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## Self appraisal report for Year (2023-24)

**Auditor Agency:** Pradeep Kumar L(Sushma Swaraj Institute of Foreign Service)

**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 | 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          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,                          | Fully Met        | 1.28          | Available           |
| 1.1.2      | Head of the organization  | Fully Met | 1.28  | 1.28          | <a href="https://www.indembthimphu.gov.in/pages/MjU">https://www.indembthimphu.gov.in/pages/MjU</a> ,                          | 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 | Fully Met        | 1.28          | Available           |

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|------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|            |   |           |       |               | extending consular services to Indian nationals and foreigners in Bhutan. <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,                             |                  |               |                     |
| 1.1.4      | Function and duties   | Fully Met | 1.28  | 1.28          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,   | Fully Met        | 1.28          | Available           |
| 1.1.5      | Organization Chart  | Fully Met | 1.28  | 1.28          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,   | Fully Met        | 1.28          | Available           |
| 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="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , <a href="https://www.indembthimphu.gov.in/pages/NTU">https://www.indembthimphu.gov.in/pages/NTU</a> , | Fully Met        | 1.28          | Available           |
| <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          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,   | Fully Met        | 1.54          | Available           |
| 1.2.2      | Power and duties of other employees   | Fully Met | 1.54  | 1.54          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> .   | Fully Met        | 1.54          | Available           |

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|------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|            |   |           |       |               | gov.in/pages/NTY,   |                  |               |                     |
| 1.2.3      | Rules/ orders under which powers and duty are derived and                   | Fully Met | 1.54  | 1.54          | https://www.in dembthimphu.gov.in/pages/NTY,  | Fully Met        | 1.54          | Available           |
| 1.2.4      | Exercised   | Fully Met | 1.54  | 1.54          | https://www.in dembthimphu.gov.in/pages/NTY,  | Fully Met        | 1.54          | Available           |
| 1.2.5      | Work allocation   | Fully Met | 1.54  | 1.54          | https://www.in dembthimphu.gov.in/pages/NTY,  | Fully Met        | 1.54          | Available           |
| <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          | As per Government of India's Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi. https://www.indembt himphu.gov.in /pages/NTY, | Fully Met        | 1.54          | Available           |
| 1.3.2      | Final decision making authority   | Fully Met | 1.54  | 1.54          | https://www.in dembthimphu.gov.in/pages/  | Fully Met        | 1.54          | Available           |

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|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |           |       |               | NTY, www.me<br>a.gov.in  |                  |               |                     |
| 1.3.3      | Related provisions, acts, rules etc.                         | Fully Met | 1.54  | 1.54          | <a href="https://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> ,  | Fully Met        | 1.54          | Available           |
| 1.3.4      | Time limit for taking a decisions, if any                    | Fully Met | 1.54  | 1.54          | Within the<br>prescribed<br>time as per<br>the extant rule<br>s/procedures.<br><a href="https://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> , | Not Met          | 0             | Not Available       |
| 1.3.5      | Channel of supervision and accountability                    | Fully Met | 1.54  | 1.54          | <a href="https://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> ,  | Fully Met        | 1.54          | Available           |
| <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://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> ,  | Fully Met        | 1.54          | Available           |
| 1.4.2      | Norms/ standards for functions/ service delivery             | Fully Met | 1.54  | 1.54          | <a href="https://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> ,  | Fully Met        | 1.54          | Available           |
| 1.4.3      | Process by which these services can be<br>accessed           | Fully Met | 1.54  | 1.54          | <a href="https://www.in&lt;br/&gt;dembthimphu.&lt;br/&gt;gov.in/pages/&lt;br/&gt;NTY">https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NTY</a> ,  | Fully Met        | 1.54          | Available           |

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|------------|--|----------------|-------|---------------|--|------------------|---------------|---------------------|
| 1.6.1      | Categories of documents  | Fully Met      | 3.85  | 3.85          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,  | 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 supervision of Ambassador.<br><a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , Work distribution of officers is available at <a href="https://www.indembthimphu.gov.in/pages/Mig">https://www.indembthimphu.gov.in/pages/Mig</a> , | Not Met          | 0             | Not Available       |
| <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.  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.7.2      | Composition  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.7.3      | Dates from which constituted   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.7.4      | Term/ Tenure   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.7.5      | Powers and functions   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.7.6      | Whether their meetings are open to the public?   | Not Applicable | 0     | 0             | 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  | Not Applicable   | 0             | Not Applicable      |

