

Self appraisal report for Year (2021-22)

Auditor Agency: NITTTR Chandigarh

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: Sikkim University

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	Sikkim University	Fully Met	1.28	https://cus.ac.in/index.php/en/
1.1.2	Head of the organization	Fully Met	1.28	1.28	Vice Chancellor	Fully Met	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information; https://cus.ac.in/index.php/en/governance-2/statutory-officers/the-vice-chancellor
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cus.ac.in/index.php/en/	Fully Met	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information; https://cus.ac.in/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%201.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information/19-home/2492-manuale	Fully Met	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information ; https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%201.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information	Fully Met	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%201.pdf
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://cus.ac.in/index.php/en/	Fully Met	1.28	https://cus.ac.in/index.php/en/information-3/rti/basic-information ; https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%201.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								tps://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%201.pdf; Also available under the link: Schools
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://cus.ac.in/index.php/en/information-3/rti/basic-information/19-home/2492-manuale	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%202.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual11e	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%202.pdf
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%202.pdf ; https://cus.ac.in/index.php/en/su-rules

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.4	Exercised	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%202.pdf
1.2.5	Work allocation	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/information-3/rTI/basic-information/19-home/2492-manuale	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%202.pdf
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://cus.ac.in/index.php/en/manual6e	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%203.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual6e	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%203.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%203.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.4	Time limit for taking a decisions, if any	Partially Met	1.54	0.77	depending upon the matter	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%203.pdf
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/information-3/rTI/basic-information	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%203.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	Education	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%204.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%204.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	NRIF rating	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%204.pdf
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	case to case	Fully Met	1.54	https://cus.ac.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								n/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%204.pdf
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://cus.ac.in/index.php/en/information-3/functional-bodies/grievance-redressal-cell	Fully Met	1.54	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%204.pdf ; https://cus.ac.in/index.php/en/information-3/functional-bodies/grievance-redressal-cell ; It is advised to provide a brief about its process
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://cus.ac.in/index.php/en/manual-2	Fully Met	1.92	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%205.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.92	https://cus.ac.in/images/content/dynamic/R

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								TI/MANUAL%20PDF/MANUAL%205.pdf
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://cus.ac.in/index.php/en/manual-2	Fully Met	1.92	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%205.pdf
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	As per the policy	Fully Met	1.92	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%205.pdf ; it is advised to provide link Transfer orders uploaded on University website in the RTI Manual
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://cus.ac.in/index.php/en/manua4e	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%206.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Registrar's Office	Fully Met	3.85	https://cus.ac.in/images/cont

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ent/dynamic/RTI/MANUAL%20PDF/MANUAL%206.pdf
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://cus.ac.in/index.php/en/manual5e	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.2	Composition	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/manual5e	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/manual5e	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/manual5e	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/information-	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/R

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					3/rti/basic-information/19-home/2492-manuale			TI/MANUAL%20PDF/MANUAL%207.pdf
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/information-3/rti/basic-information/19-home/2492-manuale	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/information-3/rti/basic-information/19-home/2492-manuale	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://cus.ac.in/index.php/en/information-3/rti/basic-information/19-home/2492-manuale	Fully Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%207.pdf; https://cus.ac.in/index.php/en/mom-ec-e; https://cus.ac.in/index.php/en/mom-ac-2
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://cus.ac.in	Fully Met	3.85	https://cus.ac.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/index.php/en/governance-2/administration			n/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%208.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cus.ac.in/index.php/en/governance-2/administration	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/MANUAL%20PDF/MANUAL%208.pdf
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://cus.ac.in/index.php/en/manua8e	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/PDF/Monthly%20remuneration%20received%20by%20Officers%20and%20employees.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	As prescribed in the Rules & Regulations	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/PDF/9%20(a)%20System%20of%20compensation%20as%20provided%20in%20its%20regulati

