

Self appraisal report for Year (2023-24)

Auditor Agency: Dr Hari Prakash(Quality Council of India)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: Department of Commerce

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://commerce.gov.in/contact/	Fully Met	1.28	Available under following link on Department of Commerce website: https://commerce.gov.in/contact/
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://commerce.gov.in/ https://commerce.gov.in/hi/know-your-ministers/shri-piyush-goyal/	Fully Met	1.28	Available in public domain on Department of Commerce website: https://commerce.gov.in/hi/know-your-ministers/shri-piyush-goyal/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://commerce.gov.in/ under Section: About Us-->Department of Commerce-->Department setup and function- https://commerce.gov.in/about-us/department-of-commerce/department-setup-and-function/ DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)	Fully Met	1.28	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: About Us-->Department of Commerce-->Department setup and function- https://commerce.gov.in/about-us/department-of-commerce/department-setup-and-function/ and citizen charter- https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	Website https://commerce.g	Fully Met	1.28	Available in public domain

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/ under Section: About Us-->Department of Commerce--> Department setup and function- https://commerce.gov.in/about-us/department-of-commerce/department-setup-and-function/ DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)			on Department of Commerce website: https://commerce.gov.in/ under Section: About Us-->Department of Commerce--> Department setup and function- https://commerce.gov.in/about-us/department-of-commerce/department-setup-and-function/ and https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://commerce.gov.in/ https://commerce.gov.in/wp-content/uploads/	Fully Met	1.28	Available in public domain on Department of Commerce

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2023/04/ORGANISATION-CHART-as-on-12.04.2023.pdf			Website under Suo motu disclosure-https://commerce.gov.in/rti/suo-motu-disclosure-under-rti-act/Organisation Chart of DoC-https://commerce.gov.in/wp-content/uploads/2024/02/Organisation-Chart.pdf
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://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Brief history of Department of Commerce https://commerce.gov.in/wp-content/uploads/2020/03/NTE SCL_6366673 85883650491	Fully Met	1.28	Available in public domain on Department of Commerce Website under Suo motu disclosure-https://commerce.gov.in/rti/suo-motu-disclosure-under-rti-act/Brief History of the Department- https://commerce.gov.in/wp-c

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_BRIEF_HISTORY_DOC_9-7-2018.pdf Names of Secretaries from time to time https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/ "Induction Manual of DoC" - https://commerce.gov.in/wp-content/uploads/2020/11/Induction-Manual-2020.pdf			ontent/uploads/2020/03/NTESCL_636667385883650491_BRIEF_HISTORY_DOC_9-7-2018.pdf Induction Manual of DOC- https://commerce.gov.in/wp-content/uploads/2020/11/Induction-Manual-2020.pdf
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	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Power and duties of it's officers and	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf			under RTI Act-->Power and duties of it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf and https://commerce.gov.in/wp-content/uploads/2024/02/Organisation-Chart.pdf (Organisation chart of DoC) and https://commerce.gov.in/whos-who/ (Who's who)
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Power	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and duties of it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf			Section: RTI -->Suo Moto Disclosure under RTI Act-->Power and duties of it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf and https://commerce.gov.in/wp-content/uploads/2024/02/Organisation-Chart.pdf (Organisation chart of DoC) and https://commerce.gov.in/whos-who/ (Who's who)
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto	Fully Met	1.54	Available in public domain on Department of Commerce

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Disclosure under RTI Act-->Power and duties of it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf			website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Power and duties of it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf
1.2.4	Exercised	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Power and duties of it's officers and employees https://commerce.gov.in/wp-co	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Power and duties of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ntent/uploads/2020/03/Annexure-II_Powers-Duties.pdf			it's officers and employees https://commerce.gov.in/wp-content/uploads/2020/03/Annexure-II_Powers-Duties.pdf
1.2.5	Work allocation	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section "Who's Who" https://commerce.gov.in/officer-details/	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section "Who's Who": https://commerce.gov.in/officer-details/
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://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Channel of Submission	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					& Final Level of Disposal of Cases- https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf			-->Suo Moto Disclosure under RTI Act-->Channel of Submission & Final Level of Disposal of Cases- https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Channel of Submission & Final Level of Disposal of Cases--> https://commerce.gov.in/	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Channel

