Procedure followed in the decision making process, including channels of supervision and accessibility" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
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://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point No. 5 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point No. 5 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.54	Point No. 5 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=

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					RIPTION			ard.gov.in/TE ABOARDCSM /NDY=
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Not Met	0	Details may be mentioned on website
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	0.77	Public Grievance under following link: https://www.teaboard.gov.in/TEABOARDCSM/NTc= However, if there is any grievance redressal process may mention on website
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.	Fully Met	1.92	1.92	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.92	point no. 6 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.92	point no. 6 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=

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					RIPTION			oard.gov.in/TEABOARDCSM/NDY=
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	1.92	point no. 6 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.5.4	Transfer policy and transfer orders	Partially Met	1.92	0.96	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	0.96	Link for office orders available under Employee corner section. https://www.teaboard.gov.in/TEABOARDCSM/MjE4OQ== If there are any transfer orders may mention on website
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://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	3.85	point no. 6 & 7 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=

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1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	3.85	point no. 6 & 7 under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
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://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	0.96	Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies Consisting of Two or More Persons Constituted As Its Part or For The Purpose of Its Advice, And As To Whether Meetings of Those Boards, Committees, And Other Bodies Are Open To The Public or The

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								The Board consists of" under link: <a data-bbox="1951 164 2163 435" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.7.2	Composition	Fully Met	0.96	0.96	<a data-bbox="1391 443 1603 595" href="https://www.teaboard.gov.in/ROUTEDESCRIPTION">https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	0.96	Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies Consisting of Two or More Persons Constituted As Its Part or For The Purpose of Its Advice, And As To Whether Meetings of Those Boards, Committees, And Other Bodies Are Open To The Public or The

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								The Board consists of" under link: <a data-bbox="1951 164 2166 435" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a data-bbox="1391 443 1603 595" href="https://www.teaboard.gov.in/ROUTEDESCRIPTION">https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	0.96	Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies Consisting of Two or More Persons Constituted As Its Part or For The Purpose of Its Advice, And As To Whether Meetings of Those Boards, Committees, And Other Bodies Are Open To The Public or The

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								The Board consists of" under link: <a data-bbox="1951 164 2163 435" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a data-bbox="1391 443 1603 595" href="https://www.teaboard.gov.in/ROUTEDESCRIPTION">https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	0.96	Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies Consisting of Two or More Persons Constituted As Its Part or For The Purpose of Its Advice, And As To Whether Meetings of Those Boards, Committees, And Other Bodies Are Open To The Public or The

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								The Board consists of" under link: <a data-bbox="1951 164 2163 435" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a data-bbox="1391 443 1603 595" href="https://www.teaboard.gov.in/ROUTEDESCRIPTION">https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	0.96	Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies Consisting of Two or More Persons Constituted As Its Part or For The Purpose of Its Advice, And As To Whether Meetings of Those Boards, Committees, And Other Bodies Are Open To The Public or The

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								The Board consists of" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	As mentioned on website link: https://www.teaboard.gov.in/TEABOARDCSM/NDY= under Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies" "Neither the minutes nor the extracts are open to the public, except those where decisions are to be informed to the concerned

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								Tea Associations for information and required action at their end. Non-disclosure of the information contained in the minutes is due to apprehension for its misuse which may cause damage to the Indian tea industry and trade as well as institution in question."
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	As mentioned on website link: https://www.teaboard.gov.in/TEABOARDCSM/NDY= under Point no. 09 "Statement of Boards,

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								<p>Councils, Committees And Other Bodies"</p> <p>"Neither the minutes nor the extracts are open to the public, except those where decisions are to be informed to the concerned Tea Associations for information and required action at their end. Non-disclosure of the information contained in the minutes is due to apprehension for its misuse which may cause damage to the</p>

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1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	<p>Indian tea industry and trade as well as institution in question."</p> <p>As mentioned on website link: https://www.teaboard.gov.in/TEABOARDCSM/NDY= under Point no. 09 "Statement of Boards, Councils, Committees And Other Bodies" "Neither the minutes nor the extracts are open to the public, except those where decisions are to be informed to the concerned Tea Associations</p>

