

Self appraisal report for Year (2024-25)

Auditor Agency: Pradeep Kumar L(Sushma Swaraj Institute of Foreign Services, Ministry of External Affairs.)

Ministry Name: Ministry of External Affairs

Department Name:

Public Authority Name: Embassy of India,Thimphu, Bhutan

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.indembthimphu.gov.in/pages/MjU ,	empty	Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Embassy of India, Thimphu represents India in Bhutan with the objective of promoting friendly relations with Bhutan as well as extending consular services to Indian nationals and foreigners in Bhutan. https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Partially Met	0.64	Partially Available
1.1.6	Any other details-the genesis, inception,	Fully	1.28	1.28	https://www.indembthimphu.gov.in/pages/NTY .	empty	Partially	0.64	Partially

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	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	Met			gov.in/pages/NTY, https://www.indembthimphu.gov.in/pages/NTU,		Met		Available
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	1.92	1.92	https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.92	Available
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.92	Available
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.92	Available
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.92	Available
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	As per Government of India's Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi. https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.54	Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY, www.mea.gov.in	empty	Fully Met	1.54	Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Within the prescribed time per the extant rules/procedures. https://www.indembthimphu.gov.in/pages/NTY,	empty	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
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	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Through CPGRAMS Portal, MADAD, PG Portal, emails, telephonically, personal interactions by the concerned officers. https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.54	Available
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://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	2.60	Available
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	2.60	Available
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	2.60	Available
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	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	As per distribution of work and responsibilities of officers under the	empty	Not Met	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					supervision of Ambassador. Work distribution of officers is available at Annexure I https://www.indembthimphu.gov.in/pages/NTY ,				
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.	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.2	Composition	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.3	Dates from which constituted	Not Met	0.96	0	empty	empty	Not Applicable	0	Not Applicable
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.5	Powers and functions	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.indembthimphu.gov.in/pages/NTY , Annexure I	empty	Fully Met	3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.indembthimphu.gov.in/pages/NTY , Annexure I	empty	Fully Met	3.85	Available
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	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	3.85	Available
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	3.85	Available
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	3.85	Available
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)								
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

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1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.12.3	Training of CPIO/APIO	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	1.92	Available
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]	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
Total			68	67			67	62	
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	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the	Not Applicable	0	0	empty	empty	Partially Met	5.00	Partially Available

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	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.								
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
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	20	20.00	https://www.mea.gov.in/incoming-visits.htm?1/incoming_visits https://www.mea.gov.in/outgoing-visits.htm?2/outgoing_visits	empty	Not Met	0	Not Available
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

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	programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	empty	Not Applicable	0	Not Applicable
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	empty	Not Applicable	0	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]								