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					ov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf			of Submission & Final Level of Disposal of Cases- https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://commerce.gov.in/acts-and-schemes/?hilite=%27acts%27	Fully Met	1.54	Acts, Rules and Regulations available under following link: https://commerce.gov.in/acts-and-schemes/?hilite=%27acts%27
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Time limit for taking decision mentioned in citizen charter 2022 (Page	Fully Met	1.54	Time limit for taking decision mentioned in citizen charter 2022 (Page

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					No. 23 of PDF document) under "About Us" section : https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf			No. 23 of PDF document) under "About Us" section : https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Channel of Submission & Final Level of Disposal of Cases--> https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Dispo	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Channel of Submission & Final Level of Disposal of Cases--> https://commerce.gov.in/wp-content/uploads/2020/03/NTES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					sal_Cases_2018.pdf			CL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf
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	Website https://commerce.gov.in/ under Section: About Us-->Department of Commerce-->Department setup and function- https://commerce.gov.in/about-us/department-of-commerce/department-setup-and-function/ DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Norms set by the Department of Commerce for the discharge of its functions- https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/norms-set-by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								-the-department-of-commerce-for-the-discharge-of-its-functions/ and https://commerce.gov.in/wp-content/uploads/2022/05/D-OC-CITIZEN-CHARTER-2022.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Norms set by the Department of Commerce for the discharge of its functions- Norms https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/norms-set-by-th	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Norms set by the Department of Commerce for the discharge of its functions- https://commerce.

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					e-department-of-commerce-for-the-discharge-of-its-functions/ Standards DO C-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)			gov.in/rti/suo-moto-disclosure-under-rti-act/norms-set-by-the-department-of-commerce-for-the-discharge-of-its-functions/ and https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://commerce.gov.in/links-for-public-interfaces/departments-of-commerce/ For MAI Scheme, 2021 https://commerce.gov.in/wp-content/uploads/2021/07/Market-Access-Initiative-MAI-Scheme-2021-dated-19-July	Fully Met	1.54	https://commerce.gov.in/links-for-public-interfaces/departments-of-commerce/ For MAI Scheme, 2021 https://commerce.gov.in/wp-content/uploads/2021/07/Market-Access-Initiative-MAI-Scheme-2021-dated-19-July

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					-2021.pdf For Trade Promotion https://commerce.gov.in/trade-promotion/special-economic-zones/DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)			-2021.pdf For Trade Promotion https://commerce.gov.in/trade-promotion/special-economic-zones/DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)	Fully Met	1.54	https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	"About Us" section-->Grievance redressal mechanism mentioned in citizen charter 2022 : https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf	Fully Met	1.54	https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf (Page 3-4)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-ac	Fully Met	1.92	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-ac

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					t/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/			t/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or	Fully Met	1.92	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/			used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations,	Fully Met	1.92	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->"The rules, regulations,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/			instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes- https://commerce.gov.in/acts-and-schemes/
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	orders under following link: https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_6371	Partially Met	0.96	Transfer policy of DOPT is adopted by DoC: https://documents.doptirculars.nic.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					53945990098973_Establishment_Transfer_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947151518119_CSSS_Cadre_Transfer_orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947711084717_CSS_Cadre_Transfer_Orders.pdf Transfer policy of DOPT is adopted by the DoC https://documents.doptcirculars.nic.in/D2/D02csd/Akash%20R			n/D2/D02csd/Akash%20RTPhTyoy.pdf Transfer orders under following link: https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153945990098973_Establishment_Transfer_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947711084717_CSS_Cadre_Transfer_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947711084717_CSS_Cadre

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					TPhTyoy.pdf			e_Transfer_Orders.pdf Transfer orders for year 2023-24 may be mentioned on website for better transparency.
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	Record retention schedule mentioned under Suo Moto disclosure: https://commerce.gov.in/wp-content/uploads/2023/07/Record-Retension-Schedule_.pdf	Fully Met	3.85	https://commerce.gov.in/wp-content/uploads/2023/07/Record-Retension-Schedule_.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Record retention schedule mentioned under Suo Moto disclosure: https://commerce.gov.in/wp-content/uploads/2023/07/Record-Retension-Schedule_.pdf	Fully Met	3.85	https://commerce.gov.in/wp-content/uploads/2023/07/Record-Retension-Schedule_.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/wp-content/uploads/2023/07/Record-Retension-Schedule_.pdf			
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	available under "About us"--> Department of Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/	Fully Met	0.96	available under "About us"-->Department of Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/
1.7.2	Composition	Fully Met	0.96	0.96	available under "About us"--> Department of	Fully Met	0.96	available under "About us"-->Department of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/			Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Board of Trade (BOT) was reconstituted on 16.07.2009 https://commerce.gov.in/about-us/department-of-commerce/advisory-board/	Partially Met	0.48	Board of Trade (BOT) was reconstituted on 16.07.2009 https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ Date of constitution of Advisory committee