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|--------------|--|----------------|-----------|---------------|--|------------------|---------------|---------------------|
| 1.11.1       | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings                        | Not Applicable | 0         | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.11.2       | (ii) Finalised for Minor penalty or major penalty proceedings  | Not Applicable | 0         | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| <b>1.12</b>  | <b>Programmes to advance understanding of RTI(Section 26)</b>  |                |           |               |  |                  |               |                     |
| 1.12.1       | Educational programmes   | Not Applicable | 0         | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.12.2       | Efforts to encourage public authority to participate in these programmes   | Not Applicable | 0         | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 1.12.3       | Training of CPIO/APIO  | Not Applicable | 0         | 0             | 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          | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,  | Fully Met        | 1.92          | Available           |
| <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          | As per orders of Ministry of External Affairs, New Delhi <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b> |  |                | <b>77</b> | <b>77</b>     |  | <b>65</b>        | <b>58</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 4(1)(b)(xi)]</b> |                |           |               |  |                  |               |                     |
| 2.1.1        | Total Budget for the public authority  | Fully Met      | 10        | 10.00         | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,  | Not Met          | 0             | Not Available       |
| 2.1.2        | Budget for each agency and plan & programmes   | Fully Met      | 10        | 10.00         | <a href="https://www.in">https://www.in</a>  | Not Met          | 0             | Not Available       |



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|            |   |                |       |               | dembthimphu.gov.in/pages/NTY,  |                  |               |                     |
| 2.1.3      | Proposed expenditures   | Fully Met      | 10    | 10.00         | https://www.in<br>dembthimphu.gov.in/pages/NTY,  | Not Met          | 0             | Not Available       |
| 2.1.4      | Revised budget for each agency, if any  | Fully Met      | 10    | 10.00         | https://www.in<br>dembthimphu.gov.in/pages/NTY,  | 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  | Not Applicable   | 0             | Not Applicable      |
| <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         | https://www.in<br>dembthimphu.gov.in/pages/NTY,<br>Available on the website as annexure III on the link            | 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      | 16.67 | 16.67         | Details of visits are available on the MEA website. The link is provided below. https://www.mea.gov.in/outgoing-vi | Not Met          | 0             | Not Available       |

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|------------|--|----------------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |                |       |               | sits.htm?2/outgoing_visits   |                  |               |                     |
| 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         | Norms and Procedures of GFR are followed. Details of Tenders are available at the Embassy's website under Tenders https://www.indemphu.gov.in/ | Partially Met    | 8.34          | Partially Available |
| <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             | Not Applicable      |
| 2.3.2      | Objective of the programme   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.3      | Procedure to avail benefits  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.4      | Duration of the programme/ scheme  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.5      | Physical and financial targets of the programme  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.6      | Nature/ scale of subsidy /amount allotted  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.7      | Eligibility criteria for grant of subsidy  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 2.3.8      | Details of beneficiaries of subsidy programme (number, profile etc)  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| <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             | Not Applicable      |
| 2.4.2      | Annual accounts of all legal entities who are provided grants by public authorities  | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| <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   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |

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|--------------|---|----------------|-----------|---------------|--|------------------|---------------|---------------------|
|              | by public authority   |                |           |               |  |                  |               |                     |
| 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             | Not Applicable      |
| <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 Applicable   | 0             | Not Applicable      |
| <b>Total</b> |   |                | <b>90</b> | <b>90</b>     |  | <b>90</b>        | <b>8</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         | Regular feedback is obtained on matters during the interaction with the stakeholders.<br><a href="https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules">https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules</a> | Fully Met        | 12.50         | Available           |
| 3.1.2        | Arrangements for consultation with or representation by - (a) Members of the public in  | Fully Met      | 12.5      | 12.50         | Regular interactions   | Not Applicable   | 0             | Not Applicable      |

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|--------|---|----------------|-------|---------------|---|------------------|---------------|---------------------|
|        | 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 |                |       |               | are held with the community members, consular service seekers and members of industry and business. <a href="http://www.indembthimphu.gov.in/pages/NzQ">http://www.indembthimphu.gov.in/pages/NzQ</a> , <a href="https://www.indembthimphu.gov.in/pages/Nzg">https://www.indembthimphu.gov.in/pages/Nzg</a> , <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , |                  |               |                     |
| 3.1.3  | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 3.1.4  | Public- private partnerships (PPP)- Detailed project reports (DPRs)   | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 3.1.5  | Public- private partnerships (PPP)- Concession agreements.  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| 3.1.6  | Public- private partnerships (PPP)- Operation and maintenance manuals   | Not Applicable | 0     | 0             | 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   | Not Applicable   | 0             | Not Applicable      |
| 3.1.8  | Public- private partnerships (PPP) - Information  | Not Applicable | 0     | 0             | empty   | Not Applicable   | 0             | Not Applicable      |