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URLs.pdf
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://cus.ac.in/index.php/en/information-3/rti/information-officers	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/PDF/10.%20Name%20and%20designation%20of%20the%20public%20information%20officer%20(PIO),%20Assistant%20Public%20Information%20officer%20(APIO)%20&%20Appellate%20Authority.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://cus.ac.in/index.php/en/information-3/rti/information-officers	Fully Met	3.85	https://cus.ac.in/images/content/dynamic/RTI/PDF/10.%20Name%20and%20designation%20of%20the%20public%20information%20officer%20(PIO),%20Assistant%20P

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ublic%20Infor mation%20offi cer%20(APIO) %20&%20App ellate%20Auth ority.pdf
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	NA	Fully Met	3.85	<a href="https://cus.ac.in/images/content/dynamic/RTI/PDF/11-No.%20Of%20em
ployees%20a
gainst%20wh
om%20Discipl
inary%20actio
n%20has%20
been%20prop
osed%20(1).p
df">https://cus.ac.in/images/content/dynamic/RTI/PDF/11-No.%20Of%20em ployees%20a gainst%20wh om%20Discipl inary%20actio n%20has%20 been%20prop osed%20(1).p df
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NA	Fully Met	3.85	<a href="https://cus.ac.in/images/content/dynamic/RTI/PDF/11-No.%20Of%20em
ployees%20a
gainst%20wh
om%20Discipl
inary%20actio
n%20has%20
been%20prop
osed%20(1).p
df">https://cus.ac.in/images/content/dynamic/RTI/PDF/11-No.%20Of%20em ployees%20a gainst%20wh om%20Discipl inary%20actio n%20has%20 been%20prop osed%20(1).p df

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL df
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	It is advised to include Programmes to advance understanding of RTI
1.12.2	Efforts to encourage public authority to participate in these programmes	Partially Met	1.92	0.96	Participated in training programmes	Partially Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/PDF/12-Programmes%20to%20advance%20understanding%20of%20RTI.pdf
1.12.3	Training of CPIO/APIO	Partially Met	1.92	0.96	NA	Partially Met	0.96	https://cus.ac.in/images/content/dynamic/RTI/PDF/12-Programmes%20to%20advance%20understanding%20of%20RTI.pdf
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	NA	Fully Met	1.92	Now updated as on 01.09.2022
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	As per the policy	Fully Met	7.69	https://cus.ac.in/images/content/dynamic/RTI/PDF/12-Programmes%20to%20advance%20understanding%20of%20RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ent/dynamic/RTI/MANUAL%20PDF/MANUAL%205.pdf; it is advised to provide link Transfer orders uploaded on University website in the RTI Manual
Total			98	94			96	
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://cus.ac.in/index.php/en/manual-9	Fully Met	10.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/14.%20Budget.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://cus.ac.in/index.php/en/manual-9	Fully Met	10.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/14.%20Budget.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://cus.ac.in/index.php/en/manual-9	Fully Met	10.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/14.%20Budget.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://cus.ac.in/index.php/en/manual-9	Fully Met	10.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/14.%20Budget.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/index.php/en/manual-9			n/images/content/dynamic/RTI/PDF/14.%20Budget.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://cus.ac.in/index.php/en/manual-9	Fully Met	10.00	It is available in Annual Reports: https://cus.ac.in/index.php/en/annual-report-e
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Applicable	0	0	empty	Partially Met	8.34	It is advised to upload complete detail
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	NA	Fully Met	16.67	https://cus.ac.in/images/content/dynamic/RTI/PDF/Foreign%20and%20Domestic%20Tours.pdf
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 above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	e-tendering	Fully Met	16.67	https://cus.ac.in/index.php/en/tenders-e; https://cus.ac.in/images/content/dynamic/RTI/PDF/26.%20Details%20of%20contracts%20entered%

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								20into%20incl uding%20nam e%20of%20th e%20contract or,%20amoun t%20of%20co ntract%20and %20period%2 0of%20compl etion%20of%2 0contract.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable0	0	0	empty	Not Applicable0	0	As per Sikkim University, it is NOT applicable;https://cus.a c.in/images/co ntent/dynamic /RTI/PDF/15. %20Manner% 20of%20Exec ution%20of%2 0Subsidy%20 Programmes. pdf
2.3.2	Objective of the programme	Not Applicable0	0	0	empty	Not Applicable0	0	As per Sikkim University, it is NOT applicable;https://cus.a c.in/images/co ntent/dynamic /RTI/PDF/15.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable;https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable;https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Manner%20of%20Execution%20of%20Subsidy%20Programmes.pdf
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	As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic/RTI/PDF/16.%20Discretionary%20and%20non-discretionary

