

## **Summary Audit Report on Directorate of Plant Protection, Quarantine & Storage (DPPQS)**

Transparency Audit (Third party audit w.r.t to Proactive {Suo Moto} Disclosures u/s 4 of the RTI Act,2005) of Directorate of Plant Protection, Quarantine & Storage (DPPQS) for the year 2022-23 conducted by Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad (an Autonomous Body under Ministry of Expenditure, GOI).

The main disclosures are w.r.t. 1) Organisation and Functions 2) Budget and programmes 3) Publicity Band and Public Interface 4) E-Governance 5) Information, as may be prescribed and 6) Information disclosed on own initiative. Under the aforesaid main headings, about 150 subheadings have been delineated/created by the CIC making it a very comprehensive/focused audit format.

AJNIFM has attempted a very comprehensive audit and submitted its remarks/observations in subheadings/serial numbers after cross checking Directorate of Plant Protection, Quarantine & Storage (DPPQS) web portal/URLs mentioned by them. At the appropriate places AJNIFM has also made suggestions for improvement with the ultimate aim of encouraging high quality proactive (Suo Moto) disclosures of information for the benefit of public/citizens at large.

Category ratings for each subheadings/serial number has been done after cross verifying the Web address/URLs mentioned by the PA. The marks awarded column is accordingly auto-populated.

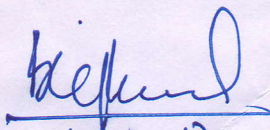
**Some important observations with respect to items as per the prescribed broad headings are given below:**

From the audit of the RTI page, it is observed that Directorate of Plant Protection, Quarantine & Storage (DPPQS) has made sincere efforts by providing detailed information and disclosures on its RTI links. The Website has detailed information regarding Particulars of its Organization, functions and duties, Powers and duties of its officers and employees, procedure followed in decision making process, norms for discharge of functions, categories of documents. The RTI website is found to be accessible and user friendly.

**However, it is observed that in some cases like point (1.9.2), Directorate of Plant Protection, Quarantine & Storage (DPPQS) may provide information regarding system of compensation may be provided on the RTI page. Similarly, for information for point (1.12.2), it is Applicable on DPPQS and it may put efforts in encouraging public authority to participate in the programmes**

**Also, information related to point (5.1.5), DPPQS may constitute Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information and the same may be displayed on its RTI page.**

Overall, Directorate of Plant Protection, Quarantine & Storage (DPPQS) has done a good job by Suo-moto disclosing information as per the section 4 of the RTI Act, 2005 so as the public has minimum resort to RTI applications. SIDBI is suggested to take note of the suggestions mentioned in above paras to make the RTI page more informative and exhaustive.

  
11/09/2023

**Self appraisal report for Year (2022-23)**

**Auditor Agency: Dr B K Pandey(AJNIFM)**

**Ministry Name: Ministry of Agriculture & Farmers Welfare**

**Department Name: Department of Agriculture & Farmers Welfare**

**Public Authority Name: Directorate of Plant Protection Quarantine & Storage**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Directorate of Plant Protection Quarantine & Storage Old CGO Complex, NH-IV, Faridabad, Haryana -121001 <a href="https://ppqs.gov.in">https://ppqs.gov.in</a>	Fully Met	1.28	Fully Met
1.1.2	Head of the organization	Fully Met	1.28	1.28	Dr. J. P. Singh Plant Protection Adviser	Fully Met	1.28	The Head of the organization must be mentioned on the Website and the URL should be given.