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								for information and required action at their end. Non-disclosure of the information contained in the minutes is due to apprehension for its misuse which may cause damage to the Indian tea industry and trade as well as institution in question."
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://www.teaboard.gov.in/TEABOARDCSM/NDY=	Fully Met	3.85	Point no. 16 under link: https://www.teaboard.gov.in/pdf/rtia ct/Staff_details_as_on_01_

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								08_2023.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.teaboard.gov.in/TEABOARDCSM/NDM=	Partially Met	1.93	https://www.teaboard.gov.in/TEABOARDCSM/NDM=
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	Partially Met	3.85	1.93	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	1.93	Point no. 20 under link: https://www.teaboard.gov.in/pdf/rta/ct/Pay_Report_For_Jul_2023.pdf
1.9.2	System of compensation as provided in its regulations	Partially Met	3.85	1.93	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Partially Met	1.93	Details may be mentioned on website
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://www.teaboard.gov.in/TEABOARDCSM/NDY=	Fully Met	3.85	Point no. 15 "Names, designations and other particulars of the Public Information officers" under link: https://w

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								ww.teaboard.gov.in/TEABOARDCSM/NDY= sub link: https://www.teaboard.gov.in/pdf/Details_of_PIOs_&_FAAs_22_08_2023.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.teaboard.gov.in/TEABOARDCSM/NTc=	Fully Met	3.85	Point no. 15 "Names, designations and other particulars of the Public Information officers" under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY= sub link: https://www.teaboard.gov.in/pdf/Details_of_PIOs_&_FAAs_22_08_2023.pdf
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	Not Met	3.85	0	empty	Not Met	0	Details may be mentioned

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	major penalty proceedings							on website
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Details may be mentioned on website
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
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]	Partially Met	7.69	3.85	Is under finalisation	Partially Met	3.85	Transfer orders may be mentioned on website
Total			88	67		97	64	
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://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Partially Met	5.00	Annual Accounts for 2021-2022 has been mentioned under point

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								no. 10 "The Budget Alloted To Each of Its Agency Indicating The Particulars of All Plans, Proposed Expenditure And Reports On Disbursement Made"on website link: <a data-bbox="1951 719 2166 919" href="https://www.tea-board.gov.in/TEABOARDCSM/NDY=">https://www.tea-board.gov.in/TEABOARDCSM/NDY=
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a data-bbox="1391 919 1603 1078" href="https://www.tea-board.gov.in/TEABOARDPAGE/MzY=">https://www.tea-board.gov.in/TEABOARDPAGE/MzY=	Partially Met	5.00	Annual Accounts for 2021-2022 has been mentioned under point no. 10 "The Budget Alloted To Each of Its Agency Indicating The Particulars of

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								All Plans, Proposed Expenditure And Reports On Disbursement Made"on website link: <a data-bbox="1951 443 2166 635" href="https://www.tea.gov.in/TEABOARDCSM/NDY=">https://www.tea.gov.in/TEABOARDCSM/NDY=
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a data-bbox="1391 639 1603 794" href="https://www.tea.gov.in/TEABOARDPAGE/MzY=">https://www.tea.gov.in/TEABOARDPAGE/MzY=	Partially Met	5.00	Annual Accounts for 2021-2022 has been mentioned under point no. 10 "The Budget Alloted To Each of Its Agency Indicating The Particulars of All Plans, Proposed Expenditure And Reports On Disbursement Made"on

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								website link: https://www.tea-board.gov.in/TEABOARDCSM/NDY=
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.tea-board.gov.in/TEABOARDPAGE/MzY=	Partially Met	5.00	Annual Accounts for 2021-2022 has been mentioned under point no. 10 "The Budget Alloted To Each of Its Agency Indicating The Particulars of All Plans, Proposed Expenditure And Reports On Disbursement Made"on website link: https://www.tea-board.gov.in/TEABOARDCSM/NDY=
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.tea-board.gov.in/	Partially Met	5.00	Annual Accounts for

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					TEABOARDPAGE/MzY=			2021-2022 has been mentioned under point no. 10 "The Budget Alloted To Each of Its Agency Indicating The Particulars of All Plans, Proposed Expenditure And Reports On Disbursement Made"on website link: https://www.tea board.gov.in/TEABOARDCSM/NDY=
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
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	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website

