

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: 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.cghambantota.gov.in/page/rti/	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.28	Available

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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	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.28	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	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	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.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.cghambantota.gov.in/page/rti/	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gihambantota.gov.in/page/rti/			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	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.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.c gihambantota.gov.in/page/rti/	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.ghambantota.gov.in/page/rti/	Fully Met	1.54	Available
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	https://www.ghambantota.gov.in/page/rti/	Fully Met	1.92	Available
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.ghambantota.gov.in/page/rti/	Fully Met	1.92	Available
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.ghambantota.gov.in/page/rti/	Fully Met	1.92	Available
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.ghambantota.gov.in/page/rti/	Not Applicable0		Not Applicable
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.ghambantota.gov.in/page/rti/	Fully Met	3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.ghambantota.gov.in/page/rti/	Fully Met	3.85	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.	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
1.7.2	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
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	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.ghambantota.gov.in/page/rti/	Fully Met	3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.ghambantota.gov.in/page/rti/	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.ghambantota.gov.in/page/rti/	Fully Met	3.85	Available
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.ghambantota.gov.in/page/rti/	Not Applicable	0	Not Applicable
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://www.ghambantota.gov.in/page/rti/	Fully Met	3.85	Available

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://www.cghambantota.gov.in/page/rti/	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/rti/	Fully Met	10.00	Available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.cghambantota.gov.in/page/rti/	Fully Met	10.00	Available
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.cghambantota.gov.in/page/rti/	Not Applicable	0	Not Applicable
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://www.cghambantota.gov.in/page/rti/	Fully Met	16.67	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	Not Applicable	0	0	empty	Not Met	0	Not Available
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded	Fully Met	16.67	16.67	https://www.cghambantota.gov.in/page/rti/	Partially Met	8.34	Partially Available

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://www.cgihambantota.gov.in/page/rti/	Not Applicable	0	Not Applicable
Total			123	123		80	55	
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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://www.cgihambantota.gov.in/page/rti/	Fully Met	12.50	Available
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	Fully Met	12.5	12.50	https://www.cgihambantota.gov.in/page/rti/	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
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	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

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	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
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	https://www.cghambantota.gov.in/news.php	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	Fully Met	16.67	16.67	https://www.cghambantota.gov.in/news.php	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	Fully Met	16.67	16.67	https://www.cghambantota.gov.in/news.php	Not Applicable	0	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.cghambantota.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.cghambantota.gov.in/page/rti	Fully Met	25.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Available at the reception in the Chancery	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.cgi.hambantota.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 print at LKR 50 and is available free of cost digitally.	Fully Met	25.00	Available
Total			225	225		163	163	
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	https://www.cgi.hambantota.gov.in/page/rti/	Fully Met	14.29	Available
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Fully Met	14.29	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 recent manual is as per the version available on RTIMIS	Fully Met	28.57	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					website			
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 faculty	Fully Met	7.14	7.14	https://www.gihambantota.gov.in/page/rti/	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/rti/	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/rti/	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/rti/	Fully Met	7.14	Available
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.gihambantota.gov.in/page/rti/	Fully Met	3.57	Available

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	All the parliament questions are replied to promptly and within the time limits. The compiled list may be available at the relevant parliament websites.	Not Applicable	0	Not Applicable
Total			175	175		161	152	
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.eghambantota.gov.in/page/rti/	Fully Met	20.00	Available
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://www.eghambantota.gov.in/page/rti/	Partially Met	10.00	Dates of audit carried out is not given on the website
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	Not Applicable
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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		40	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	https://www.cgi.hambantota.gov.in/	Partially Met	12.50	Partially Available
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met	0	Not Available
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Not Available
Total			25	25		50	13	
Grand Total			671	671		559	478	