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|------------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
|            | relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government   |                |       |               |  |                  |               |                     |
| 3.1.9      | Public- private partnerships (PPP) -Information relating to outputs and outcomes  | Not Applicable | 0     | 0             | 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  | Not Applicable   | 0             | Not Applicable      |
| 3.1.11     | Public- private partnerships (PPP) - All payment made under the PPP project   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| <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 - Policy decisions/ legislations taken in the previous one year        | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 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                              | Not Applicable | 0     | 0             | empty  | 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  | Not Applicable   | 0             | Not Applicable      |
| <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         | Website: <a href="https://www.indembthimphu.gov.in/">https://www.indembthimphu.gov.in/</a> Social Media handles: | Fully Met        | 50.00         | Available           |

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|------------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|            |   |           |       |               | Facebook: <a href="https://www.facebook.com/IndiainBhutan/">https://www.facebook.com/IndiainBhutan/</a><br>Twitter: <a href="https://x.com/Indiainbhutan/">https://x.com/Indiainbhutan/</a><br>Instagram: <a href="https://www.instagram.com/indiainbhutan/">https://www.instagram.com/indiainbhutan/</a> |                  |               |                     |
| <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         | 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. <a href="https://www.mea.gov.in">https://www.mea.gov.in</a>                | Fully Met        | 25.00         | Available           |

| Sr. No | Details of disclosure                                   | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|---|------------------|---------------|---------------------|
|        |   |           |       |               | n/acts-legislations-rules.htm?64/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__am | Fully Met        | 25.00         | Available           |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |           |       |               | p;_ Rules  |                  |               |                     |
| <b>3.5</b> | <b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b> |           |       |               |  |                  |               |                     |
| 3.5.1      | List of materials available Free of cost  | Fully Met | 25    | 25.00         | Information M<br>anuals/Handb<br>ooks are<br>published by<br>Ministry of<br>External<br>Affairs for Mis<br>sions/Posts<br>abroad are of<br>restrictive<br>nature. They<br>are made<br>available to<br>India Missions<br>/Posts in<br>electronic<br>format and<br>print versions<br>also. <a href="https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules">https://w<br/>ww.mea.gov.i<br/>n/acts-legislati<br/>ons-rules.htm<br/>?64/Acts,_Leg<br/>islations__am<br/>p;_ Rules</a> <a href="https://www.indembthimphu.gov.in/pages/Mw,,">https<br/>://www.indem<br/>bthimphu.gov.<br/>in/pages/Mw,,</a> | Fully Met        | 25.00         | Available           |
| 3.5.2      | List of materials available At a reasonable cost of the medium                              | Fully Met | 25    | 25.00         | Information M<br>anuals/Handb  | Fully Met        | 25.00         | Available           |



| Sr. No       | Details of disclosure  | Category  | Marks      | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|-----------|------------|---------------|---|------------------|---------------|---------------------|
|              |  |           |            |               | ooks are published by Ministry of External Affairs for Mis sions/Posts abroad are of restrictive nature. They are made available to India Missions /Posts in electronic format and print versions also. <a href="https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules">https://www.mea.gov.in/acts-legislations-rules.htm?64/Acts,_Legislations__amp;_Rules</a> <a href="https://www.indembthimphu.gov.in/pages/Mw,,">https://www.indembthimphu.gov.in/pages/Mw,,</a> |                  |               |                     |
| <b>Total</b> |  |           | <b>175</b> | <b>175</b>    |   | <b>163</b>       | <b>163</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         | Manual Books: Office Procedure,   | Fully Met        | 14.29         | Available           |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |           |       |               | 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. <a href="https://www.indembt himphu.gov.in /pages/NTY">https://www.indembt himphu.gov.in /pages/NTY</a> , |                  |               |                     |
| 4.1.2      | Vernacular/ Local Language  | Fully Met | 14.29 | 14.29         | <a href="https://www.indembt himphu.gov.in /pages/NTY">https://www.indembt himphu.gov.in /pages/NTY</a> ,  | Fully Met        | 14.29         | Available           |
| <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         | Red Book was updated in 2020 and IFS (PLCA) Rules Book in 2016   | Fully Met        | 28.57         | Available           |
| <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          | Details of electronic information available at   | Fully Met        | 9.52          | Available           |

