

Self appraisal report for Year (2025-26)

Auditor Agency: DR R K SHARMA(Mahatma Gandhi State Institute of Public Administration)

Ministry Name: UT of Chandigarh

Department Name:

Public Authority Name: Government Industrial Training Institute, Chandigarh

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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	http://www.itichd28.edu.in/Info/ViewMessages.aspx	empty	Fully Met	1.28	The required information has been disclosed and is available on the website.
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://www.itichd28.edu.in/Info/ViewMessages.aspx	empty	Fully Met	1.28	The required information has been disclosed and is available on the website.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.itichd28.edu.in/Info/datapages.aspx?Id=20	empty	Fully Met	1.28	The required information has been disclosed and is available on the website.
1.1.4	Function and duties	Fully Met	1.28	1.28	http://www.itichd28.edu.in/Attachment/639221297858846	empty	Fully Met	1.28	The required information

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					335_.pdf				has been disclosed and is available on the website.
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://www.itichd28.edu.in/Attemptment/639221297858846335_.pdf		Fully Met	1.28	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	1.28	Complete historical details of HoDs and Committees/Commissions constituted from time to time should also be disclosed.
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	1.92	1.92	http://www.itichd28.edu.in/Attemptment/639221297858846335_.pdf		Fully Met	1.92	The required information has been disclosed and is available on the website.
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	http://www.itichd28.edu.in/Attemptment/639221297858846335_.pdf		Fully Met	1.92	The required information has been disclosed and

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									is available on the website.
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	1.92	The required information has been disclosed and is available on the website.
1.2.4	Work allocation	Fully Met	1.92	1.92	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	1.92	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on

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									the website.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf		Fully Met	1.54	The required information has been disclosed and is available on the website.

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Attempt/639221297858846335_.pdf	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	0.96	The required information has been disclosed and is available on the website.
1.7.2	Composition	Fully Met	0.96	0.96	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	0.96	The required information has been disclosed and is available on the website.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	0.96	The required information has been disclosed and is available on the website.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	0.96	The required

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					o/Achievements.aspx?Id=63				information has been disclosed and is available on the website.
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://www.itichd28.edu.in/info/Achievements.aspx?Id=63	empty	Fully Met	0.96	The required information has been disclosed and is available on the website.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8.1	Name and designation	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Attachment/639221297858846	empty	Fully Met	3.85	The required information

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					335_.pdf				has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	3.85	The required information has been disclosed and is available on the website.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	3.85	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx?Id=35	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx?Id=35	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
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	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx?Id=35	empty	Fully Met	3.85	The required

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	whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings				o/AttachmentDataPages.aspx?Id=35				information has been disclosed and is available on the website.
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx?Id=35	empty	Fully Met	3.85	The required information has been disclosed and is available on the website.
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Not Met	1.92	0	empty	empty	Fully Met	1.92	The required information has been disclosed and is available on the website.
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	empty	Fully Met	1.92	The required information has been disclosed and is available on the website.
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	empty	Fully Met	1.92	The required information has been disclosed and is available on the website.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx	empty	Fully Met	1.92	The required information

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					x?id=35				has been disclosed and is available on the website.
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]	Not Met	7.69	0	empty	empty	Not Met	0	not met
Total			97	84			97	90	
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://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	10.00	The required information has been disclosed and is available on the website.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	10.00	The required information has been disclosed and is available on the website.
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	10.00	The required information has been disclosed and is available on the website.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	10.00	The required information has been

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									disclosed and is available on the website.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	10.00	The required information has been disclosed and is available on the website.
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.	Fully Met	10	10.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Partially Met	5.00	No tender/procurement/award/contract details or explicit Nil disclosure are provided.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	Fully Met	20	20.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	20.00	The required information has been disclosed and is available on the website.
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,	Fully Met	20	20.00	https://www.itichd28.edu.in/Attachment/639221297858846335_.pdf	empty	Fully Met	20.00	The required information has been disclosed and is available on

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	(b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit								
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	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public

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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	empty	Partially Met	25.00	Relevant CAG/PAC paras and ATRs should be disclosed,
Total			150	150			200	170	
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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]								
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://www.itichd28.edu.in/info/Downloads.aspx	empty	Fully Met	12.50	The required information has been disclosed and is available on the website.
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 applicants	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.