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://cus.ac.in/index.php/en/annual-account-2	Not Applicable	0	%20grants.pdf As per Sikkim University, it is NOT applicable; https://cus.ac.in/images/content/dynamic/RTI/PDF/16.%20Discretionary%20and%20non-discretionary%20grants.pdf
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	https://cus.ac.in/index.php/en/manual10e	Fully Met	25.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/17.%20Particulars%20of%20recipients%20of%20concessions,%20permits%20of%20authorizations%20granted%20by%20the%20public%20authority.pdf
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of	Not Applicable	0	0	empty	Partially Met	12.50	It is advised to upload complete

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL detail
	authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations							
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	Now available at: https://cus.ac.in/images/content/dynamic/RTI/PDF/CAG%20&%20PAC%20Paras.pdf
Total			133	133			179	
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://cus.ac.in/index.php/en/manual-2	Not Applicable	0	As per Sikkim University, it is NOT applicable
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://cus.ac.in/index.php/en/information-3/rti/basic-information	Not Applicable	0	As per Sikkim University, it is 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	As per Sikkim University, it is 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	As per Sikkim University, it is NOT applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is 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	As per Sikkim University, it is 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	As per Sikkim University, it is NOT applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is 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	As per Sikkim University, it is NOT applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is NOT applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is 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	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is 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	Not Applicable	0	0	empty	Not Applicable	0	As per Sikkim University, it is 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	Yes, fully	Fully Met	50.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/20.2020Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20which%20is%20easily%20accessible%20to%20the%20public.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL 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	yes	Fully Met	25.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/20.20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20which%20is%20easily%20accessible%20to%20the%20public.pdf
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	yes	Fully Met	25.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/20.20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20which%20is%20easily%20accessible%20to%20the%20public.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ily%20accessible%20to%20the%20public.pdf
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	Available at https://cus.ac.in/index.php/en/	Fully Met	25.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/20.20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20which%20is%20easily%20accessible%20to%20the%20public.pdf
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Available at https://cus.ac.in/index.php/en/	Fully Met	25.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/20.20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20which%20is%20easily%20accessible%20to%20the%20public.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								0and%20man ner%20which %20is%20eas ily%20accessi ble%20ot%20t he%20public. pdf
Total			175	175			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	English	Fully Met	14.29	14.29	English and Hindi	Fully Met	14.29	https://cus.ac.in/images/content/dynamic/RTI/PDF/21.%20Languages%20in%20which%20Information%20Manual%20Handbook%20available.pdf
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Partially Met	7.15	It is advised to upload information Manual 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	Not Applicable	0	0	empty	Fully Met	28.57	Now it is updated as on 01.09.2022
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.cus.ac.in	Fully Met	9.52	https://cus.ac.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								n/images/content/dynamic/RTI/PDF/22.%20Information%20available%20in%20electronic%20form.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.cus.ac.in	Fully Met	9.52	https://cus.ac.in/images/content/dynamic/RTI/PDF/22.%20Information%20available%20in%20electronic%20form.pdf
4.3.3	Location where available	Fully Met	9.52	9.52	www.cus.ac.in	Fully Met	9.52	https://cus.ac.in/images/content/dynamic/RTI/PDF/22.%20Information%20available%20in%20electronic%20form.pdf
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.cus.ac.in under Schools & https://cus.ac.in/index.php/en/governanc	Fully Met	7.14	https://cus.ac.in/images/content/dynamic/RTI/PDF/23.%20Particulars%

