

SUMMARY REPORT

Third Party RTI Audit Summary Report for

Shree Chitra Triunal Institute for Medical Sciences and Technology

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

IRMRA conducted Third-Party Audit of the Proactive Disclosure of Shree Chitra Triunal Institute for Medical Sciences and Technology under the RTI Act, 2005 from 8 to 10 August 2021. The Audit Team headed by Dr Kasilingam Rajkumar (Director) with other team members Dr Rupesh Rohan (Assistant Director), Mr T. V. Sethumadhavan (Assistant Director) & Mr Prakash Sejwal (Faculty Member) successfully carried out an audit in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the Standards for the Professional Practice of Third-Party Auditing.

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed Shree Chitra Triunal Institute for Medical Sciences and Technology Self appraisal report for Year (2020-21) and its website <https://www.sctimst.ac.in/> in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

- i. Suo motu disclosure of more items under Section 4.
- ii. Guidelines for digital publication of proactive disclosure under Section
- iii. Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
- iv. Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

- i. Organisation and Functions
- ii. Budget and Programme
- iii. Publicity and Public Interface

- iv. E-Governance
- v. Information as may be Prescribed
- vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of Shree Chitra Triunal Institute for Medical Sciences and Technology as Public Authority for sharing required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like;

- i. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
- ii. Process of decision making Identify key decision-making points is not fully defined.
- iii. No Manual/handbook on RTI is available in Hindi on the website or in printed form.
- iv. More detailed information on Performance against the benchmarks set in the Citizen's Charter of the Organisation needs to be put up in the public domain through website and other media.
- v. Guidelines for Indian Government Websites (version 2.0) An Integral Part of Central Secretariat Manual of Office Procedure, February 2019: Second Edition must be followed and obtain STQC certification.
- vi. Information related to procurement is not summarised. This mechanism is restricting the public to access the information. Hence SCTIMST needs to create a mechanism which is accessible to public at large.

IRMRA would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.

Date: 10th August,2021



A handwritten signature in black ink, appearing to read "Kasilingam Rajkumar".

Dr. Kasilingam Rajkumar
Director

Self appraisal report for Year (2020-21)

Auditor Agency: Indian Rubber Manufacturers Research Ass

Ministry Name: Ministry of Science & Technology

Department Name: Department of Science & Technology

Public Authority Name: Shree Chitra Triunal Institute for Medical Sciences and Technology

