

Self appraisal report for Year (2023-24)

Auditor Agency: Sunil Dutt(National Institute of Technical Teachers Training & Research (Ministry of Education, Govt. of India), Sector-26, Chandigarh 160 019 (India).)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: The Marine Products Export Development Authority

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	www.mpeda.gov.in	Fully Met	1.28	https://mpeda.gov.in/ ; https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	www.mpeda.gov.in	Fully Met	1.28	https://mpeda.gov.in/?page_id=400 ; https://mpeda.gov.in/?page_id=514
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	www.mpeda.gov.in	Fully Met	1.28	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in			above
1.1.4	Function and duties	Fully Met	1.28	1.28	www.mpeda.gov.in	Fully Met	1.28	Same as above
1.1.5	Organization Chart	Fully Met	1.28	1.28	www.mpeda.gov.in	Fully Met	1.28	https://mpeda.gov.in/?page_id=501
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	www.mpeda.gov.in	Fully Met	1.28	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf ; https://mpeda.gov.in/?page_id=386 ; https://mpeda.gov.in/?page_id=400 ; https://mpeda.gov.in/?page_id=514 ; https://mpeda.gov.in/?page_id=494 ; https://mpeda.gov.in/wp-content/uploads/2023/09/REGISTRATION_AUTHOR

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ITY_2022.pdf
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	www.mpeda.gov.in	Fully Met	1.54	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as above
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as above
1.2.4	Exercised	Partially Met	1.54	0.77	www.mpeda.gov.in	Fully Met	1.54	Same as above
1.2.5	Work allocation	Partially Met	1.54	0.77	www.mpeda.gov.in	Fully Met	1.54	Same as above
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	www.mpeda.gov.in	Fully Met	1.54	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in			above
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Partially Met	1.54	0.77	www.mpeda.gov.in	Partially Met	0.77	MPEDA, Kochi is advised to provide/upload complete detail
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	1.54	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as above
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.4	Time-limit for achieving the targets	Partially Met	1.54	0.77	www.mpeda.gov.in	Partially Met	0.77	MPEDA, Kochi is advised to provide/upload complete detail
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.mpeda.gov.in	Fully Met	1.54	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	1.92	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	www.mpeda.gov.in	Fully Met	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	www.mpeda.gov.in	Fully Met	1.92	Same as above
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.mpeda.gov.in	Fully Met	1.92	Same as above
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.1	Categories of documents	Partially Met	3.85	1.93	www.mpeda.gov.in	Fully Met	3.85	Now available at: https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	www.mpeda.gov.in	Fully Met	3.85	Same as above
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	www.mpeda.gov.in	Fully Met	0.96	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf ; https://mpeda.gov.in/?page_id=400 ; https://mpeda.gov.in/?page_id=494 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								023/09/RECONSTITUTION_AUTHORITY_2022.pdf
1.7.2	Composition	Partially Met	0.96	0.48	www.mpeda.gov.in	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www.mpeda.gov.in	Fully Met	0.96	Same as above
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.mpeda.gov.in	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	www.mpeda.gov.in	Fully Met	0.96	Same as above
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	www.mpeda.gov.in	Fully Met	0.96	Same as above
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	www.mpeda.gov.in	Partially Met	0.48	MPEDA, Kochi is advised to provide/upload complete detail
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	www.mpeda.gov.in	Partially Met	0.48	Same as above
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	www.mpeda.gov.in	Fully Met	3.85	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09 .

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								2024.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.mpeda.gov.in	Fully Met	3.85	Same as above
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	www.mpeda.gov.in	Fully Met	3.85	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.mpeda.gov.in	Partially Met	1.93	MPEDA, Kochi is advised to provide/upload complete detail
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	www.mpeda.gov.in	Fully Met	3.85	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.10.2	Address, telephone numbers and email ID of	Fully Met	3.85	3.85	www.mpeda.gov.in	Fully Met	3.85	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	each designated official.				ov.in			above
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	www.mpeda.gov.in	Fully Met	3.85	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www.mpeda.gov.in	Fully Met	3.85	Same as above
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.mpeda.gov.in	Fully Met	1.92	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www.mpeda.gov.in	Partially Met	0.96	MPEDA, Kochi is advised to provide/upload complete detail
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.mpeda.gov.in	Fully Met	1.92	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	ov.in www.mpeda.gov.in	Fully Met	1.92	Guidelines on RTI are updated and published on regular intervals; Last update is as on 23.09.2024
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	www.mpeda.gov.in	Fully Met	7.69	https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
Total			100	95		100	95	
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	www.mpeda.gov.in	Fully Met	10.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf

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2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	www.mpeda.gov.in	Fully Met	10.00	Same as above
2.1.3	Proposed expenditures	Fully Met	10	10.00	www.mpeda.gov.in	Fully Met	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	www.mpeda.gov.in	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	www.mpeda.gov.in	Fully Met	10.00	Same as above; https://mpeda.gov.in/?page_id=2365
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	www.mpeda.gov.in	Fully Met	16.67	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	16.67	Same as above
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	Partially Met	16.67	8.34	www.mpeda.gov.in	Partially Met	8.34	Same as above; https://mpeda.gov.in/?page_id=1162 ; MPEDA, Kochi is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.							advised to provide/upload complete detail
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	As per MPEDA, Kochi, it is NOT applicable
2.3.2	Objective of the programme	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	www.mpeda.gov.in	Not Applicable	0	Same as above
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	Partially Met	25	12.50	www.mpeda.gov.in	Partially Met	12.50	MPEDA, Kochi is advised to provide/upload complete detail
2.4.2	Annual accounts of all legal entities who are	Fully Met	25	25.00	www.mpeda.gov.in	Partially Met	12.50	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	provided grants by public authorities				ov.in			above
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	Fully Met	25	25.00	www.mpeda.gov.in	Partially Met	12.50	MPEDA, Kochi is advised to provide/upload complete detail
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	Fully Met	25	25.00	www.mpeda.gov.in	Partially Met	12.50	Same as above
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.	Fully Met	50	50.00	www.mpeda.gov.in	Fully Met	50.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
Total			300	279		250	192	
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	www.mpeda.gov.in	Fully Met	12.50	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-M

