## Self appraisal report for Year (2024-25)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication )

**Ministry Name: Ministry of Environment & Forests** 

**Department Name:** 

Public Authority Name: Indira Gandhi National Forest Academy, Dehradun

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function			Manx		Jacogory	Marko	rtornamo, ortz
1.1	Particulars of its organisation, functions and o	luties[Section	n 4(1)(b)(	i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	ignfa.gov.in	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	ignfa.gov.in	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	ignfa.gov.in	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	ignfa.gov.in	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	ignfa.gov.in	Fully Met	1.28	Okay
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	ignfa.gov.in	Fully Met	1.28	Okay
1.2	Power and duties of its officers and employee	s[Section 4	(1) (b)(ii)]					
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	ignfa.gov.in	Fully Met	1.92	Okay
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	ignfa.gov.in	Fully Met	1.92	Okay
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	ignfa.gov.in	Fully Met	1.92	Okay
1.2.4	Work allocation	Fully Met	1.92	1.92	ignfa.gov.in	Fully Met	1.92	Okay
1.3	Procedure followed in decision making proce	ss [Section	4(1)(b)(iii)		<del>-</del>	-		-
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay

		Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.2	Final decision making authority	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
		-	1.54	1.54			1.54	
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.4	Norms for discharge of functions[Section 4(1)		4 5 4	4 5 4	t	C. II. NA . 4	4 5 4	01
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	ignfa.gov.in	Fully Met	1.54	Okay
1.5	Acts, rules, regulations, instructions, manuals	· · · · · · · · · · · · · · · · · · ·	s for disc	charging fu	-		1	
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	ignfa.gov.in	Fully Met	2.60	Okay
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	ignfa.gov.in	Fully Met	2.60	Okay
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	ignfa.gov.in	Fully Met	2.60	Okay
1.6	Categories of documents held by the authority	under its c	ontrol[Se	ection 4(1)(				
1.6.1	Categories of documents	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.7	Boards, Councils, Committees and other Bodi		ed as pa	rt of the Pu			1)(b)(viii)1	
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	-	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	ignfa.gov.in	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4	(1) (b) (ix)]						

r. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.9	Monthly Remuneration received by officers &							Okay
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.10	Name, designation and other particulars of Pu	ıblic Informati	on Offic	cers[Section	n 4(1) (b) (xv	i)]		
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	ignfa.gov.in	Fully Met	3.85	Okay
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.11	Number of employees against whom disciplin	ary action has	s been <sub>l</sub>	proposed/	taken (F No. 1	/6/2011- IR dt.	15.4.201	3)
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	ignfa.gov.in	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	ignfa.gov.in	Fully Met	3.85	Okay
1.12	Programmes to advance understanding of RT	(Section 26)						
1.12.1	Educational programmes	Partially Met	1.92	0.96	ignfa.gov.in	Partially Met	0.96	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Partially Met	1.92	0.96	ignfa.gov.in	Partially Met	0.96	Okay
1.12.3	Training of CPIO/APIO	Partially Met	1.92	0.96	ignfa.gov.in	Partially Met	0.96	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	ignfa.gov.in	Partially Met	0.96	Okay
1.13	Transfer policy and transfer orders[F No. 1/6/2	2011- IR dt. 15	.4.2013					
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	e0	0	empty	Not Applicable	<b>9</b> 0	Okay
Total			92	89		92	89	
2	Budget and Programme							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	ignfa.gov.in	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	ignfa.gov.in	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	ignfa.gov.in	Fully Met	10.00	Okay
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	ignfa.gov.in	Fully Met	10.00	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	ignfa.gov.in	Fully Met	10.00	Okay
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	ignfa.gov.in	Fully Met	10.00	Okay
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	ignfa.gov.in	Fully Met	20.00	Okay
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		20	20.00	ignfa.gov.in	Fully Met	20.00	Okay
2.3	Manner of execution of subsidy programme [		·					
2.3.1	Name of the programme of activity	Not Applicable		0	empty	Not Applicabl		Okay
2.3.2	Objective of the programme	Not Applicable		0	empty	Not Applicabl		Okay
2.3.3	Procedure to avail benefits	Not Applicable		0	empty	Not Applicabl		Okay
2.3.4	Duration of the programme/ scheme	Not Applicable		0	empty	Not Applicabl		Okay
2.3.5	Physical and financial targets of the programme	Not Applicable		0	empty	Not Applicabl		Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable		0	empty	Not Applicabl		Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	e0	0	empty	Not Applicabl	e0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	e0	0	empty	Not Applicable	0	Okay
2.4	Discretionary and non-discretionary grants [F	. No. 1/6/2011	IR dt. 1	5.04.2013]		·		
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	e0	0	empty	Not Applicable	·0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	e0	0	empty	Not Applicable	0	Okay
2.5	Particulars of recipients of concessions, perm	its of authori	zations	granted by	the public	authority[Sectio	n 4(1) (b	) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable		0	empty	Not Applicable		Okay
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	<b>e</b> 0	0	empty	Not Applicable	0	Okay
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2	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	<b>9</b> 0	0	empty	Not Applicable	0	Okay
Total	<u>'</u>		100	100		100	100	
3	Publicity and Public interface							
3.1	Particulars for any arrangement for consultati formulation of policy or implementation there	•		•		•	elation t	o the
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable		0	empty	Not Applicable	0	Okay
3.1.2	<ul> <li>a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day &amp; time allotted for visitors,(c) Contact details of</li> </ul>	Not Applicable	<b>9</b> 0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
	Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants							
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	<b>e</b> 0	0	empty	Not Applicable	0	Okay
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	e0	0	empty	Not Applicable	0	Okay
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.2	Are the details of policies / decisions, which a	ffect public, i	nforme	d to them[S	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	empty	Not Applicable	eO	Okay
3.2.2	Publish all relevant facts while formulating	Not Applicable	e0	0	empty	Not Applicable	<b>:</b> 0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process							
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	<b>e</b> 0	0	empty	Not Applicable	0	Okay
3.3	Dissemination of information widely and in su	ch form and r	nanner	which is e	asily accessil	ble to the publi	c [Section	on 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	ignfa.gov.in	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ h	andbook[Sec	tion 4(1	)(b)]				
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	ignfa.gov.in	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	ignfa.gov.in	Fully Met	25.00	Okay
3.5	Whether information manual/ handbook availa	ble free of co	st or no	t [Section	4(1)(b)]			
3.5.1	List of materials available Free of cost	Not Applicable	e0	0	empty	Not Applicable	0	Okay
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	e0	0	empty	Not Applicable	0	Okay
Total			100	100		100	100	
4	E-Governance							
4.1	Language in which Information Manual/Handb	ook Available	[F No.	1/6/2011-IF	R dt. 15.4.2013	3]		
4.1.1	Hindi	Fully Met	9.52	9.52	ignfa.gov.in	Fully Met	9.52	Okay
4.1.2	English	Fully Met	9.52	9.52	ignfa.gov.in	Fully Met	9.52	Okay
4.1.3	Vernacular/ Local Language	Partially Met	9.52	4.76	ignfa.gov.in	Partially Met	4.76	Okay
4.2	When was the information Manual/Handbook I	ast 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	ignfa.gov.in	Fully Met	28.57	Okay
4.3	Information available in electronic form[Section	n 4(1)(b)(xiv)]						
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	ignfa.gov.in	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	ignfa.gov.in	Fully Met	9.52	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
				Mark		Category	Marks	Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	ignfa.gov.in	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for		rmatior	[Section 4	(1)(b)(xv)]			
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	ignfa.gov.in	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	ignfa.gov.in	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	ignfa.gov.in	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	ignfa.gov.in	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed	under Section	1 4(i) (b)	(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	ignfa.gov.in	Fully Met	4.10	Okay
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	ignfa.gov.in	Fully Met	4.10	Okay
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	ignfa.gov.in	Fully Met	4.10	Okay
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	ignfa.gov.in	Fully Met	4.10	Okay
4.5.5	Annual Report	Fully Met	4.1	4.10	ignfa.gov.in	Fully Met	4.10	Okay
4.5.6	Frequently Asked Question (FAQs)	Partially Met	4.1	2.05	ignfa.gov.in	Partially Met	2.05	Okay
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	Not Applicable	e0	0	empty	Not Applicable	e0	Okay
4.6	Receipt & Disposal of RTI applications & appe	eals [F.No 1/6/	2011-IR	dt. 15.04.2	2013]			
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	ignfa.gov.in	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	ignfa.gov.in	Fully Met	14.29	Okay
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	ignfa.gov.in	Fully Met	28.57	Okay
Total			196	189		196	189	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed	[F.No. 1/2/201	6-IR dt.	17.8.2016,	F No. 1/6/201	1-IR dt. 15.4.2	013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	ignfa.gov.in	Fully Met	20.00	Okay
5.1.2	Details of third party audit of voluntary disclosure	Not Met	20	0	empty	Not Met	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	-(a) Dates of audit carried out , (b) Report of the audit carried out							
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	Not Met	20	0	empty	Not Met	0	Okay
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	Not Applicable	<b>0</b>	0	empty	Not Applicable	0	Okay
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	Okay
Total			80	20		80	20	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have	e minimum re	esort to	use of RT	I Act to obtain	n 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	ignfa.gov.in	Fully Met	25.00	Okay
6.2	Guidelines for Indian Government Websites (CSM Secretariat Manual of Office Procedures (CSM Personnel, Public Grievance and Pensions, Government Websites (CSM Personnel, Public Grievance and Pensions)	OP) by Depart	•		• .			
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	e0	0	empty	Not Applicable	0	Okay
6.2.2	Does the website show the certificate on the Website?	Not Applicable	e0	0	empty	Not Applicable	0	Okay
Total	·	-	25	25		25	25	
Grand	Total		593	523		593	523	