| Sr. No | Details of disclosure                                 | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|        |   |           |       |               | our website w<br>ww.indembthi<br>mphu.gov.in<br>and the link is<br>https://www.in<br>dembthimphu.<br>gov.in/pages/<br>NTY,   |                  |               |                     |
| 4.3.2  | Name/ title of the document/record/ other information | Fully Met | 9.52  | 9.52          | General Information, C<br>onsular/Passp<br>ort/Visa<br>Services, OCI<br>Services,<br>Welfare<br>services and<br>other related<br>information is<br>available at htt<br>ps://www.inde<br>mbthimphu.go<br>v.in/pages/Mg<br>,, Media and<br>Publicity<br>related<br>information is<br>available at htt<br>ps://www.inde<br>mbthimphu.go<br>v.in/pages/Mw<br>,,<br>Development | Fully Met        | 9.52          | Available           |

| Sr. No | Details of disclosure    | Category  | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|--------------------------|-----------|-------|---------------|---|------------------|---------------|---------------------|
|        |                          |           |       |               | Partnership related information is available at <a href="https://www.indembthimphu.gov.in/pages/NA">https://www.indembthimphu.gov.in/pages/NA</a> ,, Education and scholarship related information at <a href="https://www.indembthimphu.gov.in/pages/NQ">https://www.indembthimphu.gov.in/pages/NQ</a> ,, Other requisite information is available at <a href="http://www.indembthimphu.gov.in">www.indembthimphu.gov.in</a> |                  |               |                     |
| 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 <a href="http://www.indembthimphu.gov.in">http://www.indembthimphu.gov.in</a>  | Fully Met        | 9.52          | Available           |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|-----------------------|----------|-------|---------------|---|------------------|---------------|---------------------|
|        |                       |          |       |               | <p>ps://www.inde<br/>mbthimphu.go<br/>v.in/pages/Mg<br/>,, Media and<br/>Publicity<br/>related<br/>information is<br/>available at htt<br/>ps://www.inde<br/>mbthimphu.go<br/>v.in/pages/Mw<br/>”<br/>Development<br/>Partnership<br/>related<br/>information is<br/>available at htt<br/>ps://www.inde<br/>mbthimphu.go<br/>v.in/pages/NA<br/>,, Education<br/>and<br/>scholarship<br/>related<br/>information at<br/>https://www.in<br/>dembthimphu.<br/>gov.in/pages/<br/>NQ,, Other<br/>requisite<br/>information is<br/>available at w</p> |                  |               |                     |

| Sr. No     | Details of disclosure  | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |  |           |       |               | ww.indembthi<br>mphu.gov.in  |                  |               |                     |
| <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          | Details provided at URL https://www.indembthi<br>mphu.gov.in/pages/MzE, Embassy of India PO Box:193, Jungshina Thimphu Tel: +975-2-32216 2, Fax: +975-2-323195 web: www.indembt<br>himphu.gov.in | Fully Met        | 7.14          | Available           |
| 4.4.2      | Details of information made available  | Fully Met | 7.14  | 7.14          | All details are available at w<br>ww.indembthi<br>mphu.gov.in General Information, C<br>onsular/Passp<br>ort/Visa Services, OCI Services, Welfare services and other related                     | Fully Met        | 7.14          | Available           |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|-----------------------|----------|-------|---------------|---|------------------|---------------|---------------------|
|        |                       |          |       |               | <p>information is available at <a href="https://www.indembthimphu.gov.in/pages/Mg">https://www.indembthimphu.gov.in/pages/Mg</a>, Media and Publicity related information is available at <a href="https://www.indembthimphu.gov.in/pages/Mw">https://www.indembthimphu.gov.in/pages/Mw</a></p> <p>” Development Partnership related information is available at <a href="https://www.indembthimphu.gov.in/pages/NA">https://www.indembthimphu.gov.in/pages/NA</a>, Education and scholarship related information at <a href="https://www.indembthimphu.gov.in/pages/NQ">https://www.indembthimphu.gov.in/pages/NQ</a>, Other requisite</p> |                  |               |                     |

| Sr. No     | Details of disclosure   | Category  | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|-----------|-------|---------------|--|------------------|---------------|---------------------|
|            |   |           |       |               | information is available at <a href="http://www.indembthimphu.gov.in">www.indembthimphu.gov.in</a> General   |                  |               |                     |
| 4.4.3      | Working hours of the facility   | Fully Met | 7.14  | 7.14          | 0900 hrs to 1730 hrs <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> ,   | 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 <a href="https://www.indembthimphu.gov.in/pages/MzE">https://www.indembthimphu.gov.in/pages/MzE</a> ,  | Fully Met        | 7.14          | Available           |
| <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          | Personal meetings and visits, letters, emails, MADAD Portal, CPGRAMS and PG Portal <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , | Fully Met        | 3.57          | Available           |
| 4.5.2      | Details of applications received under RTI and information provided             | Fully Met | 3.57  | 3.57          | RTI Applications   | Not Applicable   | 0             | Not Applicable      |



