

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: Consulate General of India, Hambantota, Sri Lanka

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	https://www.cgihambantota.gov.in/page/about-us/	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.cgihambantota.gov.in/page/consul-general/	Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.cgihambantota.gov.in/	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.cgihambantota.gov.in/page/right-to-	Fully Met	1.28	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	information/ https://www.cgihambantota.gov.in/page/right-to-information/	Partially Met	0.64	Partially 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.cgihambantota.gov.in/page/right-to-information/	Fully Met	1.92	Available
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.cgihambantota.gov.in/page/right-to-information/	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.cgihambantota.gov.in/page/right-to-information/	Fully Met	1.92	Available
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.cgihambantota.gov.in/page/right-to-information/	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	https://www.cgihambantota.gov.in/page/right-to-	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.2	Final decision making authority	Fully Met	1.54	1.54	information/ https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	1.54	Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.cgihambantota.gov.in/page/right-to-information/	Partially Met	0.77	Partially Available
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.cgihambantota.gov.in/page/right-to-information/	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.cgihambantota.gov.in/page-links/?page=passport-visa-services&type=main	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.cgihambantota.gov.in/page-li	Fully Met	1.54	Available

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					nks/?page=passport-visa-services&type=main			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.gihambantota.gov.in/page-links/?page=passport-visa-services&type=main	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.gihambantota.gov.in/page-links/?page=passport-visa-services&type=main	Partially Met	0.77	Partially Available
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.gihambantota.gov.in/page/right-to-information/	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.gihambantota.gov.in/page/right-to-information/	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.gihambantota.gov.in/page/ri	Fully Met	2.60	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	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.cgihambantota.gov.in/page/right-to-information/	Fully Met	3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.cgihambantota.gov.in/page/right-to-information/	Not Met	0	Not Available
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	https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.2	Composition	Fully Met	0.96	0.96	https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.5	Powers and functions	Fully Met	0.96	0.96	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	ght-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.cgihambantota.gov.in/page/list-of-officers/	Fully Met	3.85	Available

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1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.cgihambantota.gov.in/page/list-of-officers/	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.cgihambantota.gov.in/page/right-to-information/	Fully Met	3.85	Available
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.cgihambantota.gov.in/page/right-to-information/	Not Applicable0		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.cgihambantota.gov.in/page/right-to-information/	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.cgihambantota.gov.in/page/right-to-information/	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 Applicable0		0	empty	Not Applicable0		Not Applicable
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Not Applicable0		0	empty	Not Applicable0		Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI(Section 26)							
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	Fully Met	1.92	1.92	https://www.cghambantota.gov.in/content/1687763449iGOT%20Certificate.pdf	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.cghambantota.gov.in/page/right-to-information/	Not Met	0	Not 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]	Fully Met	7.69	7.69	https://www.cghambantota.gov.in/page/right-to-information/	Not Applicable	0	Not Applicable
Total			89	89		67	59	
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.cghambantota.gov.in/page/right-to-information/	Fully Met	10.00	Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.cghambantota.gov.in/page/right-to-information/	Fully Met	10.00	Available

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					gov.in/page/right-to-information/ https://www.cgihambantota.gov.in/page/right-to-information/			
2.1.3	Proposed expenditures	Fully Met	10	10.00		Fully Met	10.00	Available
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Met	0	Not Available
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Monthly cash account containing all expenditure details, vouchers, supporting documents, and sanctions, is being submitted to the Ministry in accordance with extant guidelines	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 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	Fully Met	10	10.00	All tenders and procurement advertisements are published on the website and relevant Gol portals as	Fully Met	10.00	Available

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	contract is to be executed.				mandated by GFR. Details for FY 2024-25 are available under RTI disclosure on the website: https://www.cgihambantota.gov.in/content/Contract-Details.pdf https://www.cgihambantota.gov.in/content/Procurement-Details.pdf			
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	20.00	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	Local tours and temporary duty of all officials/officers including HOP are provisioned in	Not Met	0	Not Available

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					the budget and accounted for based on sanctions issued by Competent Authorities. Relevant cash accounts along with all supporting documents are submitted to the Ministry on monthly basis			
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	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
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	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

