

Self appraisal report for Year (2024-25)

Auditor Agency: Yogesh Patil(Indian Institute of Technology Bombay)

Ministry Name: Ministry of Chemicals & Fertilizers

Department Name: Department of Fertilisers

Public Authority Name: Rashtriya Chemicals and Fertilizers Ltd. (RCF)

| 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.rcf ltd.com/ | Fully Met | 1.28 | Okay The details of the name and organisation are available at https://www.rcf ltd.com/contact/contact |
| 1.1.2 | Head of the organization | Fully Met | 1.28 | 1.28 | https://www.rcf ltd.com/ | Fully Met | 1.28 | Okay |
| 1.1.3 | Vision, Mission and Key objectives | Fully Met | 1.28 | 1.28 | https://www.rcf ltd.com/vision-mission-value-1 | Fully Met | 1.28 | Okay |
| 1.1.4 | Function and duties | Fully Met | 1.28 | 1.28 | https://www.rcf ltd.com/hr/human-resource-1 | Fully Met | 1.28 | Okay The information is also available at a link: https://www.rcf ltd.com/public/stor |

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| | | | | | | | | age/investers/1741863619.pdf |
| 1.1.5 | Organization Chart | Fully Met | 1.28 | 1.28 | https://www.rcf ltd.com/ | Fully Met | 1.28 | Okay |
| 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.rcf ltd.com/ | Fully Met | 1.28 | Okay The information is available in the various documents at the following link https://www.rcf ltd.com/rcf-at-glance-1 , https://www.rcf ltd.com/public/storage/investers/1741863619.pdf , https://www.rcf ltd.com/directors/board-of-directors , https://www.rcf ltd.com/chairman/message , https://www.rcf ltd.com/public/storage/investers/1748508011.pdf |
| 1.2 | Power and duties of its officers and employees[Section 4(1) (b)(ii)] | | | | | | | |

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|--------|--|-----------|-------|---------------|---|------------------|---------------|---|
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | Fully Met | 1.92 | 1.92 | https://www.rcf ltd.com/ | Fully Met | 1.92 | Okay The information is available in various documents at the following links https://www.rcf ltd.com/public/storage/investers/1741863619.pdf , https://www.rcf ltd.com/hr/human-resource-1 , https://www.rcf ltd.com/hrd/hrd-1 , https://www.rcf ltd.com/files/standing%20order.pdf , https://rcf ltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf |
| 1.2.2 | Power and duties of other employees | Fully Met | 1.92 | 1.92 | https://www.rcf ltd.com/ | Fully Met | 1.92 | Same as |

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| | | | | | fltd.com/ | | | above |
| 1.2.3 | Rules/ orders under which powers and duty derived and exercised | Fully Met | 1.92 | 1.92 | https://www.rcfltd.com/ | Fully Met | 1.92 | Same as above |
| 1.2.4 | Work allocation | Fully Met | 1.92 | 1.92 | https://www.rcfltd.com/ | Fully Met | 1.92 | 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 | https://www.rcfltd.com/ | Fully Met | 1.54 | Okay The information is available in various documents at the following links https://www.rcfltd.com/public/storage/investers/1741863619.pdf , https://www.rcfltd.com/hr/human-resource-1 , https://www.rcfltd.com/hrd/hrd-1 , https://www.rcfltd.com/files/standing%20order.pdf , https://rcfltd.com/files/RCF%20Employees%20CDA%20Rules%20200 |

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| | | | | | | | | 5-with%20Amendments%20up%20to%2001_10_2024.pdf |
| 1.3.2 | Final decision making authority | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.3.3 | Related provisions, acts, rules etc. | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.3.4 | Time limit for taking a decisions, if any | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.3.5 | Channels of supervision and accountability | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 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.rcf ltd.com/ | Fully Met | 1.54 | Okay The information is available in various documents at the following links https://www.rcf ltd.com/public/storage/investers/1741863619.pdf , https://www.rcf ltd.com/hr/human-resource-1 , https://www.rcf ltd.com/hrd/hrd-1 , https://ww |