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								may be mentioned on website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://commerce.gov.in/about-us/	Not Met	0	Details pertaining to term/ tenure of committees may be mentioned on website.
1.7.5	Powers and functions	Fully Met	0.96	0.96	available under "About us"--> Department of Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/	Fully Met	0.96	available under "About us"--> Department of Commerce--> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://commerce.gov.in/	Fully Met	0.96	https://commerce.gov.in/
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Minutes of Meeting https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/	Fully Met	0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Minutes of Meeting https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure	Fully Met	0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under RTI Act--> Minutes of Meeting https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/			under RTI Act--> Minutes of Meeting https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/
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://commerce.gov.in/officer-details/	Fully Met	3.85	https://www.commerce.gov.in/officer-details-old_bkp/
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://commerce.gov.in/officer-details/	Fully Met	3.85	https://www.commerce.gov.in/officer-details-old_bkp/
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	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->Monthly remuneration	Fully Met	3.85	https://commerce.gov.in/wp-content/uploads/2020/03/NATESCL_637117587510716966_Monthly_Remuneration.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					received by each of its officers and employees- https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637117587510716966_Monthly_Remuneration.pdf			
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Suo%20Moto%20Disclosure%20under%20RTI%20Act-->Monthly%20remuneration%20received%20by%20each%20of%20its%20officers%20and%20employees-https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637117587510716966_Monthly_Remuneration.pdf">https://commerce.gov.in/under Section: RTI -->Suo Moto Disclosure under RTI Act-->Monthly remuneration received by each of its officers and employees- https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637117587510716966_Monthly_Remuneration.pdf and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/	Fully Met	3.85	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_Monthly_Re muneration.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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: https://commerc	Fully Met	3.85	Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: https://commerc

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf			e.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: ht	Fully Met	3.85	Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act--> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: ht

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://commerce.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf also Available in public domain on Department of Commerce website: https://commerce.gov.in/officer-details/			tps://commerce.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://commerce.gov.in/about-us/divisions/finance-division/supply-division/vigilance-and-confidential-section/	Partially Met	1.93	https://commerce.gov.in/wp-content/uploads/2023/08/Suo-Moto-disclosure-under-RTI-Act.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://commerce.gov.in/about-us/divisions/finance-division/supply-division/vigilance-and-confidential-section/	Partially Met	1.93	https://commerce.gov.in/wp-content/uploads/2023/08/Suo-Moto-disclosure-under-RTI-Act.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	Not Met	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	Not Met	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	Not Met	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also	Fully Met	1.92	General Matters on RTI -Mcommerce https://commerce.gov.in/rti/g eneral-matters-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available			on-rti/
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	orders under following link: https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153945990098973_Establishment_Transfer_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947151518119_CSSS_Cadre_Transfer_orders.pdf	Partially Met	3.85	Transfer policy of DOPT is adopted by DoC: https://documents.doptirculars.nic.in/D2/D02csd/Akash%20RTPhTyoy.pdf Transfer orders under following link: https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153945990098973_Establishment_Transfer_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637153947151518119_CSSS_Cadre_Transfer_Orders.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Transfer policy of DOPT is adopted by the DoC https://documents.doptcirculares.nic.in/D2/D02csd/Akash%20RTPPhTyoy.pdf			e_Transfer_orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637153947711084717_CSS_Cadre_Transfer_Orders.pdf Transfer orders for year 2023-24 may be mentioned on website for better transparency.
Total			100	100		100	84	
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	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website			and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Department of Commerce website			Department of Commerce website
2.1.3	Proposed expenditures	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans,	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website			proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu disclosure--> on Department of Commerce website
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomotu