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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	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	Not Applicable	0	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Not Applicable	0	0	empty	Fully Met	50.00	Available
Total			90	90		140	110	
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 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	Fully Met	12.5	12.50	https://www.cgihambantota.gov.in/page/right-to-information/	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	Not Applicable	0	0	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	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 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	Not Applicable
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
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	Information pertaining to work/ procurement contracts including tenders and advertisements are published on Post's website. Data	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pertaining to FY 2024-25 is available under RTI disclosure at: https://www.cgihambantota.gov.in/content/Praocurement-Details.pdf https://www.cgihambantota.gov.in/content/Contract-Details.pdf			
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	Matters pertaining to public dealing and procurement are carried out in accordance with GFR provisions and other GOI guidelines and are published on Post's website	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	Fully Met	16.67	16.67	Matters pertaining to public dealing	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	interactive- Outline the arrangement for consultation before formulation of policy				and procurement are carried out in accordance with GFR provisions and other GOI guidelines and are published on Post's website			
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	https://www.gihambantota.gov.in/	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	https://www.gihambantota.gov.in/page/right-to-information/	Fully Met	25.00	Available
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Available at the reception in Chancery premises	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	https://www.gihambantota.gov.in/	Fully Met	25.00	Available
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	The user manual is available in	Fully Met	25.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					print at a nominal cost of LKR 100 and is available free of cost digitally			
Total			213	213		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	https://www.cgihambantota.gov.in/page/right-to-information/	Not Met	0	Not Available
4.1.2	English	Fully Met	9.52	9.52	https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	9.52	Available
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Met	0	Not 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	The latest Manual Handbook as per RTI website is linked on the Post's RTI page: https://www.cgihambantota.gov.in/	Fully Met	28.57	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					page/right-to-information/			
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	https://www.gihambantota.gov.in/	Fully Met	9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.gihambantota.gov.in/	Fully Met	9.52	Available
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.gihambantota.gov.in/	Fully Met	9.52	Available
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	https://www.gihambantota.gov.in/page/right-to-information/	Fully Met	7.14	Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.gihambantota.gov.in/page/right-to-information/	Fully Met	7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.gihambantota.gov.in/page/right-to-information/	Fully Met	7.14	Available
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.gihambantota.gov.in/page/right-to-	Fully Met	7.14	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					information/			
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	https://www.cgihambantota.gov.in/page/right-to-information/	Fully Met	4.10	Available
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	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	Contracts and procurements executed by the Post during FY 2024-25 are available at: https://www.cgihambantota.gov.in/content/Contract-Details.pdf https://www.cgihambantota.gov.in/content/Procurement-Details.pdf	Fully Met	4.10	Available
4.5.5	Annual Report	Not Applicable	0	0	empty	Fully Met	4.10	Available
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.cgihambantota.gov.in/page/right-to-	Partially Met	2.05	Partially Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	information/ Timelines of various consular services provided by the Post are mentioned on the respective pages on Post's website (https://www.cgihambantota.gov.in/page-links/?page=passport-visa-services&type=main). Annual consular report highlighting Post's adherence to the prescribed timelines is furnished to the Ministry as per extant guidelines. Last such report for calendar year	Partially Met	2.05	Partially Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2024 was submitted to the Ministry on 28 January 2025			
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	https://www.ckgihambantota.gov.in/page/right-to-information/	Fully Met	14.29	Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.ckgihambantota.gov.in/page/right-to-information/	Fully Met	14.29	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	Fully Met	28.57	28.57	All Parliamentary Questions received by this Post are replied to within the prescribed timeframe and submitted to the Ministry for onward submission to the concerned Parliament	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Secretariats			
Total			178	178		163	140	
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	https://www.cgihambantota.gov.in/page/right-to-information/	Partially Met	10.00	Partially 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	https://www.cgihambantota.gov.in/page/right-to-information/ Last audit report: https://www.cgihambantota.gov.in/content/Auditor-Self-appraisal-2023-24-RTI.pdf Last voluntary audit was submitted by this Post on 15 May 2024	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	Not Applicable	0	0	empty	Not Met	0	Not Available
5.1.4	Consultancy committee of key stake holders for	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers							
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
Total			40	40		60	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 [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	All information pertaining to the Post's functioning is disseminated on the website (https://www.cgihambantota.gov.in/) Specific data, reports, contracts, and procurement details are published under RTI mandatory disclosure on the website (https://www.cgihambantota.gov.in/page/rig)	Partially Met	12.50	Partially Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ht-to-information/)			
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, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	As per Ministry's directives, STQC certification is currently on hold pending an agreement with Ministry of Electronics and Information Technology. However, as directed by Ministry, Security Audit of the website was carried out and the "safe to host" certificate issued by the auditor is available on the website (https://www.cgi	Not Met	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					hambantota.gov.in/content/Audit_Certificate_2025.pdf)			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	As stated above, in accordance with Ministry's instructions the security audit of the website was carried out and the certificate is available on the Post's website: https://www.cgihambantota.gov.in/content/Audit_Certificate_2025.pdf	Not Met	0	Not Available
Total			50	50		50	13	
Grand Total			660	660		630	502	