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| | | | | | | | | w.rcf ltd.com/files/standing%20order.pdf, https://rcf ltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf |
| 1.4.2 | Norms/ standards for functions/ service delivery | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.4.3 | Process by which these services can be accessed | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.4.4 | Time-limit for achieving the targets | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above |
| 1.4.5 | Process of redressal of grievances | Fully Met | 1.54 | 1.54 | https://www.rcf ltd.com/ | Fully Met | 1.54 | Same as above. Further grievance can be lodged as an employee or external use at the link: https://www.rcf ltd.com/vigilances/grievance-redress-and-monitoring- |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL system |
|------------|--|-----------|-------|---------------|---|------------------|---------------|---|
| 1.5 | Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)] | | | | | | | |
| 1.5.1 | Title and nature of the record/ manual /instruction. | Fully Met | 2.6 | 2.60 | https://www.rcf ltd.com/ | Fully Met | 2.60 | Okay The information is available in various documents at the following links https://www.rcf ltd.com/public/storage/investers/1741863619.pdf , https://www.rcf ltd.com/hr/human-resource-1 , https://www.rcf ltd.com/hrd/hrd-1 , https://www.rcf ltd.com/files/standing%20order.pdf , https://rcf ltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.p |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL df |
|------------|--|-----------|-------|---------------|---|------------------|---------------|--|
| 1.5.2 | List of Acts, rules, regulations, instructions, manuals and records. | Fully Met | 2.6 | 2.60 | https://www.rcflt.com/ | Fully Met | 2.60 | Same as above |
| 1.5.3 | Acts/ Rules/ manuals, etc. | Fully Met | 2.6 | 2.60 | https://www.rcflt.com/ | Fully Met | 2.60 | Same as above |
| 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.rcflt.com/ | Fully Met | 3.85 | Okay |
| 1.6.2 | Custodian of documents/categories | Fully Met | 3.85 | 3.85 | https://www.rcflt.com/ | Not Met | 0 | Not mentioned. |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | | | | | | | |
| 1.7.1 | Name of Boards, Council, Committee etc. | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Fully Met | 0.96 | Okay |
| 1.7.2 | Composition | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Fully Met | 0.96 | Okay |
| 1.7.3 | Dates from which constituted | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | No information is provided in the pdf sent through an email. |
| 1.7.4 | Term/ Tenure | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | Same as above |
| 1.7.5 | Powers and functions | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | Same as above |
| 1.7.6 | Whether their meetings are open to the public? | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | Same as above |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | Same as above |
| 1.7.8 | Place where the minutes if open to the public are available? | Fully Met | 0.96 | 0.96 | https://www.rcflt.com/ | Not Met | 0 | Same as above |
| 1.8 | Directory of officers and employees[Section 4(1) (b) (ix)] | | | | | | | |

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|-------------|---|-----------|-------|---------------|---|------------------|---------------|--|
| 1.8.1 | Name and designation | Fully Met | 3.85 | 3.85 | https://www.rcf ltd.com/ | Fully Met | 3.85 | Okay |
| 1.8.2 | Telephone , fax and email ID | Fully Met | 3.85 | 3.85 | https://www.rcf ltd.com/ | Not Met | 0 | Information is not provided |
| 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 | Not Met | 3.85 | 0 | empty | Not Met | 0 | Information is not provided |
| 1.9.2 | System of compensation as provided in its regulations | Fully Met | 3.85 | 3.85 | As per DPE | Not Met | 0 | Information is not provided |
| 1.10 | Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)] | | | | | | | |
| 1.10.1 | Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority | Fully Met | 3.85 | 3.85 | https://www.rcf ltd.com/ | Fully Met | 3.85 | Okay |
| 1.10.2 | Address, telephone numbers and email ID of each designated official. | Fully Met | 3.85 | 3.85 | https://www.rcf ltd.com/ | Fully Met | 3.85 | Okay |
| 1.11 | Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013) | | | | | | | |
| 1.11.1 | Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings | Fully Met | 3.85 | 3.85 | Nil | Fully Met | 3.85 | Okay |
| 1.11.2 | (ii) Finalised for minor penalty or major penalty proceedings | Fully Met | 3.85 | 3.85 | Nil | Fully Met | 3.85 | Okay |
| 1.12 | Programmes to advance understanding of RTI(Section 26) | | | | | | | |
| 1.12.1 | Educational programmes | Not Met | 1.92 | 0 | empty | Partially Met | 0.96 | Okay |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | Not Met | 1.92 | 0 | empty | Partially Met | 0.96 | Okay |
| 1.12.3 | Training of CPIO/APIO | Fully Met | 1.92 | 1.92 | Nominated for training | Partially Met | 0.96 | Okay |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | Fully Met | 1.92 | 1.92 | https://www.rcf ltd.com/ | Not Met | 0 | Information is not provided/a available on the website |
| 1.13 | Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013] | | | | | | | |