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	Sree Chitra Tirunal Institute for Medical Sciences & Technology, Trivandrum Thiruvananthapuram - 695 011, Kerala, India. http://www.sctimst.ac.in/	Fully Met	1.28	Cited URL by the Public Authority is correct- Category "Fully Met".
1.1.2	Head of the organization	Fully Met	1.28	1.28	Director https://www.sctimst.ac.in/About%20SCTIMST/Key%20People/?id=Director	Fully Met	1.28	https://www.sctimst.ac.in/About%20SCTIMST/Key%20People/?id=Director URL cited by the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.sctimst.ac.in/About%20SCTIMST/Vision%20and%20Mission/ https://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf	Fully Met	1.28	Public Authority is correct. Category "Fully Met". https://www.sctimst.ac.in/About%20SCTIMST/Vision%20and%20Mission/ URL cited by the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	Departments/divisions details available http://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/ https://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf	Fully Met	1.28	https://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/ displays the desired information as per this Sr No. 1.14 Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Fully Met	1.28	1.28	<p>Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf</p> <p>Organization Chart https://www.sctimst.ac.in/About%20SCTIMST/Organisational%20Structure/</p>	Fully Met	1.28	<p>https://www.sctimst.ac.in/About%20SCTIMST/Organisational%20Structure/ URL cited by the Public Authority is correct. Category "Fully Met"</p>
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	<p>All statutory committees as per SCTIMST act https://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf</p> <p>Institute Body https://www.sctimst.ac.in/About%20SCTIMST/Institute%20Body/Governing%20Body/</p> <p>Academic Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Academic%20Committee/</p> <p>Finance Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Finance%20Committee/</p> <p>Research Council https://www.sctimst.ac.in/About%20SCTIMST/Stat</p>	Fully Met	1.28	<p>URLs cited by the Public Authority is correct. Category "Fully Met"</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>https://www.sctimst.ac.in/About%20SCTIMST/Institute%20Body/Governing%20Body/</p> <p>https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Academic%20Committee/</p> <p>https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Finance%20Committee/</p> <p>https://www.sctimst.ac.in/About%20SCTIMST/Stat</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					atutory%20Co mmittees/Res earch%20Cou ncil/ Institutional Animal Ethics Committee htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Statutory% 20Committees /Institutional% 20Animal%20 Ethics%20Co mmittee/ Institutional Ethics Committee htt p://www.sctim st.ac.in/About %20SCTIMST /Statutory%20 Committees/In stitutional%20 Ethics%20Co mmittee/ Institutional Biosafety Committee htt p://www.sctim st.ac.in/About			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20SCTIMST /Statutory%20 Committees/In stitutional%20 Biosafety%20 Committee/ Institutional Committee for Stem Cell Research http s://www.sctim st.ac.in/About %20SCTIMST /Statutory%20 Committees/In stitutional%20 Committee%2 0for%20Stem %20Cell%20R esearch/ Technology Development Committee htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Statutory% 20Committees /Technology% 20Developme nt%20Commit tee/ Building			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Building%20Committee/Senior Staff Selection Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Senior%20Staff Selection Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Junior Staff Selection Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Junior%20Staff Selection Committee/ Internal Complaints</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Committee on Sexual Harassment of Women in the Workplace (Prevention, Prohibition and Redressal) https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Internal%20Complaints%20Committee/Public Grievance Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Public%20Grievance%20Committee/ Employees Grievance Committee https://www.scti</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mst.ac.in/About%20SCTIMST/Statutory%20Committees/Employee%20Grievance%20Committee/ Special Reservation Cell https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Special%20Reservation%20Cell/ Grievance Redressal Officer for Persons with Disabilities https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/ Grievance%20Redressal%20Officer%20for%20Persons%20with%20			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]				Disabilities/ Former Presidents https://www.sctimst.ac.in/About%20SCTIMST/Former%20Presidents/ Former Directors https://www.sctimst.ac.in/About%20SCTIMST/Former%20Directors/			
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	as laid down in the SCTIMST act rules & regulations https://www.sctimst.ac.in/About%20SCTIMST/ Organisation/resources/ SCTIMST_Central_Government_Act_1980_52.pdf Powers and duties of	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Officers and employees https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Power_and_duties_Officers_Employees_Orders.pdf Powers and duties of Officers and employees https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Power_and_duties_Officers_Employees_Orders.pdf Departments/divisions http://www.sctimst.ac.in/About%20SCTIMST/Departments%20an	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	d%20Division s/ as per delegation of powers to GB/Director as per SCTIMST Act/ Regulations http://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"