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					disclosure--> on Department of Commerce website			disclosure--> on Department of Commerce 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	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomot u disclosure--> on Department of Commerce website	Fully Met	16.67	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https://commerce.gov.in/budget/ under RTI Section-->suomot u disclosure--> on Department of Commerce website
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The	Fully Met	16.67	16.67	https://commerce.gov.in/wp-content/uploads/2020/11/N	Partially Met	8.34	Details for tours pertaining to 2023-24 may

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				TESCL_637189198162305284_Visits_2019_domestic_foreign.pdf			be mentioned on website for better transparency
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	https://commerce.gov.in/tender-guidelines/ and 2019 details mentioned under suomotu disclosure under link: https://commerce.gov.in/wp-content/uploads/2020/03/NTE SCL_637141798320490759_Procurement.pdf https://commerce.gov.in/tender-guidelines/	Partially Met	8.34	https://commerce.gov.in/wp-content/uploads/2020/03/NTE SCL_637141798320490759_Procurement.pdf (information for the year 2023-24 may be mentioned on website). and https://commerce.gov.in/tender-guidelines/
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-mo-to-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-manner-of-execution-of-subsidy-programmes-including-the-amounts-allocated-and-the-details-of-beneficiaries-of-such-programmes/			under Publication section on Department of Commerce website. https://commerce.gov.in/wp-content/uploads/2024/03/IBEF_Statement-of-Activities_v9_Compessed_2.pdf and Annual Report available under Publication section on Department of Commerce website. https://www.commerce.gov.in/publications-reports/
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://commerce.gov.in/budget/	Fully Met	25.00	https://commerce.gov.in/budget/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://commerce.gov.in/budget/	Fully Met	25.00	https://commerce.gov.in/budget/
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act --> https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/	Fully Met	25.00	"Nil" as mentioned under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/
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	Fully Met	25	25.00	Information mentioned under said link https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/	Fully Met	25.00	"Nil" as mentioned under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations				rce.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/"NIL"			e.gov.in/rti/suo-moto-disclosure-under-rti-act/particulars-of-recipients-of-concessions-permits-or-authorisations-granted-by-department-of-commerce/
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	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI -->Suo Moto Disclosure under RTI Act-->CAG and PAC paras and the action taken reports (ATRs) after these have	Fully Met	50.00	https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637136475144818410_Audit_Para_FT_M-and_O.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					been laid on the table of both houses of the parliament https://commerce.gov.in/wp-content/uploads/2020/03/NTE_SCL_637136475144818410_Audit_Para_FT_M-and_O.pdf			
Total			300	300		300	283	
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	Fully Met	12.5	12.50	https://commerce.gov.in/acts-and-schemes	Fully Met	12.50	https://commerce.gov.in/acts-and-schemes
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	Fully Met	12.5	12.50	Public interface: https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: https://commerce.gov.in/links-for-public-interfaces/	Fully Met	12.50	Public interface: https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: https://commerce.gov.in/links-for-public-interfaces/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/about-us/department-of-commerce/officers-handling-public-staff-grievances/Press release section available on DoC website: https://commerce.gov.in/			e.gov.in/about-us/department-of-commerce/officers-handling-public-staff-grievances/Press release section available on DoC website: https://commerce.gov.in/
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	E-Payment Authorization Status & Issue Register Report, Details of Agency wise Grants-in-Aid released by D/o Commerce, annual report mentioned under link https://commerce.gov.in/publications-reports/	Fully Met	16.67	E-Payment Authorization Status & Issue Register Report, Details of Agency wise Grants-in-Aid released by D/o Commerce, annual report mentioned under link https://commerce.gov.in/publications-reports/
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	Public interface: https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: https://commerce.gov.in/about	Fully Met	16.67	Public interface https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievances : https://commerce.gov.in/abo

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					-us/departmen t-of-commerce /officers-handl ing-public-staf f-grievances/ Press release section available on DoC website: https://commerce.gov.in/			ut-us/departm ent-of-comme rce/officers-ha ndling-public-s taff- grievances/ along with press release section available on DoC website: https://commerce.gov.in/
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	Public interface: https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: https://commerce.gov.in/about-us/departmen-t-of-commerce/officers-handling-public-staff-grievances/ along with press release	Fully Met	16.67	Public interface https://commerce.gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievances : https://commerce.gov.in/about-us/departmen-t-of-commerce/officers-handling-public-s taff- grievances/ along with

