

Self appraisal report for Year (2024-25)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

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	https://www.mcf.gov.in/websites/rti	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.mcf.gov.in/websites/rti	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.mcf.gov.in/websites/vission_mission	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.mcf.gov.in/websites/rti	Fully Met	1.28	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cf.gov.in/website/functions_of_mcf			the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.mcf.gov.in/website/organization	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://www.isro.gov.in/genesis.html	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.isro.gov.in/Powers_and_duties.html	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.isro.gov.in/Powers_and_duties.html	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://www.isro.gov.in/Pow	Fully Met	1.92	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ers_and_duties.html			Authority is correct. Category "Fully Met"
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.mca.gov.in/website/rti	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
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.isro.gov.in/Procedure_followed.html	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.isro.gov.in/Procedure_followed.html	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.mca.gov.in/website/rti	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.isro.gov.in/Procedure_followed.html	Fully Met	1.54	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					d.html			correct. Category "Fully Met"
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.isro.gov.in/Procedure_followed.html	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
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.isro.gov.in/The_Norms_set.html	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.isro.gov.in/The_Norms_set.html	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.mcf.gov.in/website/rti	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.mcf.gov.in/website/rti	Fully Met	1.54	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								“Fully Met”
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.mcf.gov.in/websites/rti	Fully Met	1.54	URLs cited by the Public Authority is correct. Category “Fully Met”
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	https://www.mcf.gov.in/websites/rti	Fully Met	2.60	URLs cited by the Public Authority is correct. Category “Fully Met”
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://www.mcf.gov.in/websites/rti	Fully Met	2.60	URLs cited by the Public Authority is correct. Category “Fully Met”
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.mcf.gov.in/websites/rti	Fully Met	2.60	URLs cited by the Public Authority is correct. Category “Fully Met”
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.mcf.gov.in/static/media/documents/RTI/rti_e	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					nglish/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf			Category "Fully Met"
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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.mcf.gov.in/static/media/documents/RTI/rti_english/statement_of_boards_KXTX3db.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://www.isro.gov.in/SpaceCommision.html	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.mcf.gov.in/static/media/docum	Partially Met	0.48	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ents/RTI/rti_english/statement_of_boards_KXTX3db.pdf			correct. Category "Partially Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/statement_of_boards_KXTX3db.pdf	Partially Met	0.48	URLs cited by the Public Authority is correct. Category "Partially Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/statement_of_boards_KXTX3db.pdf	Partially Met	0.48	URLs cited by the Public Authority is correct. Category "Partially Met"
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	Category 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	https://www.mcf.gov.in/static/media/documents/RTI/rti_e	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					nglish/Telephone_Directory_as_on_25.04.2025.pdf			Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Telephone_Directory_as_on_25.04.2025.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Emoluments_of_Employees_as_on_31.03.2025_3CEdocU.pdf	Partially Met	1.93	URLs cited by the Public Authority is correct. Category "Partially Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Emoluments_of_Employees_as_on_31.03.2025_3CEd	Partially Met	1.93	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ocU.pdf			
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://www.mcf.gov.in/static/media/documents/RTI/rti_english/Details_of_Designated_Authorities_under_RTI_Act_2005_nCxDrwJ.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.mcf.gov.in/website/rti	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Details_of_disciplinary_cases_as_on_31.03.2025_H98uyyY.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Details_of_disciplinary_cases_as_on_31.03.2025_H98uyyY.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					nglish/Details_of_disciplinary_cases_as_on_31.03.2025_H98uyyY.pdf			Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://www.mca.gov.in/static/media/documents/RTI/rti_english/Training_programmes_on_RTI_S8sAgGI.pdf	Not Met	0	Category Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://www.mca.gov.in/static/media/documents/RTI/rti_english/Training_programmes_on_RTI_S8sAgGI.pdf	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://www.mca.gov.in/static/media/documents/RTI/rti_english/Training_programmes_on_RTI_S8sAgGI.pdf	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.isro.gov.in/medi	Fully Met	1.92	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					a_isro/pdf/guidelines_rti.pdf			Authority is correct. Category "Fully Met"
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	https://www.isro.gov.in/media_isro/pdf/RTI/training_posting_orders.pdf	Fully Met	7.69	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			97	97		97	90	
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.mcf.gov.in/static/media/documents/RTI/rti_english/MCF_Budget_F7VUiAJ.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.isro.gov.in/archive_of_demands_grants.html	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.isro.gov.in/archive_of_demands_grants.htm	Fully Met	10.00	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.isro.gov.in/archive_of_demands_grants.html	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.isro.gov.in/archive_of_demands_grants.html	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.mcf.gov.in/static/media/documents/RTI/rti_english/List_of_Contracts_entered_during_the_period_01.04.2024_to_31.03.2025.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://www.isro.gov.in/archive_of_demands_grants.html	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.2.2	Foreign and domestic tours by ministries and	Fully Met	20	20.00	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/List_of_Contracts_entered_during_the_period_01.04.2024_to_31.03.2025.pdf	Fully Met	20.00	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				cf.gov.in/static/media/documents/RTI/rti_english/Foreign_Domestic_Tours_by_the_officials_of_the_rank_of_JS_dur_GuF82Ca.pdf			the Public Authority is correct. Category "Fully Met"