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	empty	Fully Met	50.00	Available
Total			60	60		140		55	
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	Fully Met	12.5	12.50	Regular feedback is obtained on matters during the interaction with the stakeholders. https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules	empty	Not Applicable	0	Not Applicable
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	Fully Met	12.5	12.50	Regular interactions are held with the community members, consular service seekers and members of industry and business. https://www.indembthimphu.gov.in/pages/NzQ , https://www.indembthimphu.gov.in/pages/Nzg , https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Applicable	0	Not Applicable
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	empty	Not Applicable	0	Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.2.2	Publish all relevant facts while formulating	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0			Not Applicable	0	Not Applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	Website: https://www.indembthimphu.gov.in/ Social Media handles: Facebook: https://www.facebook.com/IndiainBhutan/ Twitter: https://x.com/Indiainbhutan/ Instagram: https://www.instagram.com/indiainbhutan/	empty	Fully Met	50.00	Available
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	Information Manuals/Handbooks are published by Ministry of External Affairs for Missions/Posts abroad are of restrictive nature. They are made available to India Missions/Posts in electronic format and print versions also. https://www.mea.gov.in/acts-legislations-rules.htm?6	empty	Fully Met	25.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					4/Acts,_Legislations__amp;_Rules https://www.indembthimphu.gov.in/pages/Mw,,				
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Information Manuals/Handbooks are published by Ministry of External Affairs for Missions/Posts abroad are of restrictive nature. They are made available to India Missions/Posts in electronic format and print versions also. https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules	empty	Fully Met	25.00	Available
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	Information Manuals/Handbooks are published by Ministry of External Affairs for Missions/Posts abroad are of restrictive nature. They are made available to India Missions/Posts in electronic format and print versions also. https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules https://www.indembthimphu.gov.in/pages/Mw,,	empty	Fully Met	25.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	Information Manuals/Handbooks are published by Ministry of External Affairs for Missions/Posts abroad are of restrictive nature. They are made available to India Missions/Posts in electronic format and print versions also. https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules https://www.indembthimphu.gov.in/pages/Mw,,	empty	Fully Met	25.00	Available
Total			175	175		150		150	
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	Hindi	Fully Met	9.52	9.52	Manual Books: Office Procedure, Revised Pay Rules Book, Pay Rules Made Easy Book, TA Rules Book, Hand Book for Govt. Central Staff, FRSR, GFR-2017, RED Book, IFS (PLCA) Rules Book in 2016. https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	9.52	Available
4.1.2	English	Fully Met	9.52	9.52	Manual Books: Office Procedure, Revised Pay Rules Book, Pay Rules Made Easy Book, TA Rules	empty	Fully Met	9.52	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Book, Hand Book for Govt. Central Staff, FRSR, GFR-2017, RED Book, IFS (PLCA) Rules Book in 2016. https://www.indembthimphu.gov.in/pages/NTY ,				
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	9.52	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	Fully Met	28.57	28.57	Red Book was updated in 2020 and IFS (PLCA) Rules Book in 2016	empty	Fully Met	28.57	Available
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	Details of electronic information available at our website www.indembthimphu.gov.in and the link is https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	General Information, Consular/Passport/Visa Services, OCI Services, Welfare services and other related information is available at https://www.indembthimphu.gov.in/pages/Mg , , Media and Publicity related information is available at https://www.indembthimphu.gov.in/pages/Mw ,	empty	Fully Met	9.52	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Development Partnership related information is available at https://www.indembthimphu.gov.in/pages/NA , Education and scholarship related information at https://www.indembthimphu.gov.in/pages/NQ , Other requisite information is available at www.indembthimphu.gov.in				
4.3.3	Location where available	Fully Met	9.52	9.52	General Information, Consular/Passport/Visa Services, OCI Services, Welfare services and other related information is available at https://www.indembthimphu.gov.in/pages/Mg , Media and Publicity related information is available at https://www.indembthimphu.gov.in/pages/Mw , Development Partnership related information is available at https://www.indembthimphu.gov.in/pages/NA , Education and scholarship related information at https://www.indembthimphu.gov.in/pages/NQ , Other requisite information is available at www.indembthimphu.gov.in	empty	Fully Met	9.52	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]								
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Details provided at URL http://www.indembthimphu.gov.in/pages/MzE , Embassy of India PO Box:193, Jungshina Thimphu Tel: +975-2-322162, Fax: +975-2-323195 web: www.indembthimphu.gov.in	empty	Fully Met	7.14	Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	All details are available at www.indembthimphu.gov.in General Information, Consular/Passport/Visa Services, OCI Services, Welfare services and other related information is available at https://www.indembthimphu.gov.in/pages/Mg , , Media and Publicity related information is available at https://www.indembthimphu.gov.in/pages/Mw , , Development Partnership related information is available at https://www.indembthimphu.gov.in/pages/NA , , Education and scholarship related information at https://www.indembthimphu.gov.in/pages/NQ , , Other requisite information is available at	empty	Fully Met	7.14	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					www.indembthimphu.gov.in General				
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	0900 hrs to 1730 hrs https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	7.14	Available
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Contact list of the Mission is available at https://www.indembthimphu.gov.in/pages/MzE ,	empty	Fully Met	7.14	Available
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)								
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	Personal meetings and visits, letters, emails, MADAD Portal, CPGRAMS and PG Portal https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	4.10	Available
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://www.indembthimphu.gov.in/list/Mw ,	empty	Partially Met	2.05	Partially Available
4.5.5	Annual Report	Fully Met	4.1	4.10	www.indembthimphu.gov.in	empty	Fully Met	4.10	Available
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.indembthimphu.gov.in/pages/ODI ,	empty	Not Met	0	Not Available
4.5.7	Any other information such as - (a)	Fully	4.1	4.10	https://www.mea.gov.in/Imag	empty	Not	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Met			es/attach/Citizen_Charter_2020.pdf		Met		
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	Total 14 applications were received in 2024-25 which were disposed off timely	empty	Not Met	0	Not Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Total 06 Appeals were received in 2024-25 which were disposed off timely	empty	Not Met	0	Not Available
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
Total			163	163		163		125	
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	Details may be seen at our website with link https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	20.00	Available
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	Details may be seen at our website with link https://www.indembthimphu.gov.in/pages/NTY ,	empty	Fully Met	20.00	Available
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	Shri Pradeep Kumar L (Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs, Old JNU Campus, Munirka, New Delhi-110067 in September	empty	Not Met	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2023 is the Nodal Officer.				
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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 Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
Total			60	60		60		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	https://www.indembthimphu.gov.in/pages/NTY, https://www.indembthimphu.gov.in/ https://www.indembthimphu.gov.in/pages/MQ,, https://www.indembthimphu.gov.in/pages/Mg,, https://www.indembthimphu.gov.in/pages/Mw,, https://www.indembthimphu.gov.in/pages/NA,, https://www.indembthimphu.gov.in/pages/NQ, , https://www.indembthimphu.gov.in/pages/Ng,, https://www.indembthimphu.gov.in/pages/Nw0K https://www.indembthimphu.gov.in/Eco_Park/	empty	Partially Met	12.50	Partially Available
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								

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Personnel, Public Grievance and Pensions, Govt. Of India)									
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Details available at website https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.indembthimphu.gov.in/pages/NTY ,	empty	Not Met	0	Not Available
Total			50	50		50	13		
Grand Total			576	575		630	445		