

Self appraisal report for Year (2021-22)

Auditor Agency: ISTM

Ministry Name: Department of Space

Department Name:

Public Authority Name: Master Control Facility, Hassan

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.mcf.gov.in	Partially Met	0.64	Partially Displayed on the website
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Displayed on the website
1.1.3	Vision, Mission and Key objectives	Partially Met	1.28	0.64	www.mcf.gov.in	Not Met	0	Information under 'About Us' depicts activities not 'Vision & Mission'.
1.1.4	Function and duties	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Displayed on the website
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Displayed on the website
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	Not Applicable	0	Not applicable

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	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Displayed on the website
1.2.2	Power and duties of other employees	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.2.4	Exercised	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.2.5	Work allocation	Partially Met	1.54	0.77	www.mcf.gov.in	Not Met	0	Not seen 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	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.3.2	Final decision making authority	Partially Met	1.54	0.77	www.mcf.gov.in	Not Met	0	Not seen on web site.
1.3.3	Related provisions, acts, rules etc.	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	Not seen on website.
1.3.5	Channel of supervision and accountability	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Partially Met	1.54	0.77	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website

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	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the website
1.4.3	Process by which these services can be accessed	Partially Met	1.54	0.77	www.mcf.gov.in	Not Met	0	Not seen on website.
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Not seen on website.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.mcf.gov.in	Partially Met	0.77	Partially Displayed on the 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	www.mcf.gov.in	Partially Met	0.96	Partially Displayed on the website
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.mcf.gov.in	Partially Met	0.96	Partially Displayed on the website
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.mcf.gov.in	Partially Met	0.96	Partially Displayed on the website
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	Displayed on the website
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Partially Met	3.85	1.93	www.mcf.gov.in	Partially Met	1.93	Partially Displayed on the website
1.6.2	Custodian of documents/categories	Not Met	3.85	0	empty	Not Met	0	Not seen on website.
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.mcf.gov.in	Partially Met	0.48	Partially Displayed on the website

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1.7.2	Composition	Not Met	0.96	0	empty	Not Met	0	Not seen on web site.
1.7.3	Dates from which constituted	Not Met	0.96	0	empty	Not Met	0	Not seen on web site.
1.7.4	Term/ Tenure	Not Met	0.96	0	empty	Not Met	0	Not seen on web site.
1.7.5	Powers and functions	Partially Met	0.96	0.48	www.mcf.gov.in	Not Met	0	Not seen on web site.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Fully Met	0.96	Displayed on the website
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Fully Met	0.96	Displayed on the website
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
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.mcf.gov.in	Partially Met	1.93	Partially Displayed on the website
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.mcf.gov.in	Partially Met	1.93	This information is updated only 01/07/2021
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	www.mcf.gov.in	Fully Met	3.85	Displayed on the website. However, only basic pay is given However, Only basic pay is given
1.9.2	System of compensation as provided in its	Fully Met	3.85	3.85	www.mcf.gov.in	Partially Met	1.93	Notification of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	regulations				n			adoption of the 7th Pay commission missing
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	www.mcf.gov.in	Partially Met	1.93	Details of CPIO and Appellate Authorities not given
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www.mcf.gov.in	Partially Met	1.93	Details of CPIO and Appellate Authorities not given
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www.mcf.gov.in	Fully Met	3.85	Displayed on the website
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www.mcf.gov.in	Fully Met	3.85	Displayed on the website
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Partially Met	0.96	Partially Displayed on the website
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Partially Met	0.96	Partially Displayed on the website
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Partially Met	0.96	Partially Displayed on the website
1.12.4	Update & publish guidelines on RTI by the Public	Not Met	1.92	0	empty	Partially Met	0.96	Partially

