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 a	nd duties[Section	on 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://www.c gihambantota. gov.in/page/rti		1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.c gihambantota. gov.in/page/rti		1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.c gihambantota. gov.in/page/rti		1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.c gihambantota. gov.in/page/rti		1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.c gihambantota. gov.in/page/rti /		1.28	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		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	https://www.c gihambantota. gov.in/page/rti	Fully Met	1.28	Available
1.2	Power and duties of its officers and employee	s[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.c gihambantota. gov.in/page/rti		1.54	Available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.c gihambantota. gov.in/page/rti		1.54	Available
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.c gihambantota. gov.in/page/rti		1.54	Available
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.c gihambantota. gov.in/page/rti		1.54	Available
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.c gihambantota. gov.in/page/rti		1.54	Available
1.3	Procedure followed in decision making proce	ss [Section	4(1)(b)(iii))]				
1.3.1	Process of decision making Identify key decision making points		1.54	1.54	https://www.c gihambantota. gov.in/page/rti		1.54	Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.c	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		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		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		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		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		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		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		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.c gihambantota gov.in/page/rt /		1.54	Available
1.5	Rules, regulations, instructions manual and	records for d	lischargin	g function	s[Section 4(1)	(b)(v)]		
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://www.c gihambantota gov.in/page/rt /		1.92	Available
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.c gihambantota gov.in/page/rt		1.92	Available
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.c gihambantota gov.in/page/rt		1.92	Available
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.c gihambantota gov.in/page/rt		le0	Not Applicable
1.6	Categories of documents held by the authori	ty under its o	control[Se	ection 4(1)((b) (vi)]			
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://www.c gihambantota gov.in/page/rt /		3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.c gihambantota gov.in/page/rt		3.85	Available
1.7	Boards, Councils, Committees and other Boo	dies constitu	ted as pa	rt of the Pu	blic Authority	Section 4(1)(b)(viii)]	'
1.7.1	Name of Boards, Council, Committee etc.	Not Applica	ble0	0	empty	Not Applicab	le0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
1.7.2	Composition	Not Applicable	e0	0	empty	Not Applicable		Not Applicable
1.7.3	Dates from which constituted	Not Applicable		0	empty	Not Applicable		Not Applicable
1.7.4	Term/ Tenure	Not Applicable	e0	0	empty	Not Applicable	0	Not Applicable
1.7.5	Powers and functions	Not Applicable	e0	0	empty	Not Applicable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Not Applicable		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	e0	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.c gihambantota. gov.in/page/rti		3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.c gihambantota. gov.in/page/rti		3.85	Available
1.9	Monthly Remuneration received by officers &	emplovees in	cludina	system of	compensatio	n[Section 4(1)	(b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://www.c gihambantota. 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.c gihambantota. gov.in/page/rti		0	Not Applicable
1.10	Name, designation and other particulars of pu	blic informati	on offic	ers[Sectio	n 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.c gihambantota gov.in/page/rti /		3.85	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.c gihambantota. gov.in/page/rti		3.85	Available
1.11	No. Of employees against whom Disciplinary a	action has bee	n prop	osed/ take	n(Section 4(2))		
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
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	Fully Met	1.92	1.92	https://www.c gihambantota. gov.in/page/rti		0	Not Applicable
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://www.c gihambantota. gov.in/page/rti		0	Not Applicable
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.c gihambantota. gov.in/page/rti		1.92	Available
1.13	Transfer policy and transfer orders[F No. 1/6/2	011- IR dt. 15.	4.2013					
1.13.1			7.69	7.69	https://www.c gihambantota. gov.in/page/rti		0	Not Applicable
Total	·		83	83		65	65	
2	Budget and Programme							

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.c gihambantota gov.in/page/rti		10.00	Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.c gihambantota gov.in/page/rti		10.00	Available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.c gihambantota gov.in/page/rti		10.00	Available
2.1.4	Revised budget for each agency, if any	Not Applicable	e0	0	empty	Not Applicable	e0	Not Applicable
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.c gihambantota gov.in/page/rti		e0	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.c gihambantota gov.in/page/rti		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	e0	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.c gihambantota gov.in/page/rti		8.34	Partially Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.							
2.3	Manner of execution of subsidy programme [S	Section 4(i)(b)	(xii)]					
2.3.1	Name of the programme of activity	Not Applicable	· /-	0	empty	Not Applicabl	e0	Not Applicable
2.3.2	Objective of the programme	Not Applicable	e0	0	empty	Not Applicable		Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	e0	0	empty	Not Applicabl	e0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	90	0	empty	Not Applicabl	e0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	90	0	empty	Not Applicabl	e0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	90	0	empty	Not Applicabl	e0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	e0	0	empty	Not Applicabl	e0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	90	0	empty	Not Applicable	9 0	Not Applicable
2.4	Discretionary and non-discretionary grants [F	No. 1/6/2011	-IR dt. 1	5.04.2013]				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	90	0	empty	Not Applicable	9 0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	90	0	empty	Not Applicable	e0	Not Applicable
2.5	Particulars of recipients of concessions, perm	its of authori	zations	granted by	the public	authority[Section	n 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	90	0	empty	Not Applicable	e0	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	eO	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2	2013]						