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	<a href="https://ppqs.gov.in/about-us/mission-vision">https://ppqs.gov.in/about-us/mission-vision</a>	Fully Met	1.28	Fully Met
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://ppqs.gov.in/divisions">https://ppqs.gov.in/divisions</a>	Fully Met	1.28	Fully Met
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://ppqs.gov.in/about-us/organization-chart">https://ppqs.gov.in/about-us/organization-chart</a>	Fully Met	1.28	Fully Met
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	<a href="http://ppqs.gov.in/about-us/about-department">http://ppqs.gov.in/about-us/about-department</a>	Fully Met	1.28	Fully Met
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	As per GoI guidelines/rules and as issued and amended from time to time by nodal departments i.e. DA&FW/D OPT/DoE/DoL A etc <a href="https://ppqs.gov.in/sites/default/files/delegation_of_financial_powers_2.pdf">https://ppqs.gov.in/sites/default/files/delegation_of_financial_powers_2.pdf</a>	Fully Met	1.54	Fully Met
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in">https://ppqs.gov.in</a>	Fully Met	1.54	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/about-us/ready-reckoner			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://ppqs.gov.in/sites/default/files/delegation_of_financial_powers https://ppqs.gov.in/acts https://ppqs.gov.in/circulars	Fully Met	1.54	Fully Met
1.2.4	Exercised	Fully Met	1.54	1.54	https://ppqs.gov.in/circulars	Fully Met	1.54	Fully Met
1.2.5	Work allocation	Fully Met	1.54	1.54	https://ppqs.gov.in/about-us/ready-reckoner	Fully Met	1.54	Fully Met
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/registration-procedure https://ppqs.gov.in/divisions/cib-rc/checklist https://ppqs.gov.in/divisions/pla	Fully Met	1.54	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nt-quarantine/i mport-export- procedure			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Plant Protection Adviser (PPA)	Fully Met	1.54	It will be better if process must be clearly defined
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/acts">https://ppqs.gov.in/acts</a>	Fully Met	1.54	Fully Met
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/citizen-charter">https://ppqs.gov.in/citizen-charter</a>	Fully Met	1.54	Fully Met
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/about-us/organization-chart">https://ppqs.gov.in/about-us/organization-chart</a>	Fully Met	1.54	Fully Met
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/divisions">https://ppqs.gov.in/divisions</a>	Fully Met	1.54	Fully Met
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/divisions/cib-rc/guidelines">https://ppqs.gov.in/divisions/cib-rc/guidelines</a> <a href="https://pqms.cg.gov.in/pqms-angular/home">https://pqms.cg.gov.in/pqms-angular/home</a> Guidelines <a href="https://ppqs.gov.in/publication">https://ppqs.gov.in/publication</a>	Fully Met	1.54	Fully Met
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/divisions/plant-quaranti">https://ppqs.gov.in/divisions/plant-quaranti</a>	Fully Met	1.54	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ne/import-export-procedure <a href="https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/registration-procedure">https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/registration-procedure</a>			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="https://ppqs.gov.in/citizen-charter">https://ppqs.gov.in/citizen-charter</a>	Fully Met	1.54	Fully Met
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Online as well as physical applications are received on RTIMIS portal ( <a href="https://rtionline.gov.in">https://rtionline.gov.in</a> ) CPGRAMS Portal ( <a href="https://pgportal.gov.in">https://pgportal.gov.in</a> )	Fully Met	1.54	Fully Met
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	As per DoPT guidelines	Fully Met	1.92	Fully Met
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	As per DoPT guidelines	Fully Met	1.92	Fully Met
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	<a href="https://ppqs.gov.in/acts">https://ppqs.gov.in/acts</a>	Fully Met	1.92	Fully Met
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	Transfer Policy 2018	Fully Met	1.92	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					dated 31.7.2018 is followed <a href="https://ppqs.gov.in/sites/default/files/transfer_policy_2018.pdf">https://ppqs.gov.in/sites/default/files/transfer_policy_2018.pdf</a>			
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Records related to establishment, personal and service matters.	Fully Met	3.85	Fully Met
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	CAO and Head of office	Fully Met	3.85	Fully Met
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Central Insecticides Board and Registration Committee (CIB&RC), DP Cs/DSCs/Welfare Committed and Nodal Officers are nominated by the competent authority on various	Fully Met	0.96	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					subjects relating to service, Grievances and monitoring purposes			
1.7.2	Composition	Fully Met	0.96	0.96	Composition of CIB&RC is mentioned in Insecticides Act,1968 available on Directorate's website <a href="https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc">https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc</a> <a href="https://ppqs.gov.in/sites/default/files/citizen_charter_-_cibrc.pdf">https://ppqs.gov.in/sites/default/files/citizen_charter_-_cibrc.pdf</a> Admin-As per RRs and as per composition constituted on prescribed norms/guidelines	Fully Met	0.96	Fully Met