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					section available on			press release section available on DoC website: https://commerce.gov.in/
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	Available on Department of Commerce website: https://commerce.gov.in/	Fully Met	50.00	Available on Department of Commerce website: https://commerce.gov.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	"Annual Report/Statement of Activities" under publication/report section on DoC website: https://commerce.gov.in/wp-content/uploads/2023/03/Annual-Report-FY-2022-23-DoC.pdf and "Induction Manual of DOC" https://commerce.gov.in/wp-content/uploads/2020/11/Induction-	Fully Met	25.00	"Annual Report" under publication/report section on DoC website: https://commerce.gov.in/wp-content/uploads/2023/03/Annual-Report-FY-2022-23-DoC.pdf and "Induction Manual of DOC" https://commerce.gov.in/wp-content/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Manual-2020. pdf available under suomoto disclosure link https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/			uploads/2020/11/Induction-Manual-2020. pdf available under suomoto disclosure link https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	"Annual Report/Statement of Activities" are available at Facilitation Counter of Department of Commerce	Fully Met	25.00	"Annual Report/Statement of Activities" are available at Facilitation Counter of Department of Commerce
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	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. https://commerce	Fully Met	25.00	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. https://commerce

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/publications-reports/DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)			e.gov.in/publications-reports (commerce.gov.in)
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. https://commerce.gov.in/publications-reports/DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)	Fully Met	25.00	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. https://commerce.gov.in/publications-reports (commerce.gov.in)
Total			225	225		225	225	
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	Reports pertaining to grant in aid, epayment report, annual report etc.	Fully Met	14.29	https://commerce.gov.in/publications-reports/

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://commerce.gov.in/contact/	Fully Met	7.14	https://commerce.gov.in/contact/
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-information-including-the-working-hours-of-a-library-or-reading-room-if-maintained-for-public-use/ and Contact: https://commerce.gov.in/contact/	Fully Met	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-information-including-the-working-hours-of-a-library-or-reading-room-if-maintained-for-public-use/ and Contact: https://commerce.gov.in/contact/
4.4.3	Working hours of the faculty	Fully Met	7.14	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-infor	Fully Met	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-infor

[illegible]

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	3.57	3.57	available under citizen charter link: DOC-CITIZEN-CHARTER-2022.pdf (commerce.gov.in)	Fully Met	3.57	available under citizen charter link: https://commerce.gov.in/wp-content/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf total number of applications under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-appeals-recipient	Fully Met	3.57	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ved-and-disposed-off/ Receipt & Disposal of RTI applications & appeals https://commerce.gov.in/wp-content/uploads/2020/03/NTESC L_637114913 180098717_R eceipt_Dispos al_RTl.pdf			
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Available under section "Act, Regulation and scheme" https://commerce.gov.in/acts-and-schemes/ on Department of Commerce website https://commerce.gov.in/	Fully Met	3.57	https://commerce.gov.in/acts-and-schemes/
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://commerce.gov.in/acts-and-	Fully Met	3.57	https://commerce.gov.in/acts-and-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	schemes/ https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637141798320490759_Procurement.pdf	Fully Met	3.57	https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637141798320490759_Procurement.pdf and https://commerce.gov.in/tender-guidelines/
4.5.6	Annual Report	Fully Met	3.57	3.57	Publications/ Reports - Mcommerce: https://commerce.gov.in/publications-reports/	Fully Met	3.57	https://commerce.gov.in/wp-content/uploads/2023/03/Annual-Report-FY-2022-23-DoC.pdf (2022-2023)
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://commerce.gov.in/rti/general-matters-on-rti/frequently-asked-questions/	Fully Met	3.57	https://commerce.gov.in/rti/general-matters-on-rti/frequently-asked-questions/
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	DOC-CITIZEN-CHARTER-2022- https://commerce.gov.in/wp-content/	Fully Met	3.57	available under citizen charter link: https://commerce.gov.in/wp-co