Sr. No	Details of disclosure	Category I	Marks	Obtained Mark			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.c gihambantota. gov.in/page/rti		0	Not Applicable
Total			123	123		80	55	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation formulation of policy or implementation there	•		•		•	elation to	the
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		12.5	12.50	https://www.c gihambantota. 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		12.5	12.50	https://www.c gihambantota. gov.in/page/rti		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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
	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	e0	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	e0	0	empty	Not Applicable	0	Not Applicable
3.2	Are the details of policies / decisions, which a	ffect public, in	nforme	to them[S	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		16.67	16.67	https://www.c gihambantota. gov.in/news.p hp		90	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		16.67	16.67	https://www.c gihambantota. gov.in/news.p hp		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.c gihambantota. gov.in/news.p hp		0	Not Applicable
3.3	Dissemination of information widely and in su	ch form and r	nanner	which is e	asily accessib	le to the publi	c [Section	n 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.c gihambantota. gov.in/		50.00	Available
3.4	Form of accessibility of information manual/ h	andbook[Sec	tion 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://www.c gihambantota gov.in/page/rti		25.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		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 availa	ble free of co	ost or no	t [Section	4(1)(b)]			
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://www.c gihambantota gov.in/		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/Handb	ook Availabl	e [F No.	1/6/2011-IF	R dt. 15.4.2013]		
4.1.1	English	Fully Met	14.29	14.29	https://www.c gihambantota gov.in/page/rti		14.29	Available
4.1.2	Vernacular/ Local Language	Not Applicab	le0	0	empty	Fully Met	14.29	Available
4.2	When was the information Manual/Handbook I			/6/2011-IR				
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		Auditor Category	Auditor Marks	Auditor Remarks/UR
					website	J		
4.3	Information available in electronic form[Section	on 4(1)(b)(xi	v)]					
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://www.c gihambantota. gov.in/		9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.c gihambantota. gov.in/	· ·	9.52	Available
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.c gihambantota. gov.in/	-	9.52	Available
4.4	Particulars of facilities available to citizen for	obtaining ir	nformatio	n[Section 4	l(1)(b)(xv)]			
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://www.c gihambantota gov.in/page/rti /		7.14	Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.c gihambantota. gov.in/page/rti		7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.c gihambantota. gov.in/page/rti		7.14	Available
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://www.c gihambantota. gov.in/page/rti		7.14	Available
4.5	Such other information as may be prescribed	under Sect	ion 4(i) (b	(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.c gihambantota. gov.in/page/rti	•	3.57	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://www.c gihambantota. gov.in/page/rti		0	Not Available
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	e0	0	empty	Not Applicable	0	Not Applicable
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	e0	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.c gihambantota. gov.in/page/rti	,	1.79	Partially Available
4.5.6	Annual Report	Not Applicable0		0	empty	Not Applicable0		Not Applicable
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.c gihambantota. gov.in/page/rti		3.57	Available
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	https://www.c gihambantota. gov.in/page/rti		0	Not Available on the website
4.6	Receipt & Disposal of RTI applications & appe	eals [F.No 1/6/2	2011-IR	dt. 15.04.2	2013]			
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://www.c gihambantota. gov.in/page/rti		14.29	Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.c gihambantota. gov.in/page/rti		14.29	Available
4.7	Replies to questions asked in the parliament[□ Section 4(1)(d))(2)]		1			I

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			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	-					_	
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.c gihambantota. gov.in/page/rti		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.c gihambantota. gov.in/page/rti		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	Remarks	Auditor	Auditor	Auditor	
				Mark		Category	Marks	Remarks/URL	
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information	Not Applicable	e0	0	empty	Not Applicable	9 0	Not Applicable	
	under RTI - (a) Dates from which constituted, (b)								
	Name & Designation of the Officers								
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	Fully Met	25	25.00	https://www.c	Partially Met	12.50	Partially	
	minimum resort to use of RTI Act to obtain				gihambantota			Available	
	information				gov.in/				
6.2	Guidelines for Indian Government Websites (GIGW) is follo	wed (re	leased in F	ebruary, 2009	and included	in the C	entral	
	Secretariat Manual of Office Procedures (CSN Personnel, Publ	IOP) by Depar	tment c	of Administ	trative Reform	s and Public (Grievanc	es, Ministry of	
6.2.1	Whether STQC certification obtained and its	Not Applicable	9 0	0	empty	Not Met	0	Not Available	
	validity								
6.2.2	Does the website show the certificate on the Website?	Not Applicable	9 0	0	empty	Not Met	0	Not Available	
6.2.2 Total	Does the website show the certificate on the	Not Applicable	e0 25	0 25	empty	Not Met 50	0 13	Not Available	