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://ppqs.gov.in/employment-rules">https://ppqs.gov.in/employment-rules</a>			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc">https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc</a>	Fully Met	0.96	Fully Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Term/ Tenure of Chairman & members of CIB&RC is mentioned in Insecticides Act, 1968 available on Directorate's website. <a href="https://ppqs.gov.in/sites/default/files/insecticides_act_1968_0.pdf">https://ppqs.gov.in/sites/default/files/insecticides_act_1968_0.pdf</a>	Fully Met	0.96	Fully Met
1.7.5	Powers and functions	Fully Met	0.96	0.96	Powers and functions of CIB&RC is mentioned in Insecticides Act, 1968 &	Fully Met	0.96	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Insecticides Rule, 1971 available on Directorate's website. <a href="https://ppqs.gov.in/sites/default/files/insecticides_rules_1971.pdf">https://ppqs.gov.in/sites/default/files/insecticides_rules_1971.pdf</a>			
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	Fully Met
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Yes	Fully Met	0.96	The URL needs to be specified
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	The records are kept with Record Room, and respective subject matter divisions. <a href="https://ppqs.gov.in/divisions/cib-rc/news-update">https://ppqs.gov.in/divisions/cib-rc/news-update</a>	Fully Met	0.96	Fully Met
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="http://ppqs.gov.in/about-us/whos-who">http://ppqs.gov.in/about-us/whos-who</a> <a href="http://ppqs.gov.in/contactus">http://ppqs.gov.in/contactus</a>	Fully Met	3.85	Fully Met
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="https://ppqs.gov.in">https://ppqs.gov.in</a>	Fully Met	3.85	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/about-us/ready-reckoner			
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	<a href="https://ppqs.gov.in/sites/default/files/information_on_remuneration_of_employees.pdf">https://ppqs.gov.in/sites/default/files/information_on_remuneration_of_employees.pdf</a>	Fully Met	3.85	Fully Met
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Met	0	Not Met It is Applicable and System of compensation needs to be provided
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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	<a href="http://ppqs.gov.in/rti">http://ppqs.gov.in/rti</a> <a href="https://ppqs.gov.in/sites/default/files/cpio_faa_25112022.pdf">https://ppqs.gov.in/sites/default/files/cpio_faa_25112022.pdf</a>	Fully Met	3.85	Fully Met
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://ppqs.gov.in/sites/default/files/cpio_faa_25112022.pdf">https://ppqs.gov.in/sites/default/files/cpio_faa_25112022.pdf</a>	Fully Met	3.85	Fully Met
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or	Fully Met	3.85	3.85	10	Fully Met	3.85	Fully Met The information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	major penalty proceedings							may be provided on the RTI page and the link may be given
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	02	Fully Met	3.85	Fully Met
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Fully Met	1.92	1.92	15th Annual Convention of Central Information Commission on 9th November, 2022 at Vigyan Bhawan, New Delhi. <a href="https://pqsgov.in/sites/default/files/news_letter_english_24.02.2023.pdf">https://pqsgov.in/sites/default/files/news_letter_english_24.02.2023.pdf</a>	Fully Met	1.92	Fully Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	Efforts must be made to encourage employee participation to advance understanding of RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	<a href="https://ppqs.gov.in/sites/default/files/news_letter_english_24.02.2023.pdf">https://ppqs.gov.in/sites/default/files/news_letter_english_24.02.2023.pdf</a>	Fully Met	1.92	Fully Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://ppqs.gov.in/sites/default/files/rti_section4.pdf">https://ppqs.gov.in/sites/default/files/rti_section4.pdf</a>	Fully Met	1.92	Fully Met
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	Transfer Policy, 2018 is available on website. <a href="https://ppqs.gov.in/sites/default/files/transfer_policy_2018.pdf">https://ppqs.gov.in/sites/default/files/transfer_policy_2018.pdf</a> Copies of transfer Orders/ yearly data is uploaded and updated from time to time. <a href="https://ppqs.gov.in/news-archive">https://ppqs.gov.in/news-archive</a>	Fully Met	7.69	Fully Met
<b>Total</b>			<b>94</b>	<b>94</b>		<b>100</b>	<b>94</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	<b>4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Rs 159.2433 Crores	Fully Met	10.00	Fully Met
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.3	Proposed expenditures	Fully Met	10	10.00	Rs. 151.4193 Crores	Fully Met	10.00	Fully Met It is suggested to provide a link.
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	NA
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	PFMS	Fully Met	10.00	specific link must be provided
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Fully Met	16.67	16.67	Rs. 6.65 Crores	Fully Met	16.67	Fully Met
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	<a href="https://ppqs.gov.in/sites/default/files/foreign_tours_by_hod.pdf">https://ppqs.gov.in/sites/default/files/foreign_tours_by_hod.pdf</a> <a href="https://ppqs.gov.in/sites/default/files/tour_expenditure.pdf">https://ppqs.gov.in/sites/default/files/tour_expenditure.pdf</a>	Fully Met	16.67	Fully Met
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	<a href="https://ppqs.gov.in/sites/default/files/information_related_to_procurement.pdf">https://ppqs.gov.in/sites/default/files/information_related_to_procurement.pdf</a>	Fully Met	16.67	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	NA
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Met	0	Not Met If there is any para then it should be linked to RTI page or if