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|--------------|--|----------------|------------|---------------|--------------------|------------------|---------------|--|
| 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 requirement | Fully Met | 7.69 | Okay |
| Total | | | 100 | 92 | | 100 | 74 | |
| 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 | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that Budget is not applicable. The PA has its share capital. |
| 2.1.2 | Budget for each agency and plan & programmes | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.1.3 | Proposed expenditures | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.1.4 | Revised budget for each agency, if any | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.1.5 | Report on disbursements made and place where the related reports are available | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.1.6 | Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. | Not Applicable | 0 | 0 | empty | Partially Met | 5.00 | Okay https://rcf ltd.com/corrigendum/market ing-tenders (Some reports unable to generate from the system. |
| 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 | Not Applicable | 0 | Okay PA has |

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| | | | | | | | | mentioned that it is not applicable. |
| 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 Applicable | 0 | Same as above |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | | | | | | | |
| 2.3.1 | Name of the programme of activity | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that it is not applicable. |
| 2.3.2 | Objective of the programme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.3 | Procedure to avail benefits | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.4 | Duration of the programme/ scheme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.5 | Physical and financial targets of the programme | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.7 | Eligibility criteria for grant of subsidy | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as above |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable | 0 | 0 | empty | 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 | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that it is not |

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|--------------|---|----------------|----------|---------------|---------|------------------|---------------|---|
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Same as 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 | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that it is not applicable. |
| 2.5.2 | For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations | Not Applicable | 0 | 0 | empty | Not Applicable | 0 | 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. | Not Applicable | 0 | 0 | empty | Fully Met | 50.00 | Okay. PA has mentioned 'NIL' CAG and PAC paras |
| Total | | | 0 | 0 | | 60 | 55 | |
| 3 | Publicity and Public interface | | | | | | | |
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | | | | | | | |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Not Met | 12.5 | 0 | empty | Fully Met | 12.50 | Okay The information is available in various documents at the following links https://www.rcfltd.com/ |

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|--------|--|----------|-------|---------------|---------|------------------|---------------|---|
| | | | | | | | | public/storage/investers/1741863619.pdf, https://www.rcfltd.com/hr/human-resource-1, https://www.rcfltd.com/hrd/hrd-1, https://www.rcfltd.com/files/standing%20order.pdf, https://rcfltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf, https://rcfltd.com/files/Citizens_Charter.pdf |
| 3.1.2 | a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI | Not Met | 12.5 | 0 | empty | Not Applicable | 0 | Okay The PA has mentioned that it is not applicable. |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
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| | applicants | | | | | | | |
| 3.1.3 | Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.4 | Public- Private Partnerships (PPP)- Detailed project reports (DPRs) | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.5 | Public- Private Partnerships (PPP)- Concession agreements. | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.6 | Public- Private Partnerships (PPP)- Operation and maintenance manuals | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.7 | Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | 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 | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.9 | Public- Private Partnerships (PPP) -Information relating to outputs and outcomes | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.10 | Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | Same as above |
| 3.1.11 | Public- Private Partnerships (PPP) - All payment made under the PPP project | Not Met | 2.78 | 0 | empty | Not Applicable | 0 | 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 | Not Met | 16.67 | 0 | empty | Not Applicable | 0 | Okay The PA has mentioned 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 | Not Met | 16.67 | 0 | empty | Not Applicable | 0 | Same as above |

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|------------|---|----------|-------|---------------|---------|------------------|---------------|---|
| | - Outline the Public consultation process | | | | | | | |
| 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 Met | 16.67 | 0 | empty | Not Applicable | 0 | 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) | Not Met | 50 | 0 | empty | Fully Met | 50.00 | Okay https://www.rcfltd.com/ |
| 3.4 | Form of accessibility of information manual/ handbook[Section 4(1)(b)] | | | | | | | |
| 3.4.1 | Information manual/handbook available in electronic format | Not Met | 25 | 0 | empty | Fully Met | 25.00 | Okay The information is available in various documents at the following links https://www.rcfltd.com/public/storage/investers/1741863619.pdf , https://www.rcfltd.com/hr/human-resource-1 , https://www.rcfltd.com/hrd/hrd-1 , https://www.rcfltd.com/files/standing%20order.pdf , https://rcfltd.co |