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	official delegation, (d) Expenditure on the visit							
2.2.3	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.	Partially Met	16.67	8.34	https://www.teaboard.gov.in/TEABOARDPAGE/NDI=	Partially Met	8.34	details of bids awarded may be mentioned on website
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDP	Fully Met	6.25	Point No. 12 "The Manner of Execution

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					AGE/MzY=			of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available under link: <a data-bbox="1951 558 2166 759" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	<a data-bbox="1391 759 1603 919" href="https://www.teaboard.gov.in/TEABOARDPAGE/MzY=">https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available under link: <a data-bbox="1951 1276 2166 1439" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY=

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	M/NDY= Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries of Such Programmes" available under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Fully Met	6.25	Point No. 12 "The Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Beneficiaries of Such Programmes" available under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://www.teaboard.gov.in/TEABOARDPAGE/MzY=	Not Met	0	Details may be mentioned on website
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	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	https://www.teaboard.gov.in/ROUTEDESCRIPTION	Fully Met	25.00	Point no. 11 "The particulars of recipients of concessions, permits or authorizations granted by Tea Board" under link: https://www.teaboard.gov.in/TEABOARDCSM

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL/NDY=
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	Fully Met	25	25.00	https://www.teaBOARD.gov.in/ROUTEDESCRIPTION	Fully Met	25.00	Point no. 11 "The particulars of recipients of concessions, permits or authorizations granted by Tea Board" under link: https://www.teaBOARD.gov.in/TEABOARDCSM/NDY=
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 Met	50	0	empty	Not Met	0	Details may be mentioned on website
Total			217	158		250	127	
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 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	Fully Met	12.5	12.50	https://www.teaBOARD.gov.in/TEABOARDPAGE/NzU=	Fully Met	12.50	https://www.teaBOARD.gov.in/TEABOARDPAGE/NzU=
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	Not Applicable	0	0	empty	Fully Met	12.50	Point No. 08 "Particulars of Any Arrangement That Exists

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	provide publications frequently sought by RTI applicants							For Consultation With, or Representation By, The Members of The Public In Relation To The Formulation of Its Policy or Implementation Thereof" under link : https://www.teaboard.gov.in/TEABOARDCSM/NDY=
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
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	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
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	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	https://www.teaboard.gov.in/TEABOARDPAGE/NzQ=	Fully Met	16.67	https://www.teaboard.gov.in/TEABOARDPAGE/NzQ=
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	Fully Met	16.67	16.67	https://www.teaboard.gov.in/TEABOARDPAGE/NzQ=	Fully Met	16.67	point no. 8"Particulars of Any Arrangement That Exists For Consultation With, or Representation By, The Members of The Public In Relation To The Formulation of Its Policy or Implementation Thereof" under link : https://www.teaboard.gov.in/TEABOARDPAGE/NzQ=

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								oard.gov.in/TEABOARDCSM/NDY=
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	Fully Met	16.67	16.67	https://www.teaboard.gov.in/TEABOARDPAGE/NzQ=	Fully Met	16.67	point no. 8"Particulars of Any Arrangement That Exists For Consultation With, or Representation By, The Members of The Public In Relation To The Formulation of Its Policy or Implementation Thereof" under link : https://www.teaboard.gov.in/TEABOARDCSM/NDY=
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://www.teaboard.gov.in/	Fully Met	50.00	https://www.teaboard.gov.in/
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://www.teaboard.gov.in/TEABOARDP	Fully Met	25.00	point no. 14 "Particulars of Facilities

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					AGE/NzU=			Available To Citizens For Obtaining Information, Including The Working Hours of Library or Reading Room, If Maintained For Public The requisite information are uploaded in the Website of the Board from time to time for information of the stakeholders including public in general." mentioned under link: <a data-bbox="1951 1203 2166 1283" href="https://www.teaboard.gov.in/TEABOARDCSM/NDY=">https://www.teaboard.gov.in/TEABOARDCSM/NDY= in addition to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	25.00	control order mentioned under https://www.teaboard.gov.in/TEABOARDPAGE/NzU= point no. 14 "Particulars of Facilities Available To Citizens For Obtaining Information, Including The Working Hours of Library or Reading Room, If Maintained For Public The requisite information are uploaded in the Website of the Board from time to time for information of the stakeholders