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								there is no para it should be clearly mentioned that there is no such para
<b>Total</b>			<b>80</b>	<b>80</b>		<b>130</b>	<b>80</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	<a href="https://ppqs.gov.in/acts">https://ppqs.gov.in/acts</a> <a href="https://ppqs.gov.in/divisions/cibrc/cibrc-forms">https://ppqs.gov.in/divisions/cibrc/cibrc-forms</a> <a href="https://pqms.cgg.gov.in/pqms-angular/homeGuidelines">https://pqms.cgg.gov.in/pqms-angular/homeGuidelines</a>	Fully Met	12.50	Fully Met
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	Online RTI applications are received through RTIMIS portal. Offline RTI applications are received manually. Frequent meetings conducted with all	Fully Met	12.50	Fully Met



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					stakeholders and also VC meetings are conducted on every Friday in CIB&RC			
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
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive	Fully Met	16.67	16.67	Yes, the matter related to policy	Fully Met	16.67	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	- Policy decisions/ legislations taken in the previous one year				decisions are dealt by higher level. However, these are uploaded on the DPPQS website as and when provided by concerned Authorities. <a href="https://ppqs.gov.in/news-archive">https://ppqs.gov.in/news-archive</a> <a href="https://ppqs.gov.in/newsletters">https://ppqs.gov.in/newsletters</a> <a href="https://ppqs.gov.in/publication">https://ppqs.gov.in/publication</a> <a href="https://ppqs.gov.in/divisions/cib-rc/news-update">https://ppqs.gov.in/divisions/cib-rc/news-update</a>			
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	All the order/circulars/Guidelines/data etc. Are disseminated by also uploading on the <a href="https://ppqs.gov.in">ppqs.gov.in</a>	Fully Met	16.67	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					website.			
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	The relevant manual/handbook are uploaded on ppqs.gov.in in the same manner as prescribed by the Directorate.	Fully Met	16.67	Fully Met
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	PPQS ---https://ppqs.gov.in	Fully Met	50.00	Fully Met
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://ppqs.gov.in/acts https://ppqs.gov.in/newsletters https://ppqs.gov.in/publication https://ppqs.gov.in/news https://ppqs.gov.in/ipm-packages	Fully Met	25.00	Fully Met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes, available with concerned divisions/sections	Fully Met	25.00	Fully Met
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Yes, available in public domain.	Fully Met	25.00	URL must be provided
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	NA
<b>Total</b>			<b>200</b>	<b>200</b>		<b>200</b>	<b>200</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	Yes, <a href="https://ppqs.gov.in/divisions/plant-quarantine/import-export-procedure">https://ppqs.gov.in/divisions/plant-quarantine/import-export-procedure</a> <a href="https://ppqs.gov.in/divisions/cibrc/guidelines">https://ppqs.gov.in/divisions/cibrc/guidelines</a> <a href="https://ppqs.gov.in/publication">https://ppqs.gov.in/publication</a> <a href="https://ppqs.gov.in/farmercorner">https://ppqs.gov.in/farmercorner</a>	Fully Met	14.29	Fully Met
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	Not Met
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Last PQ order updated on 30.11.2022 (ppqms.cgg.gov.in)	Fully Met	28.57	Fully Met
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	<a href="https://ppqs.gov.in">https://ppqs.gov.in</a>	Fully Met	9.52	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	<a href="https://ppqs.gov.in/divisions">https://ppqs.gov.in/divisions</a>	Fully Met	9.52	Fully Met
