

Self appraisal report for Year (2023-24)

Auditor Agency: SACHCHIDANAND PANDEY(National Power Training Institute)

Ministry Name: Ministry of Power

Department Name:

Public Authority Name: North Eastern Electric Power Corporation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
1.1.2	Head of the organization	Fully Met	1.28	1.28	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
1.1.4	Function and duties	Fully Met	1.28	1.28	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
1.1.5	Organization Chart	Fully Met	1.28	1.28	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
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	neepco.co.in/r ti	Fully Met	1.28	DATA FOUND
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	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND

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1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.2.4	Exercised	Fully Met	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.2.5	Work allocation	Fully Met	1.54	1.54	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
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	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.3.2	Final decision making authority	Fully Met	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	neepco.co.in/r ti	Fully Met	1.54	DATA FOUND
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	neepco.co.in/ generation	Partially Met	0.77	ACTUAL DATA NOT FOUND
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	neepco.co.in/r eports/mou	Partially Met	0.77	ACTUAL DATA NOT FOUND
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	neepco.co.in/ generation	Fully Met	1.54	DATA FOUND
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	neepco.co.in/r eports/mou	Fully Met	1.54	DATA FOUND
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	neepco.co.in/ publicgrievances/pgportal.gov.in	Fully Met	1.54	DATA FOUND

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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.	Fully Met	1.92	1.92	neepco.co.in/r ti	Fully Met	1.92	DATA FOUND
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	neepco.co.in/r ti	Partially Met	0.96	ACTUAL DATA NOT FOUND
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	neepco.co.in/r ti	Fully Met	1.92	DATA FOUND
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	neepco.co.in/r ti	Fully Met	1.92	DATA FOUND
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	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	neepco.co.in/r ti	Fully Met	0.96	DATA FOUND
1.7.2	Composition	Fully Met	0.96	0.96	neepco.co.in/r ti	Fully Met	0.96	DATA FOUND
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	neepco.co.in/r ti	Fully Met	0.96	DATA FOUND
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	neepco.co.in/r ti	Fully Met	0.96	DATA FOUND
1.7.5	Powers and functions	Fully Met	0.96	0.96	neepco.co.in/r ti	Partially Met	0.48	ACTUAL DATA NOT FOUND
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	NA
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	NA

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1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
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	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
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	Fully Met	3.85	3.85	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	neepco.co.in/r ti	Fully Met	3.85	DATA FOUND
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	DATA NOT FOUND
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	DATA NOT FOUND
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	neepco.co.in/r ti	Fully Met	1.92	DATA FOUND
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	neepco.co.in/r ti	Partially Met	0.96	ACTUAL DATA NOT FOUND

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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]	Partially Met	7.69	3.85	neepco.co.in/r ti	Partially Met	3.85	ACTUAL DATA NOT FOUND
Total			97	89		97	65	
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	neepco.co.in/r ti	Fully Met	10.00	DATA FOUND
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	neepco.co.in/r ti	Fully Met	10.00	DATA FOUND
2.1.3	Proposed expenditures	Fully Met	10	10.00	neepco.co.in/r ti	Fully Met	10.00	DATA FOUND
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	neepco.co.in/r ti	Fully Met	10.00	DATA FOUND
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	neepco.co.in/r ti	Fully Met	10.00	DATA FOUND
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Met	16.67	0	empty	Not Met	0	DATA NOT FOUND
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Not Met	16.67	0	empty	Not Met	0	DATA NOT FOUND
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	Fully Met	16.67	16.67	neepco.co.in/t ender	Fully Met	16.67	DATA FOUND

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	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.							
2.3	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	Not Applicable	0	NA
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	NA
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	NA
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	NA
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Fully Met	50	50.00	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND

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	both houses of the parliament.							
Total			150	117		150	67	
3	Publicity Band 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 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	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA

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3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Fully Met	16.67	16.67	neepco.co.in/r ti	Fully Met	16.67	DATA FOUND
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	neepco.co.in/r ti	Fully Met	16.67	DATA FOUND
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	neepco.co.in/r ti	Partially Met	8.34	ACTUAL DATA NOT FOUND
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	neepco.co.in	Partially Met	25.00	ACTUAL DATA NOT FOUND
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	neepco.co.in	Fully Met	25.00	DATA FOUND
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	neepco.co.in	Fully Met	25.00	DATA FOUND
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	neepco.co.in	Fully Met	25.00	DATA FOUND

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3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	neepco.co.in	Fully Met	25.00	DATA FOUND
Total			200	200		200	167	
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	English	Fully Met	14.29	14.29	neepco.co.in/r ti	Fully Met	14.29	DATA FOUND
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Partially Met	7.15	ACTUAL DATA NOT FOUND
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	neepco.co.in/r ti	Fully Met	28.57	DATA FOUND
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	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.3.3	Location where available	Fully Met	9.52	9.52	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.4.2	Details of information made available	Fully Met	7.14	7.14	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	neepco.co.in/r ti	Not Met	0	DATA NOT FOUND
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	neepco.co.in	Fully Met	3.57	DATA FOUND

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	neepco.co.in/r ti	Fully Met	20.00	DATA FOUND
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	neepco.co.in/r ti	Partially Met	10.00	ACTUAL DATA NOT FOUND
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	Not Applicable	0	0	empty	Not Applicable	0	NA
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	DATA NOT FOUND
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	DATA NOT FOUND
Total			80	40		80	30	
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							
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	neepco.co.in/r ti	Fully Met	25.00	Data Found
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	Fully Met	12.5	12.50	neepco.co.in	Fully Met	12.50	Data Found
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	neepco.co.in	Fully Met	12.50	Data Found
Total			50	50		50	50	
Grand Total			777	682		777	515	