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL including public in general." mentioned under link: https://www.teaboard.gov.in/TEABOARDCSM/NDY= in addition to control order mentioned under https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
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://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	25.00	Control order under link: https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	25.00	Control order under link: https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
Total			213	213		225	225	
4	E-Governance							

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	English	Fully Met	14.29	14.29	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	14.29	Control order under link: https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	14.29	Control order under link: https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
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://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Fully Met	28.57	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=
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://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Partially Met	4.76	other details in addition to control orders may be mentioned on website
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Partially Met	4.76	other details in addition to control orders may be mentioned on website
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.teaboard.gov.in/TEABOARDPAGE/NzU=	Partially Met	4.76	other details

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					aboard.gov.in/TEABOARDPAGE/NzU=			in addition to control orders may be mentioned on website
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Not Applicable	0	0	empty	Fully Met	7.14	point no. 14 under following link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
4.4.2	Details of information made available	Not Applicable	0	0	empty	Fully Met	7.14	point no. 14 under following link: https://www.teaboard.gov.in/TEABOARDCSM/NDY=
4.4.3	Working hours of the faculty	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
4.4.4	Contact person & contact details (Phone, fax email)	Not Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
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://www.teaboard.gov.in/	Partially Met	1.79	grievance redressal process may be mentioned on website

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://www.teaboard.gov.in/	Partially Met	1.79	details pertaining to the year 2022-2023 may be mentioned on website
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://www.teaboard.gov.in/	Fully Met	3.57	Scheme section on Tea Board website: https://www.teaboard.gov.in/TEABOARDPAGE/MzY=
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://www.teaboard.gov.in/	Fully Met	3.57	Scheme section on Tea Board website: https://www.teaboard.gov.in/TEABOARDPAGE/MzY=
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://www.teaboard.gov.in/	Fully Met	3.57	point no. 18 mentioned under the following link https://www.teaboard.gov.in/TEABOARDCSM/NDY=
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.teaboard.gov.in/	Fully Met	3.57	Annual report

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					aboard.gov.in/			available under Document & Report section on Tea Board website: https://www.teaboard.gov.in/home
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.teaboard.gov.in/	Fully Met	3.57	FAQ Section available on Tea Board website under following link: https://www.teaboard.gov.in/TEABOARDCSM/NDQ=
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	Fully Met	3.57	3.57	https://www.teaboard.gov.in/	Fully Met	3.57	https://www.teaboard.gov.in/
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	Partially Met	14.29	7.15	https://www.teaboard.gov.in/TEABOARDCSM/NDY=	Partially Met	7.15	details pertaining to the year 2022-2023 may be mentioned on website
4.6.2	Details of appeals received and orders issued	Partially Met	14.29	7.15	https://www.teaboard.gov.in/	Partially Met	7.15	details pertaining to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					TEABOARDC SM/NDY=			the year 2022-2023 may be mentioned on website
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://www.teaboard.gov.in/home	Fully Met	28.57	https://www.teaboard.gov.in/home
Total			171	157		200	154	
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	Fully Met	20	20.00	https://www.teaboard.gov.in/TEABOARDC SM/NDY=	Partially Met	10.00	Details of earlier CPIO/ FAA may be mentioned on website
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	https://www.teaboard.gov.in/TEABOARDC SM/NDY=	Not Met	0	third party audited report for the year 2021-2022 may be mentioned on website
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	https://www.teaboard.gov.in/TEABOARDC SM/MjE4OQ=	Fully Met	20.00	https://www.teaboard.gov.in/TEABOARDC SM/MjE4OQ=
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	officers							
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 Applicable	0	0	empty	Not Met	0	Details may be mentioned on website
Total			60	60		80	30	
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							
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	https://www.teaboard.gov.in/	Fully Met	25.00	https://www.teaboard.gov.in/TEABOARDCSM/NDY=
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://www.teaboard.gov.in/home	Fully Met	12.50	CQW certificate link: https://www.teaboard.gov.in/pdf/WQC_15_08_2022.pdf available on website https://www.teaboard.gov.in/home
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.teaboard.gov.in/home	Fully Met	12.50	CQW certificate link: https://www.teaboard.gov.in/pdf/WQC_15_08_2022.pdf available on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								website https://www.teaboard.gov.in/home
Total			50	50		50	50	
Grand Total			799	705		902	649	