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| | | | | | | | | m/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf, https://rcfld.com/files/Citizens_Charter.pdf |
| 3.4.2 | Information manual/handbook available in printed format | Not Met | 25 | 0 | empty | Fully Met | 25.00 | Okay |
| 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 | Not Met | 25 | 0 | empty | Fully Met | 25.00 | Okay The information is available in various documents at the following links https://www.rcfld.com/public/storage/investers/1741863619.pdf , https://www.rcfld.com/hr/human-resource-1 , https://www.rcfld.com/hrd/hrd |

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|--------------|--|----------|------------|---------------|---------|------------------|---------------|---|
| | | | | | | | | -1, https://www.rcfltd.com/files/standing%20order.pdf , https://rcfltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf , https://rcfltd.com/files/Citizens_Charter.pdf |
| 3.5.2 | List of materials available at a reasonable cost of the medium | Not Met | 25 | 0 | empty | Fully Met | 25.00 | Same as above |
| Total | | | 250 | 0 | | 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 | Hindi | Not Met | 9.52 | 0 | empty | Partially Met | 4.76 | Okay |
| 4.1.2 | English | Not Met | 9.52 | 0 | empty | Fully Met | 9.52 | Okay |
| 4.1.3 | Vernacular/ Local Language | Not Met | 9.52 | 0 | empty | Not Met | 0 | Okay |
| 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 Met | 28.57 | 0 | empty | Fully Met | 28.57 | Okay |
| 4.3 | Information available in electronic form[Section 4(1)(b)(xiv)] | | | | | | | |
| 4.3.1 | Details of information available in electronic form | Not Met | 9.52 | 0 | empty | Fully Met | 9.52 | Okay https://www.rcfltd.com/files/RTI%20Manual%20U |