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	12.50	Same as above
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Partially Met	2.78	1.39	www.mpeda.gov.in	Partially Met	1.39	MPEDA, Kochi is advised to provide/upload complete detail
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Partially Met	2.78	1.39	www.mpeda.gov.in	Partially Met	1.39	Same as above
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Partially Met	2.78	1.39	www.mpeda.gov.in	Partially Met	1.39	Same as above
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	www.mpeda.gov.in	Partially Met	1.39	Same as above
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	www.mpeda.gov.in	Partially Met	1.39	Same as above
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	Fully Met	2.78	2.78	www.mpeda.gov.in	Partially Met	1.39	Same as above
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Partially Met	2.78	1.39	www.mpeda.gov.in	Partially Met	1.39	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	www.mpeda.gov.in	Partially Met	1.39	Same as above
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	www.mpeda.gov.in	Partially Met	1.39	Same as above
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	www.mpeda.gov.in	Partially Met	8.34	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf ; MPEDA, Kochi is advised to provide/upload complete detail
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	www.mpeda.gov.in	Partially Met	8.34	Same as above
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	Partially Met	16.67	8.34	www.mpeda.gov.in	Partially Met	8.34	Same as above
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	www.mpeda.gov.in	Fully Met	50.00	https://mpeda.gov.in/ ; https://mpeda.gov.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								/?page_id=551; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	25.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
3.4.2	Information manual/handbook available in Printed format	Partially Met	25	12.50	www.mpeda.gov.in	Fully Met	25.00	Same as above
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	Partially Met	25	12.50	www.mpeda.gov.in	Fully Met	25.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
3.5.2	List of materials available At a reasonable cost of the medium	Partially Met	25	12.50	www.mpeda.gov.in	Fully Met	25.00	Same as above
Total			250	199		250	213	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	www.mpeda.gov.in	Fully Met	14.29	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	www.mpeda.gov.in	Partially Met	7.15	It is advised to upload RTI Information Manual/Handbook in Hindi
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	Partially Met	28.57	14.29	www.mpeda.gov.in	Fully Met	28.57	23.09.2024: https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Fully Met	9.52	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.mpeda.gov.in	Fully Met	9.52	Same as above
4.3.3	Location where available	Fully Met	9.52	9.52	www.mpeda.gov.in	Fully Met	9.52	Same as above
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	www.mpeda.gov.in	Fully Met	7.14	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.mpeda.gov.in	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.mpeda.gov.in	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	www.mpeda.gov.in	Fully Met	7.14	Same as above
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	www.mpeda.gov.in	Fully Met	3.57	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	www.mpeda.gov.in	Fully Met	3.57	Same as above
4.5.3	List of completed schemes/ projects/	Partially Met	3.57	1.79	www.mpeda.gov.in	Partially Met	1.79	MPEDA,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Programmes				ov.in			Kochi is advised to provide/upload complete detail
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.mpeda.gov.in	Partially Met	1.79	Same as above
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	www.mpeda.gov.in	Partially Met	1.79	https://mpeda.gov.in/?page_id=1162 ; MPEDA, Kochi is advised to provide/upload complete detail
4.5.6	Annual Report	Fully Met	3.57	3.57	www.mpeda.gov.in	Fully Met	3.57	https://mpeda.gov.in/?page_id=2365
4.5.7	Frequently Asked Question (FAQs)	Partially Met	3.57	1.79	www.mpeda.gov.in	Partially Met	1.79	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf ; MPEDA, Kochi is advised to provide/upload complete detail

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Partially Met	3.57	1.79	www.mpeda.gov.in	Partially Met	1.79	https://mpeda.gov.in/wp-content/uploads/2020/08/Citizen_s_charter.pdf; MPEDA, Kochi is advised to provide/upload complete detail
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	www.mpeda.gov.in	Fully Met	14.29	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.mpeda.gov.in	Fully Met	14.29	Same as above
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	www.mpeda.gov.in	Partially Met	14.29	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf; MPEDA, Kochi is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								advised to provide/upload complete detail
Total			200	173		200	170	
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	www.mpeda.gov.in	Fully Met	20.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Partially Met	10.00	MPEDA, Kochi is advised to provide/upload complete detail
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	www.mpeda.gov.in	Fully Met	20.00	https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	Fully Met	20	20.00	www.mpeda.gov.in	Partially Met	10.00	MPEDA, Kochi is advised to pro

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	officers							vide/upload complete detail
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	Fully Met	20	20.00	www.mpeda.gov.in	Partially Met	10.00	Same as above
Total			100	100		100	70	
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	www.mpeda.gov.in	Fully Met	25.00	https://mpeda.gov.in/ ; https://mpeda.gov.in/?page_id=551 ; https://mpeda.gov.in/wp-content/uploads/2024/09/RTI-MANUAL-OF-MPEDA-As-on-23.09.2024.pdf
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	www.mpeda.gov.in	Not Met	0	MPEDA, Kochi is advised to obtain STQC certification and uploading the same

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www.mpeda.gov.in	Not Met	0	Same as above
Total			50	50		50	25	
Grand Total			1000	896		950	764	