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="https://ppqs.gov.in/divisions/integrated-pest-management">https://ppqs.gov.in/divisions/integrated-pest-management</a> <a href="https://ppqs.gov.in/divisions/plant-quarantine">https://ppqs.gov.in/divisions/plant-quarantine</a> <a href="https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee">https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee</a> <a href="https://ppqs.gov.in/divisions/pesticides-testing-infrastructure">https://ppqs.gov.in/divisions/pesticides-testing-infrastructure</a> <a href="https://ppqs.gov.in/divisions/locust-control-research">https://ppqs.gov.in/divisions/locust-control-research</a>	Fully Met	9.52	Fully Met
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	<a href="https://ppqs.gov.in/contacts">https://ppqs.gov.in/contacts</a>	Fully Met	7.14	Fully Met
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://ppqs.gov.in/divisions">https://ppqs.gov.in/divisions</a>	Fully Met	7.14	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://ppqs.gov.in/newsletters">https://ppqs.gov.in/newsletters</a> <a href="https://ppqs.gov.in/publication">https://ppqs.gov.in/publication</a> <a href="https://ppqs.gov.in/about-us/ready-reckoner">https://ppqs.gov.in/about-us/ready-reckoner</a>			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	24 hours (24x7) available in public domain	Fully Met	7.14	Fully Met
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://ppqs.gov.in/about-us/whos-who">https://ppqs.gov.in/about-us/whos-who</a>	Fully Met	7.14	Fully Met
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Directorate of Plant Protection Quarantine & Storage has Grievance Redressal Officer and all the grievances received from the public are being addressed by the respective scheme in cha	Fully Met	3.57	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					rges/officer-in-charges within the stipulated time through CPGRAMS portal. <a href="https://ppqs.gov.in/sites/default/files/public_greivances_status.pdf">https://ppqs.gov.in/sites/default/files/public_greivances_status.pdf</a>			
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	<a href="https://ppqs.gov.in/sites/default/files/rti_report_2022-23.pdf">https://ppqs.gov.in/sites/default/files/rti_report_2022-23.pdf</a>	Fully Met	3.57	Fully Met
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	NA
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Met	0	Not Met Information regarding tender inquiries may be given. Organisation should try to put tender details on the RTI page and if it is through GeM then, the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL link may also be provided
4.5.6	Annual Report	Fully Met	3.57	3.57	Submitted on time <a href="https://agricoop.nic.in/en/publication/plant-protection">https://agricoop.nic.in/en/publication/plant-protection</a>	Fully Met	3.57	Fully Met
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	<a href="http://ppqs.gov.in/faq">http://ppqs.gov.in/faq</a>	Fully Met	3.57	Fully Met
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	<a href="https://ppqs.gov.in/citizen-charter">https://ppqs.gov.in/citizen-charter</a> <a href="https://ppqs.gov.in/about-us/ready-reckoner">https://ppqs.gov.in/about-us/ready-reckoner</a> <a href="https://ppqs.gov.in/divisions/integrated-pest-management/physical-achievement">https://ppqs.gov.in/divisions/integrated-pest-management/physical-achievement</a> <a href="https://ppqs.gov.in/sites/default/files/ready_reckoner_of_pq.pdf">https://ppqs.gov.in/sites/default/files/ready_reckoner_of_pq.pdf</a> <a href="https://ppqs.gov.in/sites/default/files/ready_reckoner_of_locust.pdf">https://ppqs.gov.in/sites/default/files/ready_reckoner_of_locust.pdf</a> <a href="https://ppqs.gov.in/sites/d">https://ppqs.gov.in/sites/d</a>	Fully Met	3.57	Fully Met



