

Self appraisal report for Year (2022-23)

Auditor Agency: Ravichandran R

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	Fully Met	1.28	Information is available
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Information is available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Information is available
1.1.4	Function and duties	Fully Met	1.28	1.28	www.mcf.gov.in	Fully Met	1.28	Information is available
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.mcf.gov.in	Partially Met	0.64	A broad flow chart including the lower level has to be provided
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Not Applicable	0	0	empty	Fully Met	1.28	Information is available
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative,	Fully Met	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Information is

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	financial and judicial)				n			available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	Power and duties of employees are also to be added
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 Rules and orders and policy documents related to powers and duties in the form of manuals etc, are to be added.
1.2.4	Exercised	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	The relevant information needs to disclosed on the website
1.2.5	Work allocation	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	As per duties / powers allocated to the post needs to be uploaded
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	www.mcf.gov.in	Partially Met	0.77	General summary of the process of decision making, is available. A broad flow chat indicating decision making channel in the organisation should be provided.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	Flow chart of the decision making process in respect of each Division/ department to be prepared and added .
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.mcf.gov.in	Partially Met	0.77	Insufficient information
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Information is available
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Information is available
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Information is available

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1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.mcf.gov.in	Fully Met	1.54	Information is available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	The procedure must be prepared in a simple form and uploaded on the website.
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www.mcf.gov.in	Partially Met	0.77	Insufficient information
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.mcf.gov.in	Not Met	0	Information on process of redress of grievances must be described in a clear and simple manner.(
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	Fully Met	1.92	The required information is available
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required information is available
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required information is available
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required

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					n			information is available
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	www.mcf.gov.in	Partially Met	1.93	Every public authority must proactively disclose the specifics of digitized material that is available for public access in accordance with section 4 (1)(b)(xiv) of the RTI Act. The information is missing in the website, it needs to be disclosed
1.6.2	Custodian of documents/categories	Partially Met	3.85	1.93	www.mcf.gov.in	Not Met	0	The relevant information is missing
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	Fully Met	0.96	Information is available
1.7.2	Composition	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	The composition of all the committees

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1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	The relevant information needs to disclosed on the website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	The relevant information needs to disclosed on the website
1.7.5	Powers and functions	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	The relevant information needs to disclosed on the website
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	The relevant information is missing
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	www.mcf.gov.in	Not Met	0	When minutes are available to the public, it is important to make clear where they can be found and how they may be accessed by the common citizen

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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	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	Fully Met	3.85	The required information is available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.mcf.gov.in	Fully Met	3.85	The required information is available
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	The required information is available
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.mcf.gov.in	Fully Met	3.85	The required information is available
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	Fully Met	3.85	The required information is available
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	www.mcf.gov.in	Fully Met	3.85	The required information is available
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	The required information is available
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	The required information is available
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required

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					n			information is available
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required information is available
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.mcf.gov.in	Not Met	0	The relevant information needs to disclosed on the website
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	www.mcf.gov.in	Fully Met	1.92	The required information is available
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	The required information is available
Total			98	96		99	73	
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	Fully Met	10.00	Information is available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.mcf.gov.in	Fully Met	10.00	Information is available
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.mcf.gov.in	Fully Met	10.00	Information is available
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.mcf.gov.in	Fully Met	10.00	Information is available
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www.mcf.gov.in	Fully Met	10.00	Information is available
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							

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2.2.1	Budget	Fully Met	16.67	16.67	www.mcf.gov.in	Fully Met	16.67	Information is available
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	www.mcf.gov.in	Fully Met	16.67	Information is available
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 is available
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	Partially Met	25	12.50	www.mcf.gov.in	Not Met	0	Discretionary and non-discretionary grants/

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2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Partially Met	25	12.50	www.mcf.gov.in	Partially Met	12.50	Insufficient information
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
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	125		150	113	
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	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	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

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	applicants							
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 maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	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	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	Partially Met	16.67	8.34	www.mcf.gov.in	Not Met	0	The relevant information needs to be disclosed 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	Partially Met	16.67	8.34	www.mcf.gov.in	Not Met	0	The relevant information needs to be

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	- Outline the Public consultation process							disclosed 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	Partially Met	16.67	8.34	www.mcf.gov.in	Not Met	0	The relevant information needs to be disclosed 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 communication - Internet (website)	Fully Met	50	50.00	www.mcf.gov.in	Fully Met	50.00	Information is available
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	Fully Met	25.00	Information is available
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	www.mcf.gov.in	Not Met	0	The relevant information needs to be disclosed 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	Information is available
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	The relevant information needs to be disclosed on the website
Total			175	150			200	100
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	www.mcf.gov.in	Fully Met	14.29	Information is available
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Met	0	All vital

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL documents must be available in the vernacular / local language. Not the webpage.
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	www.mcf.gov.in	Fully Met	28.57	Information is available
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	Fully Met	9.52	Information is available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.mcf.gov.in	Fully Met	9.52	Information is available
4.3.3	Location where available	Fully Met	9.52	9.52	www.mcf.gov.in	Partially Met	4.76	Insufficient information
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	Information is available
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.mcf.gov.in	Not Met	0	The relevant information needs to be disclosed 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	Information is available
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.mcf.gov.in	Fully Met	7.14	Information is available
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	Not Met	0	The relevant information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								needs to be disclosed on the website
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	www.mcf.gov.in	Fully Met	3.57	Information is available
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	Information is available
4.5.6	Annual Report	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	www.mcf.gov.in	Fully Met	3.57	Information is available
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	www.mcf.gov.in	Partially Met	1.79	Insufficient information
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	Information is available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.mcf.gov.in	Fully Met	14.29	Information is available
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	Fully Met	28.57	Information is available
Total			175	175			189	158
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	Fully Met	20.00	Information is available

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	Fully Met	20	20.00	www.mcf.gov.in	Fully Met	20.00	Information is available
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	Fully Met	20.00	Information is available
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	Information is available
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	www.mcf.gov.in	Fully Met	20.00	Information is available
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							
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	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	The relevant information needs to be disclosed
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	The relevant information needs to be disclosed

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
			50	25		50	25	
			748	671		788	568	