

Self appraisal report by Public Authority

Year:*

2019-2020



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Organisation and Function

Year(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=14&Itemid=6
1.1.2	Head of the organization	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=99&Itemid=66
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/images/extfiles/reports/vision_2050.pdf
1.1.4	Function and duties	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=65&Itemid=24
1.1.5	Organization Chart	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=87&Itemid=3
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	1.28	Fully Met	1.28	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=67&Itemid=1

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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)	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=65&Itemid=24&limitstart=6
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=1&Itemid=9
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=78&Itemid=37
1.2.4	Exercised	1.54	Fully Met	1.54	Exercised as per rules
1.2.5	Work allocation	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=69&Itemid=4
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	1.54	Fully Met	1.54	Through ICAR MIS-FMS
1.3.2	Final decision making authority	1.54	Fully Met	1.54	Through ICAR MIS-FMS
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	CCS rule Govt. of India
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index2.php?option=com_content&view=article&id=108&Itemid=65

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=1&Itemid=9
1.4.2	Norms/ standards for functions/ service delivery	1.54	Partially Met	0.77	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=1&Itemid=9
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=1&Itemid=9
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	All the targets met within specified time period as set by the Council. http://www.pdonpoultry.org/pdpnew/index2.php?option=com_content&view=article&id=108&Itemid=65
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	Institute Grievance Committee
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.	1.92	Fully Met	1.92	Followed as per Swamy's Handbook
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	Followed as per Swamy's Handbook
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	Followed as per Swamy's Handbook
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	Being done by ICAR Head Quarters

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	Admn & Finance sections of the institute
1.6.2	Custodian of documents/categories	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	Being maintained by Admn & Finance sections of the institute
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.	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.2	Composition	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.3	Dates from which constituted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.4	Term/ Tenure	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.5	Powers and functions	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.6	Whether their meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.7	Whether the minutes of the meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.7.8	Place where the minutes if open to the public are available?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
1.8.2	Telephone , fax and email ID	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
1.9.2	System of compensation as provided in its regulations	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
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	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
1.10.2	Address, telephone numbers and email ID of each designated official.	<input type="text" value="3.85"/>	Fully Met	<input type="text" value="3.85"/>	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	None
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	None
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	1.92	Partially Met	0.96	By attending training programmes
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Partially Met	0.96	Some staff members attend the training programmes organised by NAARM, Hyderabad
1.12.3	Training of CPIO/APIO	1.92	Not Met	0	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Not Met	0	
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]	7.69	Fully Met	7.69	Being done by ICAR, Headquarters
Total		85		78	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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Budget and Programme

Year(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.1.2	Budget for each agency and plan & programmes	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.1.3	Proposed expenditures	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.1.4	Revised budget for each agency, if any	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.1.5	Report on disbursements made and place where the related reports are available	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	16.67	Fully Met	16.67	Decisions being taken by the Competent Authority
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.	16.67	Fully Met	16.67	Yes as per norms in GFR are compiled
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0	
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	0	Not Applicable	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0	
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	0	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 recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	0	Not Applicable	0	
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.	50	Fully Met	50.00	Audit paras are being addressed to the fullest extent
Total		83		83	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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Publicity Band Public interface

Year(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	12.5	Fully Met	12.50	Yes accessible by Citizens
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	12.5	Fully Met	12.50	Yes accessible by Citizens
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	2.78	Fully Met	2.78	Yes. reports available.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	2.78	Fully Met	2.78	Yes. Available in library.
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	2.78	Fully Met	2.78	Yes available
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	2.78	Fully Met	2.78	Yes available
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	2.78	Fully Met	2.78	Yes available
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	2.78	Fully Met	2.78	Yes. As per Govt. of India rules.
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	16.67	Fully Met	16.67	Yes published

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	16.67	Fully Met	16.67	Yes published
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	16.67	Fully Met	16.67	Yes published
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)	50	Fully Met	50.00	http://www.pdonpoultry.org
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	http://www.pdonpoultry.org/pdpnew/index2.php?option=com_content&view=article&id=125&Itemid=73
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Yes available in the Institute
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	25	Fully Met	25.00	Yes available
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	Yes available

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		242		242	
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E-Governance

Year(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]				
4.1.1	English	14.29	Fully Met	14.29	Both English and Hindi
4.1.2	Vernacular/ Local Language	14.29	Fully Met	14.29	Yes. Available.
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	28.57	Fully Met	28.57	In the year 2023-24
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	http://www.pdonpoultry.org/pdpnew/
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	In the website under Downloads
4.3.3	Location where available	9.52	Fully Met	9.52	http://www.pdonpoultry.org/pdpnew/images/extfiles/reports/vision_2050.pdf
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
4.4.2	Details of information made available	7.14	Fully Met	7.14	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=117&Itemid=71
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	9.00 AM to 5.30 PM
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=1&Itemid=9
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	Through concerned committees
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	Received and disposed as per the RTI guidelines
4.5.3	List of completed schemes/ projects/ Programmes	3.57	Fully Met	3.57	Mentioned in the Annual Reports. Soft copies are uploaded in Institute website. http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=101&Itemid=47
4.5.4	List of schemes/ projects/ programme underway	3.57	Fully Met	3.57	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=69&Itemid=4
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Fully Met	3.57	Available in the website and Institute

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.5.6	Annual Report	3.57	Fully Met	3.57	http://www.pdonpoultry.org/pdpnew/index2.php?option=com_content&view=article&id=125&Itemid=73
4.5.7	Frequently Asked Question (FAQs)	3.57	Fully Met	3.57	http://www.pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=4&Itemid=8
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	3.57	Fully Met	3.57	http://www.pdonpoultry.org/pdpnew/index2.php?option=com_content&view=article&id=108&Itemid=65
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	14.29	Fully Met	14.29	Yes from time to time. Also available in the quarterly reports
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	Mentioned in the quarterly reports.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	Replies given as and when the questions were received from HQs.
Total		200		200	
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Information as may be prescribed

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	20	Fully Met	20.00	http://pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=89&Itemid=79
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	Voluntary disclosure of 24.4.2023. transparency audit. Third party audit has also been completed within the time frame.
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	20	Fully Met	20.00	12.12.2023 http://pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=89&Itemid=79
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	0	Not Applicable	0	
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	20	Fully Met	20.00	12.12.2023 http://pdonpoultry.org/pdpnew/index.php?option=com_content&view=article&id=89&Itemid=79

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		80		80	
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Information Disclosed on own Initiative

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	25	Fully Met	25.00	http://pdonpoultry.org/pdpnew/
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ				
6.2.1	Whether STQC certification obtained and its validity	12.5	Not Met	0	
6.2.2	Does the website show the certificate on the Website?	12.5	Not Met	0	
Total		50		25	

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