

Self appraisal report for Year (2024-25)

Auditor Agency: Puneet Kuma Sharma(ISTM)

Ministry Name: Ministry of Science & Technology

Department Name: Department of Bio-Technology

Public Authority Name: Department of Bio-Technology

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://dbtinda.gov.in/contactus	Fully Met	1.28	.
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://dbtinda.gov.in	Fully Met	1.28	.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://dbtinda.gov.in/about-us/vision-mission-and-core-values	Fully Met	1.28	.
1.1.4	Function and duties	Fully Met	1.28	1.28	https://dbtinda.gov.in/about-us/mandate	Fully Met	1.28	.
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://dbtinda.gov.in/about-us/organization-structure	Fully Met	1.28	.
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/	Fully Met	1.28	1.28	https://dbtinda.gov.in/about-us/introductio	Partially Met	0.64	.

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	Commissions constituted from time to time have been dealt				n https://dbtindia.gov.in/about-us/former-secretaries			
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)	Not Met	1.92	0	empty	Not Met	0	.
1.2.2	Power and duties of other employees	Not Met	1.92	0	empty	Not Met	0	.
1.2.3	Rules/ orders under which powers and duty derived and exercised	Not Met	1.92	0	empty	Not Met	0	.
1.2.4	Work allocation	Fully Met	1.92	1.92	https://dbtindia.gov.in/about-us/official-directory https://dbtindia.gov.in/about-us/official-directory	Fully Met	1.92	.
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	Not Met	1.54	0	empty	Not Met	0	.
1.3.2	Final decision making authority	Not Met	1.54	0	empty	Not Met	0	..
1.3.3	Related provisions, acts, rules etc.	Not Met	1.54	0	empty	Not Met	0	.
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	.
1.3.5	Channels of supervision and accountability	Not Met	1.54	0	empty	Not Met	0	.
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	Regularly published on the Department's e-Office Noticeboard	Not Met	0	not available on website
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Regularly	Not Met	0	.not available

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					published on the department's eOffice Noticeboard			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://dbtindi.a.gov.in	Fully Met	2.60	.
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://dbtindi.a.gov.in Go to Menus: • Regulations & Guidelines ->	Fully Met	2.60	.

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					Guidelines			
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://dbtindi.a.gov.in Go to Menu: • Regulations & Guidelines ->Rules & Regulations	Fully Met	2.60	.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Not Applicable	0	0	empty	Not Met	0	.
1.6.2	Custodian of documents/categories	Not Applicable	0	0	empty	Not Met	0	.
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	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.7.2	Composition	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	..not available on website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Regularly published on	Not Met	0	.not available on website

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					the department's eOffice Noticeboard			
1.7.5	Powers and functions	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	..not available on website
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Regularly published on the department's eOffice Noticeboard	Not Met	0	.not available on website
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://dbtindi.a.gov.in/about-us/official-	Fully Met	3.85	.

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2.2.1	Budget	Not Met	20	0	empty	Not Met	0	.
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	Not Met	20	0	empty	Not Met	0	.
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	https://dbtindi.a.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://dbtindi.a.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://dbtindi.a.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://dbtindi.a.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://dbtindi.a.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the

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								URL
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://dbtindia.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://dbtindia.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://dbtindia.gov.in/about-us/organization-structure	Not Met	0	Only the name of directorates found on the URL
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://dbtprovis.nic.in/BindCurrentYear.aspx	Fully Met	25.00	.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://dbtprovis.nic.in/BindCurrentYear.aspx	Fully Met	25.00	.
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	.
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	Not Applicable	0	0	empty	Not Applicable	0	.

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	recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations							
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 Met	50	0	empty	Not Met	0	.
Total			250	100		250	50	
3	Publicity and Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	..
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	.
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	.
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	.

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4.1.1	Hindi	Fully Met	9.52	9.52	Yes	Fully Met	9.52	.
4.1.2	English	Fully Met	9.52	9.52	Yes	Fully Met	9.52	.
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	.
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	Annual reports update in the month of March and DBT press release is update as and when required	Fully Met	28.57	.
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	Entire information pertains to DBT research programme, achievements, press release, guidelines etc are in the electronic form.	Fully Met	9.52	.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Entire information pertains to DBT research programme, achievements, press release, guidelines etc	Partially Met	4.76	.only selected few things are available online

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					are in the electronic form.			
4.3.3	Location where available	Fully Met	9.52	9.52	Entire information pertains to DBT research programme, achievements, press release, guidelines etc are in the electronic form.	Partially Met	4.76	.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Not Applicable	0	0	empty	Not Applicable	0	.
4.4.2	Details of information made available	Not Applicable	0	0	empty	Not Applicable	0	.
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Not Applicable	0	.
4.4.4	Contact person & contact details (Phone, fax, email)	Not Applicable	0	0	empty	Not Applicable	0	.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Not Met	4.1	0	empty	Not Met	0	.
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://dbtpro mis.nic.in/Bind CurrentYear.aspx	Fully Met	4.10	.
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://dbtpro mis.nic.in/Bind CurrentYear.aspx	Fully Met	4.10	.
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and	Fully Met	4.1	4.10	https://dbtindi a.gov.in/whats-	Fully Met	4.10	.

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	period of completion of contract				new/tender			
4.5.5	Annual Report	Fully Met	4.1	4.10	https://dbtindia.gov.in/about-us/annual-report/dbt	Fully Met	4.10	.
4.5.6	Frequently Asked Question (FAQs)	Not Met	4.1	0	empty	Not Met	0	.
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	https://dbtindia.gov.in/about-us/citizens-charter	Fully Met	4.10	.
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://rtionline.gov.in/RTIMIS/login/index.php	Not Met	0	No citizen can see from the RTIMS portal previous RTI Requests/appeals other than his own. These should be available online on the website of the Min/Deptt
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://rtionline.gov.in/RTIMIS/login/index.php	Not Met	0	.No citizen can see from the RTIMS portal previous RTI Requests/appeals other than his own. These should

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								be availbale online on the website of the Min/Deptt
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://sansad.in/ls https://sansad.in/lshttps://sansad.in/rs	Partially Met	14.29	The site given is that of RS and LS. it should be available on its own webste for the ease of the citizens.
Total			162	154		162	101	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://dbtindia.gov.in/rti	Fully Met	20.00	.
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty	Not Met	0	.
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	Sh. S. R. Meena, JS(Parl. & RTI) 19.04.2025	Fully Met	20.00	.
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 Met	20	0	empty	Not Met	0	.
5.1.5	Committee of PIOs/FAAs with rich experience in	Not Met	20	0	empty	Not Met	0	.

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	RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							
Total			100	40		100	40	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Annual reports update in the month of March and DBT press release is update as and when required.	Fully Met	25.00	.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://dbtindia.gov.in/sites/default/files/uploadfiles/Signed%20DBT%20Certificate.PDF	Fully Met	12.50	.
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://dbtindia.gov.in/sites/default/files/uploadfiles/Signed%20DBT%20Certificate.PDF	Fully Met	12.50	.

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Total			50	50		50	50	
Grand Total			854	602		862	474	