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf available under "About Us" section			ntent/uploads/2022/05/DOC-CITIZEN-CHARTER-2022.pdf
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://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf total number of applications under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-appeals-received-and-disposed-off/	Fully Met	14.29	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Receipt & Disposal of RTI applications & appeals https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637114913180098717_Receipt_Disposal_RTI.pdf			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf total number of applications under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-mo	Fully Met	14.29	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and-appeals-2.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					to-disclosure-under-rti-act/rti-appeals-received-and-disposed-off/Receipt & Disposal of RTI applications & appeals https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637114913180098717_Receipt_Disposal_RTI.pdf			
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	RTI -->Suo Moto Disclosure under RTI Act--> Replies to questions asked in the parliament[Section 4(1)(d)(2)]-->https://commerce.gov.in/parliamentary-business/parli	Fully Met	28.57	RTI -->Suo Moto Disclosure under RTI Act--> Replies to questions asked in the parliament[Section 4(1)(d)(2)]-->https://commerce.gov.in/parliamentary-bus

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ament-questions-department-of-commerce/			iness/parliament-questions-department-of-commerce/
Total			200	200		200	200	
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	RTI -->Suo Moto Disclosure under RTI Act--> Name, Designation and other particulars of CPIOs/ APIOs ---> https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf https://commerce.gov.in/wp-content/uploads/2023/09/latest-list-of-cpio.pdf https://commerce.gov.in/wp-content/uploads/2023/08/Previous-CPIOs-	Fully Met	20.00	RTI--> Suo Moto Disclosure under RTI Act: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/ under section "Name, Designation and other particulars of the CPIOs/CA PIO": https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf https://commerce.gov.in/wp-content/uploads/2023/09/latest-lis

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					list.pdf and Appeallate Authorities in department of commerce--> https://commerce.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf https://commerce.gov.in/wp-content/uploads/2023/08/Previous-year-FAA-list.pdf			t-of-cpio.pdf and https://commerce.gov.in/wp-content/uploads/2023/08/Previous-CPIOs-list.pdf Appeallate Authorities in Department of Commerce: https://commerce.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf and https://commerce.gov.in/wp-content/uploads/2023/08/Previous-year-FAA-list.pdf
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://commerce.gov.in/wp-content/uploads/2024/04/audit-report-2022-23.pdf	Fully Met	20.00	Details of third party audit of voluntary disclosure for the year of 2022-23: https://commerce.gov.in/wp-content/uploads/2024/04/audit-report-2022-23.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								nt/uploads/2024/04/audit-report-2022-23.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	RTI -->Suo Moto Disclosure under RTI Act--> RTI Nodal Officer list of public authority-->https://commerce.gov.in/wp-content/uploads/2022/12/List-of-Nodal-Officers-Under-DoC.pdf (date of uploading of circular mentioned: 22/12/2022) List of Nodal Officer of States/UTs-->https://commerce.gov.in/wp-content/uploads/2022/08/Nodal-Officers-OM-dated-08-08-20	Fully Met	20.00	RTI -->Suo Moto Disclosure under RTI Act--> RTI Nodal Officer list of public authority-->https://commerce.gov.in/wp-content/uploads/2022/12/List-of-Nodal-Officers-Under-DoC.pdf (27.12.2022)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					22.pdf			
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://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/	Not Met	0	Committee constituted for advise on suo moto disclosure may be mentioned on 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	Fully Met	20	20.00	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/	Fully Met	20.00	https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and https://commerce.gov.in/wp-content/uploads/2023/09/latest-list-of-cpio.pdf
Total			100	100		100	80	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/	Fully Met	25.00	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/
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	Fully Met	12.5	12.50	Yes. Valid till	Fully Met	12.50	https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	validity				05th June, 2025. RTI -->Suo Moto Disclosure under RTI Act--> Whether guidelines for Indian Government Websites (GIGW) is followed (as released in February, 2009 and included in the CSMOP by D ARPG)-->https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637121100812833326_guidelines.pdf and https://commerce.gov.in/wp-content/uploads/2022/06/STQC-CQW-Certificate.			ce.gov.in/wp-content/uploads/2020/03/NTESCL_637121100812833326_guidelines.pdf and https://commerce.gov.in/wp-content/uploads/2022/06/STQC-CQW-Certificate.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	pdf Yes. https://commerce.gov.in/wp-content/uploads/2022/06/STQC-CQW-Certificate.pdf	Fully Met	12.50	https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637121100812833326_guidelines.pdf and https://commerce.gov.in/wp-content/uploads/2022/06/STQC-CQW-Certificate.pdf
Total			50	50		50	50	
Grand Total			975	975		975	923	