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	Authorities concerned							Displayed on the 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]	Fully Met	7.69	7.69	www.mcf.gov.in	Fully Met	7.69	Displayed on the website
Total			96	68		98	55	
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.mcf.gov.in	Partially Met	5.00	Not completely displayed on the website.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.mcf.gov.in	Not Met	0	Not displayed on the website.
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.mcf.gov.in	Not Met	0	Not displayed on the website.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.mcf.gov.in	Not Met	0	Not displayed on the website.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www.mcf.gov.in	Not Met	0	Not displayed on the website.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	www.mcf.gov.in	Not Met	0	Not displayed on the 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	Fully Met	16.67	16.67	www.mcf.gov.in	Fully Met	16.67	Displayed on the website

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	the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the 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.	Fully Met	16.67	16.67	www.mcf.gov.in	Fully Met	16.67	Information given should be more specific as required
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	Not applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
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 Met	25	0	empty	Not Met	0	Not displayed on the website.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Met	25	0	empty	Not Met	0	Not displayed on the website.
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	Not applicable

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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	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
Total			150	100		150	38	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

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	maintenance manuals							
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	Not applicable
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	Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
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	Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Met	16.67	0	empty	Not Met	0	Not displayed on the website.
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 Met	16.67	0	empty	Not Met	0	Not displayed on the website.
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 Met	16.67	0	empty	Not Met	0	Not displayed on the website.
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	Fully Met	50	50.00	www.mcf.gov.i	Partially Met	25.00	Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	communication - Internet (website)				n			completely displayed on the website. Website needs to follow government guidelines and needs vast improvements to become 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	www.mcf.gov.in	Partially Met	12.50	Not completely displayed on the website. Manual updated needs to be revised with latest version
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	www.mcf.gov.in	Fully Met	25.00	Displayed on the website.
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	www.mcf.gov.in	Fully Met	25.00	Displayed on the website.
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
Total			175	125		175	88	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.1	English	Fully Met	14.29	14.29	www.mcf.gov.in	Fully Met	14.29	Displayed on the website
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
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	Partially Met	28.57	14.29	www.mcf.gov.in	Partially Met	14.29	Manual is of 2015
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.mcf.gov.in	Partially Met	4.76	Not completely displayed on the website.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.mcf.gov.in	Partially Met	4.76	Not completely displayed on the website.
4.3.3	Location where available	Fully Met	9.52	9.52	www.mcf.gov.in	Partially Met	4.76	Not completely displayed on the 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	Fully Met	7.14	7.14	www.mcf.gov.in	Fully Met	7.14	Displayed on the website
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.mcf.gov.in	Fully Met	7.14	Displayed on the website
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.mcf.gov.in	Fully Met	7.14	Displayed on the website
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.mcf.gov.in	Fully Met	7.14	Displayed on the 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	www.mcf.gov.in	Fully Met	3.57	Displayed on the website
4.5.2	Details of applications received under RTI and	Partially Met	3.57	1.79	www.mcf.gov.in	Partially Met	1.79	Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	information provided				n			completely displayed on the website.
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
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	www.mcf.gov.in	Fully Met	3.57	Displayed on the website
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	Displayed on the website
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Met	3.57	0	empty	Not Met	0	Displayed on the website
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.mcf.gov.in	Fully Met	14.29	Displayed on the website
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.mcf.gov.in	Fully Met	14.29	Displayed on the 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	www.mcf.gov.in	Partially Met	14.29	Required details is missing
Total			175	152			175	123
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	www.mcf.gov.in	Not Met	0	Not displayed on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	empty	Not Met	0	Not displayed on the 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	www.mcf.gov.in	Not Met	0	Not displayed on the website.
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 officers	Fully Met	20	20.00	www.mcf.gov.in	Fully Met	20.00	Displayed on the website
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	Not Met	0	Not displayed on the website.
Total			80	60		100	20	
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	www.mcf.gov.in	Fully Met	25.00	Most of the information is available.
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	Not Met	12.5	0	empty	Not Met	0	Not displayed on the website
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Not displayed on the website
Total			50	25		50	25	
Grand Total			726	530		748	349	