| 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 | Not Met | 9.52 | 0 | empty | Fully Met | 9.52 | <p data-bbox="1951 159 2166 277">d.com/files/Citizens_Charter.pdf</p> <p data-bbox="1951 277 2166 1441">Okay RTI Manual The information is available in various documents at the following links https://www.rcfltd.com/public/storage/investers/1741863619.pdf, https://www.rcfltd.com/hr/human-resource-1, https://www.rcfltd.com/hrd/hrd-1, https://www.rcfltd.com/files/standing%20order.pdf, https://rcfltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20</p> |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|----------|-------|---------------|---------|------------------|---------------|---|
| | | | | | | | | up%20to%2001_10_2024.pdf, https://rcfld.com/files/Citizens_Charter.pdf |
| 4.3.3 | Location where available | Not Met | 9.52 | 0 | empty | 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 facility | Not Met | 7.14 | 0 | empty | Fully Met | 7.14 | Okay The information is available in various documents at the following links https://www.rcfld.com/public/storage/investers/1741863619.pdf , https://www.rcfld.com/hr/human-resource-1 , https://www.rcfld.com/hrd/hrd-1 , https://www.rcfld.com/files/standing%20order.pdf , https://rcfld.com/files/RCF% |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---------------------------------------|----------|-------|---------------|---------|------------------|---------------|---|
| | | | | | | | | <p>20Employees %20CDA%20 Rules%20200 5-with%20Am endments%20 up%20to%20 01_10_2024.p df, https://rcflt.com/files/Citizens_Charter.pdf Information can also be sought through RTI Application.</p> |
| 4.4.2 | Details of information made available | Not Met | 7.14 | 0 | empty | Fully Met | 7.14 | <p>The information is available in various documents at the following links https://www.rcfltd.com/public/storage/investers/1741863619.pdf, https://www.rcfltd.com/hr/human-resource-1, https://www.rcfltd.com</p> |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|---|----------|-------|---------------|---------|------------------|---------------|--|
| | | | | | | | | d.com/hrd/hrd-1, https://www.rcfltd.com/files/standing%20order.pdf , https://rcfltd.com/files/RCF%20Employees%20CDA%20Rules%202005-with%20Amendments%20up%20to%2001_10_2024.pdf , https://rcfltd.com/files/Citizens_Charter.pdf |
| 4.4.3 | Working hours of the facility | Not Met | 7.14 | 0 | empty | Fully Met | 7.14 | Okay 10AM-5PM (Mentioned in the pdf file) |
| 4.4.4 | Contact person & contact details (Phone, fax, email) | Not Met | 7.14 | 0 | empty | Fully Met | 7.14 | Okay https://www.rcfltd.com/rti/rti-1 , https://www.rcfltd.com/contact/contact , https://www.rcfltd.com/hr/human-resource-1 |
| 4.5 | Such other information as may be prescribed under Section 4(i) (b)(xvii) | | | | | | | |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|---|----------|-------|---------------|---------|------------------|---------------|--|
| 4.5.1 | Grievance redressal mechanism | Not Met | 4.1 | 0 | empty | Fully Met | 4.10 | Okay https://rcfld.com/vigilances/grievance-redress-and-monitoring-system#:~:text=1-%20Citizen%20can%20login%20by%20using%20registered%20Email,the%20concerned%20officer.%20Click%20Here%20to%20Create%20Grievance |
| 4.5.2 | List of completed schemes/ projects/ Programmes | Not Met | 4.1 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that it is not applicable. |
| 4.5.3 | List of schemes/ projects/ programme underway | Not Met | 4.1 | 0 | empty | Not Applicable | 0 | Okay PA has mentioned that it is not applicable. |
| 4.5.4 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Not Met | 4.1 | 0 | empty | Partially Met | 2.05 | Provision to get information is made at a link https://www.rcfld.com/aoc.php . However, |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|---|----------|------------|---------------|---------|------------------|---------------|--|
| | | | | | | | | the link does not provide the requested information. |
| 4.5.5 | Annual Report | Not Met | 4.1 | 0 | empty | Fully Met | 4.10 | Okay https://www.rcfltd.com/investerrelations/annual-reports |
| 4.5.6 | Frequently Asked Question (FAQs) | Not Met | 4.1 | 0 | empty | Not Met | 0 | Okay PA has mentioned 'Nil'. |
| 4.5.7 | Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter | Not Met | 4.1 | 0 | empty | Fully Met | 4.10 | Okay https://www.rcfltd.com/citizen-charter-1 |
| 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 | Not Met | 14.29 | 0 | empty | Partially Met | 7.15 | Okay https://www.rcfltd.com/rti/rti-1 |
| 4.6.2 | Details of appeals received and orders issued | Not Met | 14.29 | 0 | empty | Partially Met | 7.15 | Okay https://www.rcfltd.com/rti/rti-1 |
| 4.7 | Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)] | | | | | | | |
| 4.7.1 | Details of questions asked and replies given | Not Met | 28.57 | 0 | empty | Fully Met | 28.57 | Okay PA has mentioned 'Nil'. |
| Total | | | 200 | 0 | | 192 | 157 | |
| 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 | Not Met | 20 | 0 | empty | Fully Met | 20.00 | https://www.rcfltd.com/rti/rti- |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------------|--|-----------|------------|---------------|---|------------------|---------------|--|
| | | | | | | | | 1 |
| 5.1.2 | Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out | Not Met | 20 | 0 | empty | Not Met | 0 | Information not available. |
| 5.1.3 | Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers | Not Met | 20 | 0 | empty | Fully Met | 20.00 | Okay https://www.rcfld.com/rti/rti-1 |
| 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 Met | 20 | 0 | empty | Not Met | 0 | Information is not available. |
| 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 Met | 20 | 0 | empty | Not Met | 0 | Information is not available. |
| Total | | | 100 | 0 | | 100 | 40 | |
| 6 | Information Disclosed on own Initiative | | | | | | | |
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)] | | | | | | | |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | Fully Met | 25 | 25.00 | https://www.rcfld.com/ | Fully Met | 25.00 | Okay https://www.rcfld.com/ |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India) | | | | | | | |
| 6.2.1 | Whether STQC certification obtained and its validity | Fully Met | 12.5 | 12.50 | https://www.rcfld.com/ | Not Met | 0 | STQC certification be obtained and upload on the website. |
| 6.2.2 | Does the website show the certificate on the Website? | Fully Met | 12.5 | 12.50 | https://www.rcfld.com/ | Not Met | 0 | Same as above |

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|--------|-----------------------|----------|------------|---------------|---------|------------------|---------------|---------------------|
| | | | 50 | 50 | | 50 | 25 | |
| | | | 700 | 142 | | 665 | 514 | |