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e-2/administration			20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.cus.ac.in under Schools & https://cus.ac.in/index.php/en/governance-2/administratio	Fully Met	7.14	As above in 4.4.1 above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.cus.ac.in under Schools & https://cus.ac.in/index.php/en/governance-2/administratio	Fully Met	7.14	As above in 4.4.1 above
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://cus.ac.in/index.php/en/governance-2/administrati on	Fully Met	7.14	As above in 4.4.1 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	https://cus.ac.in/index.php/en/information-3/functional-bodies/grievanc	Fully Met	3.57	https://cus.ac.in/images/content/dynamic/RTI/PDF/24.%20Other%20inf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e-redressal-cell			ormation%20as%20may%20be%20prescribed%20under%20Section%204(i)%20(b)%20(xvii).pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Details submitted in quarterly reports till date	Fully Met	3.57	https://cus.ac.in/index.php/en/information-3/rti/basic-information
4.5.3	List of completed schemes/ projects/ Programmes	Partially Met	3.57	1.79	www.cus.ac.in	Fully Met	3.57	https://cus.ac.in/images/content/dynamic/RTI/PDF/List%20of%20Projects.pdf
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Partially Met	1.79	It is advised to upload complete detail
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.cus.ac.in	Fully Met	3.57	https://cus.ac.in/images/content/dynamic/RTI/PDF/26.%20Details%20of%20contracts%20entered%20into%20including%20name%20of%20th

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								e%20contract or,%20amount%20of%20contract%20and %20period%20of%20completion%20of%20contract.pdf
4.5.6	Annual Report	Fully Met	3.57	3.57	https://cus.ac.in/index.php/en/annual-report-e	Fully Met	3.57	https://cus.ac.in/index.php/en/annual-report-e
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Fully Met	3.57	Now available at: https://cus.ac.in/images/content/dynamic/RTI/PDF/25.%20Frequently%20Asked%20Question%20(FAQs).pdf
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	Not Applicable	0	0	empty	Fully Met	3.57	RFD is available at: https://cus.ac.in/index.php/en/result-framework-document-rfd ; It is advised to upload Citizen Charter
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Details submitted in quarterly report till date	Fully Met	14.29	https://cus.ac.in/index.php/en/information-3/rti/basic-information
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Details submitted in quarterly report till date	Fully Met	14.29	https://cus.ac.in/index.php/en/information-3/rti/basic-information
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	Details submitted in quarterly report till date	Fully Met	28.57	https://cus.ac.in/images/content/dynamic/RTI/PDF/15.%20Parliamentary%20Questions%20(1).pdf
Total			146	145			191	
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://cus.ac.in/index.php/en/information-3/rti/information-officers	Fully Met	20.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/Such%20other%20information%20as%20may%20be%20prescribed%20(F.No.%201220165%20IR%20

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								dt%2017.08.2016,%20FNo.162011-%20IR%20dt.%2015.4.2013).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	Last Audit report submitted on 03.03.2021	Partially Met	10.00	Earlier SAR is uploaded but not audited. It is being done for 2021-22
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	Ms. Grace D. Chankapa Deputy Registrar (Estt.) Sikkim University 6th Mile, Samdur, P.O Tadong, Gangtok-737102 Phone: 03592-251212 (EX-18) Fax:03592-251085 E-Mail: gdchankapa@cus.ac.in	Fully Met	20.00	https://cus.ac.in/images/content/dynamic/RTI/PDF/Such%20other%20information%20as%20may%20be%20prescribed%20(F.No.%201220165%20IR%20dt%2017.08.2016,%20FNo.162011-%20IR%20dt.%2015.4.2013).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 officers	Not Applicable	0	0	empty	Not Met	0	It is advised to constitute a Consultancy committee of key stake holders for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								advice on suo-motu disclosure and upload the same
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 Met	0	It is advised to constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI and upload the same
Total			60	60			50	
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://cus.ac.in/index.php/en/information-3/rti/basic-information	Fully Met	25.00	https://cus.ac.in/index.php/en/information-3/rti/basic-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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met	0	It is advised to start the process of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								obtaining STQC certification and upload the same
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	It is advised to start the process of obtaining STQC certification and upload the same
Total			25	25			25	
Grand Total			638	632				691