| Sr. No | Details of disclosure   | Category       | Marks | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|----------------|-------|---------------|--|------------------|---------------|---------------------|
|        |   |                |       |               | are received on the portal h<br>ttps://rtionline.<br>gov.in/RTIMIS<br>Total 05<br>applications<br>were received<br>on 2023-24<br>out of which<br>one was<br>rejected and<br>four were<br>disposed off<br>with full<br>information<br>supplied. |                  |               |                     |
| 4.5.3  | List of completed schemes/ projects/ Programmes   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 4.5.4  | List of schemes/ projects/ programme underway   | Not Applicable | 0     | 0             | empty  | Not Applicable   | 0             | Not Applicable      |
| 4.5.5  | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Fully Met      | 3.57  | 3.57          | https://www.in<br>dembthimphu.<br>gov.in/list/Mw,<br>, https://www.i<br>ndembthimph<br>u.gov.in/listarc<br>h/Mw,,  | Partially Met    | 1.79          | Partially Available |
| 4.5.6  | Annual Report   | Not Applicable | 0     | 0             | empty  | Fully Met        | 3.57          | Available           |
| 4.5.7  | Frequently Asked Question (FAQs)  | Fully Met      | 3.57  | 3.57          | https://www.in<br>dembthimphu.<br>gov.in/pages/<br>ODI,  | Fully Met        | 3.57          | Available           |
| 4.5.8  | Any other information such as - (a) Citizen's   | Fully Met      | 3.57  | 3.57          | https://www.m  | Not Met          | 0             | Not Available       |

| Sr. No       | Details of disclosure  | Category       | Marks      | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|----------------|------------|---------------|---|------------------|---------------|---------------------|
|              | Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter |                |            |               | ea.gov.in/Images/attach/Citizen_Charter_2020.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         | Total 05 applications were received on 2023-24 out of which one was rejected and four were disposed off with full information supplied. | Not Met          | 0             | Not Available       |
| 4.6.2        | Details of appeals received and orders issued  | Fully Met      | 14.29      | 14.29         | No Appeal was received in 2023-24   | Not Met          | 0             | Not Available       |
| <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   | Not Applicable | 0          | 0             | empty   | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b> |  |                | <b>161</b> | <b>161</b>    |   | <b>161</b>       | <b>127</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         | Details may be seen at our website with link https://www.indemphu.gov.in/pages/NTY,   | Fully Met        | 20.00         | Available           |

| 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<br>-(a) Dates of audit carried out , (b) Report of the audit carried out                          | Fully Met | 20    | 20.00         | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.indembthimphu.gov.in/pages/NTY</a> , Third Party Audit for the Self Appraisal Report 2022-23 of the Mission was audited in September 2023 by SSFIS and the audited report is available and Central Information Commission's Portal. | Partially Met    | 10.00         | Partially 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,  | Fully Met        | 20.00         | Available           |

| Sr. No       | Details of disclosure  | Category       | Marks     | Obtained Mark | Remarks  | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|----------------|-----------|---------------|--|------------------|---------------|---------------------|
|              |  |                |           |               | Munirka, New Delhi-110067 in September 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  | 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  | Not Applicable   | 0             | Not Applicable      |
| <b>Total</b> |  |                | <b>60</b> | <b>60</b>     |  | <b>60</b>        | <b>50</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         | <a href="https://www.indembthimphu.gov.in/pages/NTY">https://www.in dembthimphu. gov.in/pages/ NTY</a> , <a href="https://www.indembthimphu.gov.in/">https://w ww.indembthi mphu.gov.in/</a> | Partially Met    | 12.50         | Partially Available |
| <b>6.2</b>   | <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, certificate valid till 26 February 2025   | Not Met          | 0             | Not Available       |
| 6.2.2        | Does the website show the certificate on the Website?  | Fully Met      | 12.5      | 12.50         | Certificate is available at  | Not Met          | 0             | Not Available       |

| Sr. No      | Details of disclosure | Category | Marks | Obtained Mark | Remarks   | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|-------------|-----------------------|----------|-------|---------------|---|------------------|---------------|---------------------|
|             |                       |          |       |               | the link provided below <a href="https://www.indembt.himphu.gov.in/pages/NTY">https://www.indembt.himphu.gov.in/pages/NTY</a> , |                  |               |                     |
| Total       |                       |          | 50    | 50            |   | 50               | 13            |                     |
| Grand Total |                       |          | 613   | 613           |   | 589              | 419           |                     |