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	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Fully Met	25	25.00	https://www.mcf.gov.in/static/media/documents/RTI/rti_e	Fully Met	25.00	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					nglish/Discretionary__Non-discretionary_grants_DnJhb2J.pdf			Category "Fully Met"
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Annual_Accounts_of_all_Legal_entities_who_are_provided_Grant-i_mwtqCl.pdf	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Category Not Applicable
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	Category 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.	Fully Met	50	50.00	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Informa	Fully Met	50.00	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tion_pertaining_to_CAG_PAC paras_X0uGlcH.pdf			"Fully Met"
Total			200	200		200	200	
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	Not Applicable	0	Category Not Applicable
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	Not Applicable	0	Category 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	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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	Category 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	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	authorisation from the government							
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Category 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 Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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	Not Applicable	0	Category Not Applicable
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	Not Applicable	0	Category Not Applicable
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.mcf.gov.in/websites/rti	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in	Fully Met	25	25.00	https://www.mcf.gov.in/websites/rti	Fully Met	25.00	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	electronic format				cf.gov.in/webs ite/rti			the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://www.m cf.gov.in/webs ite/rti	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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.m cf.gov.in/webs ite/rti	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://www.m cf.gov.in/webs ite/rti	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			150	150			150	150
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	https://www.m cf.gov.in/static /media/docum ents/RTI/rti_e nglish/Copy_o	Fully Met	9.52	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					f_Manuals_Handbooks_and_Operating_Procedure_.pdf			"Fully Met"
4.1.2	English	Fully Met	9.52	9.52	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
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.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	28.57	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Copy_of_Manuals_Handbooks_and_Operating_Procedure_.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.mcf.gov.in/website/rti	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Name_Location_of_	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the_Facility.pdf			
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Name_Location_of_the_Facility.pdf	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met" URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Name_Location_of_the_Facility.pdf	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Name_Location_of_the_Facility.pdf	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/SKM_226i23101912550_0001-1-1_3yezuRk.pdf	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://www.mcf.gov.in/website/rti	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://www.mcf.gov.in/website/rti	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/List_of_Contracts_entered_during_the_period_01.04.2024_to_31.03.2025.pdf	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.5	Annual Report	Fully Met	4.1	4.10	https://www.isro.gov.in/AnnualReports.html	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.isro.gov.in/Frequently_Asked_Questions.html	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	4.1	4.10	https://www.isro.gov.in/citizencharter.html	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
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	https://www.mca.gov.in/static/media/documents/RTI/rti_english/Details_of_RT_applications__appeals_FgKx15s.pdf	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.mca.gov.in/static/media/docum	Fully Met	14.29	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ents/RTI/rti_english/Details_of_RTI_applications__appeals_FgKxI5s.pdf			correct. Category "Fully Met"
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	https://www.mca.gov.in/static/media/documents/RTI/rti_english/Details_of_questions_asked_in_Parliament_during_2024-2025_GzHX9SS.pdf	Partially Met	14.29	URLs cited by the Public Authority is correct. Category "Partially Met"
Total			200	200		200	180	
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.mca.gov.in/websites/rti	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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.mca.gov.in/static/documents/RTI/Transparency_Audit_Report_-_2023-20	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					24.pdf			
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.mcf.gov.in/websites/rti	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Office_Order-Committee_of_Officials_dealing_with_RTI_at_MCF.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	20	20.00	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/Office_Order-Committee_of_Officials_dealing_with_RTI.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			100	100		100	100	
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 public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://www.mcf.gov.in/websites/rti	Fully Met	25.00	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL correct. Category "Fully Met"
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/stqc_certificate.PDF	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.mcf.gov.in/static/media/documents/RTI/rti_english/stqc_certificate.PDF	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			50	50		50	50	
Grand Total			797	797		797	770	