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3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
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	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
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	Fully Met	16.67	16.67	http://www.itichd28.edu.in/info/ViewNews.aspx	empty	Fully Met	16.67	The required information

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	announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year								has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/info/ViewNews.aspx	empty	Fully Met	16.67	The required information has been disclosed and is available on the website.
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	http://www.itichd28.edu.in/info/ViewNews.aspx	empty	Fully Met	16.67	The required information has been disclosed and is available on the website.
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	http://www.itichd28.edu.in/Home.aspx	empty	Fully Met	50.00	The required information has been disclosed and is available on the website.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]								
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://www.itichd28.edu.in/info/Downloads.aspx	empty	Fully Met	25.00	The required information has been disclosed and is available on the website.

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3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://www.itichd28.edu.in/info/Downloads.aspx	empty	Fully Met	25.00	The required information has been disclosed and is available on the website.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://www.itichd28.edu.in/info/Downloads.aspx	empty	Fully Met	25.00	The required information has been disclosed and is available on the website.
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
Total			188	188			188	188	
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	empty	Not Met	0	Non-availability in Hindi does not itself justify treating the requirement as N.A.
4.1.2	English	Fully Met	9.52	9.52	http://www.itichd28.edu.in/Attemptment/639160804734246393_.pdf	empty	Fully Met	9.52	The required information has been disclosed and is available on

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									the website.
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	Prospectus in Local Language on Admission Portal during Admission Period	empty	Fully Met	9.52	The required information has been disclosed and is available on the website.
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]								
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	August 2026	empty	Fully Met	28.57	The required information has been disclosed and is available on the website.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]								
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	http://www.itichd28.edu.in/Hoempty me.aspx	empty	Fully Met	9.52	The required information has been disclosed and is available on the website.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Prospectus	empty	Fully Met	9.52	The required information has been disclosed and is available on the website.
4.3.3	Location where available	Fully Met	9.52	9.52	http://www.itichd28.edu.in/Infempty o/Downloads.aspx	empty	Fully Met	9.52	The required information has been disclosed and is available on

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4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]								
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	7.14	The required information has been disclosed and is available on the website.
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	7.14	The required information has been disclosed and is available on the website.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	7.14	The required information has been disclosed and is available on the website.
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	http://www.itichd28.edu.in/Attemptyachment/639221297858846335_.pdf		Fully Met	7.14	The required information has been disclosed and is available on the website.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)								
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	http://www.itichd28.edu.in/info/DataPages.aspx?Id=41	empty	Fully Met	4.10	The required information has been disclosed and is available on

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4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	http://www.itichd28.edu.in/info/DataPages.aspx?Id=35	empty	Fully Met	14.29	The required information has been disclosed and is available on the website.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://www.itichd28.edu.in/info/DataPages.aspx?Id=35	empty	Fully Met	14.29	The required information has been disclosed and is available on the website.
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Not Available on Institute Website but hard copy of the same available in the Office of Principal	empty	Fully Met	28.57	The required information has been disclosed and is available on the website.
Total			192	178			188	178	
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	http://www.itichd28.edu.in/Info/AttachmentDataPages.aspx?Id=35	empty	Fully Met	20.00	The required information has been disclosed and is available on the website.
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	empty	Fully Met	20.00	The required information has been disclosed and

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Website of the Institute designed by SPIC, UT, Chandigarh and all GIGW guidelines have been followed	empty	Partially Met	6.25	No STQC certificate number, date or validity is disclosed
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	empty	Not Applicable	0	The item is not applicable to the Public Authority.
Total			50	38			38	31	
Grand Total			777	718			811	757	