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					efault/files/ready_reckoner_of_cil.pdf			
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://ppqs.gov.in/sites/default/files/rti_report_2022-23.pdf	Fully Met	14.29	Fully Met
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://ppqs.gov.in/sites/default/files/rti_report_2022-23.pdf	Fully Met	14.29	Fully Met
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://ppqs.gov.in/sites/default/files/lok_sabha_questions.pdf https://ppqs.gov.in/sites/default/files/rajya_sabha_questions.pdf	Fully Met	28.57	Fully Met
<b>Total</b>			<b>189</b>	<b>175</b>		<b>193</b>	<b>175</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	http://ppqs.gov.in/rti https://ppqs.gov.in/sites/default/files/cpio_faa_251	Fully Met	20.00	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	12022.pdf 20th September, 2021	Fully Met	20.00	Fully Met Link may be provided for the required information
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	Partially Met	20	10.00	12.08.2021, Dr. N. Sathya narayana, JD (PP) <a href="https://ppqs.gov.in/sites/default/files/o_o_rti_12082021.pdf">https://ppqs.gov.in/sites/default/files/o_o_rti_12082021.pdf</a>	Partially Met	10.00	Partially Met DPPQS may appoint a nodal officer at the earliest
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	Committee constituted on 15.06.2023. Committee members - 1. Dr. Sanjay Arya, JD(PP) & Secretary CIB&RC - Chairman 2. Dr. Subhash Chand, JD (Chem) & In-charge IT Cell, CIL - Member 3. Dr. Brijesh Tripathi, DD	Fully Met	20.00	Committee must be reflected on the website with a specific URL on the RTI page

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(Chem) & Web Information Manager, CIB&RC - Member 4. Dr. Shivaji Haridas Wavare, DD(PP), P&C - Member			
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	Not Met Committee of PIOs/FAAs with rich experience in RTI may be constituted at the earliest
<b>Total</b>			<b>100</b>	<b>70</b>		<b>100</b>	<b>70</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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	http://ppqs.gov.in https://ppqs.gov.in/regions/head-quarter https://ppqs.gov.in/divisions http://ppqs.gov.in/news https://ppqs.gov.in/news	Fully Met	25.00	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p> <a href="https://ppqs.gov.in/publication">https://ppqs.gov.in/publication</a> <a href="https://ppqs.gov.in/about-us/ready-reckoner">https://ppqs.gov.in/about-us/ready-reckoner</a> <a href="https://ppqs.gov.in/citizen-charter">https://ppqs.gov.in/citizen-charter</a> <a href="https://ppqs.gov.in/acts">https://ppqs.gov.in/acts</a> <a href="https://ppqs.gov.in/archive-notice-board">https://ppqs.gov.in/archive-notice-board</a> <a href="https://ppqs.gov.in/contactus">https://ppqs.gov.in/contactus</a> <a href="https://ppqs.gov.in/faq/cil">https://ppqs.gov.in/faq/cil</a> <a href="https://ppqs.gov.in/faq/locust-control-research">https://ppqs.gov.in/faq/locust-control-research</a> <a href="https://ppqs.gov.in/advisories-section">https://ppqs.gov.in/advisories-section</a> </p>			
6.2	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Yes, STQC Certificate was obtained and its validity is 6th June,	Fully Met	12.50	Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2021 and is attached for your kind reference.			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Yes, the certificate is shown on the website of the Directorate. <a href="https://ppqs.gov.in/sites/default/files/STQC.PDF">https://ppqs.gov.in/sites/default/files/STQC.PDF</a>	Fully Met	12.50	Fully Met The certificate may be renewed
<b>Total</b>			<b>50</b>	<b>50</b>		<b>50</b>	<b>50</b>	
<b>Grand Total</b>			<b>714</b>	<b>669</b>		<b>773</b>	<b>669</b>	