1.2.4	Exercised	Fully Met	1.54	1.54	as per delegation of powers to GB/Director as per SCTIMST Act/ Regulations http://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Goverme	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.5	Work allocation	Fully Met	1.54	1.54	nt_Act_1980_52.pdf Powers and duties of Officers and employees https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Power_and_duties_Officers_Employees_Orders.pdf Departments/divisions http://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Director is the decision making authority as per delegation of powers from the	Partially Met	0.77	Process of decision making Identify key decision-making points is not fully defined,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Governing Body https://www.sctimst.ac.in/About%20SCTIMST/Governing%20Body/	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	SCTIMST Act http://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Time for Testing & Calibration Services https://www.sctimst.ac.in/TCS/Tests%20Details/Organisation	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	chart https://www.sctimst.ac.in/About%20SCTIMST/Orga	Fully Met	1.54	URL cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				nisational%20Structure/			"Fully Met
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Patient Care h https://www.sctimst.ac.in/About%20SCTIMST/Organisation/Hospital%20Wing/Academics https://www.sctimst.ac.in/Academic%20and%20Research/ClinicalDiagnostics/Biochemistry https://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Biochemistry/Microbiology https://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Microbiology/Radiology https://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Imaging%20Sciences%20and%20Intervention%20Radiology%20Department/Pathology http://library.sctimst.ac.in/ Medical devices and material	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nts%20and%20Divisions/Hospital%20Wing/Microbiology/Radiology https://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Imaging%20Sciences%20and%20Intervention%20Radiology%20Department/Pathology http://library.sctimst.ac.in/ Medical devices and material			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	testing, https://www.sctimst.ac.in/tcs/Medical technology development & transfer http s://www.sctim st.ac.in/About %20SCTIMST /Organisation/ BioMedical%2 0Technology %20Wing/ Incubator for technologies. https://www.ti med.org.in/ Accreditation byCofrac of France and NABL accreditation for calibration https://www.sc timst.ac.in/TC S/About%20T esting%20Ser vices/	Fully Met	1.54	URL cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Patient Care h https://www.scti mst.ac.in/Abou t%20SCTIM ST/Organisati on/Hospital%2 0Wing/ Academic htt ps://www.scti mst.ac.in/Aca demic%20and %20Research /Clinical Diagnostics Biochemistry https://www.sc timst.ac.in/Ab out%20SCTI MST/Departm ents%20and% 20Divisions/H ospital%20Wi ng/Biochemist ry/ Microbiology h ttps://www.scti mst.ac.in/Abou t%20SCTIM ST/Departme nts%20and%2 0Divisions/Ho spital%20Win g/Microbiology /Radiology htt ps://www.scti	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ut%20SCTIM ST/Organisati on/Hospital%2 0Wing/ Academic htt ps://www.scti mst.ac.in/Aca demic%20and %20Research /Clinical Diagnostics Biochemistry https://www.sc timst.ac.in/Ab out%20SCTI MST/Departm ents%20and% 20Divisions/H ospital%20Wi ng/Biochemist ry/ Microbiology h ttps://www.scti mst.ac.in/Abou t%20SCTIM ST/Departme nts%20and%2 0Divisions/Ho spital%20Win g/Microbiology /Radiology htt ps://www.scti			URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Imaging%20Sciences%20and%20Intervention%20Radiology%20Department/Pathology http://www.sctimst.ac.in/About%20SCTIMST/Departments%20and%20Divisions/Hospital%20Wing/Pathology/Library , http://library.sctimst.ac.in/ Medical devices and material testing, https://www.sctimst.ac.in/tcs/ Medical technology development			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	& transfer http://www.sctimst.ac.in/About%20SCTIMST/Organisation/BioMedical%20Technology%20Wing/Incubator for technologies . https://www.timed.org.in/ www.sctimst.ac.in/Contact Us/ Time for testing & Calibration https://www.sctimst.ac.in/TCS/Test%20Details/ Purchase Procedures https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Manual%20for%20Procurement%20of%20Goods%20	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	17.pdf https://www.sctimst.ac.in/ By contacting Director's office http://www.sctimst.ac.in/ Public Grievance Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Public%20Grievance%20Committee/ Contact :- (1) Dr. Harikrishna Varma P.R, Head BMT wing, Chairman (2) Administrative Officer Gr. I, Hospital, Nodal Officer Employees Grievance Committee htt	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ps://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Employees%20Grievance%20Committee/ Contact :- (1)Dr. Narayanan Namboodiri, Professor, Cardiology, Chairman – Hospital Wing (2)Dr. Manoj Komath, Scientist G, Division of Bio ceramicLab,C hairman – BMT Wing Internal Complaints Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Internal%20C			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					omplaints%20Committee/ Contact :- Dr. Kavita Raja, Professor, Microbiology, Chairperson Special Reservation Cell https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Special%20Reservation%20Cell/ Contact :- Sri. Kiran K.V., Asst. Accounts Officer, F&A Division, Officer Grievance Redressal Officer for Persons with Disabilities https://www.sctimst.ac.in/About%20SCTIM			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5	Rules, regulations, instructions manual and records for discharging functions				ST/Statutory%20Committees/Grievance%20Redressal%20Officer%20for%20Persons%20with%20Disabilities/ Contact :- Dr. Jayasree R.S., Scientist F, Division of Biophotonics and Imaging, BMT Wing			
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	SCTIMST Act/Regulations https://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf PSRC Report https://www.sctimst.ac.in/About%20SCTIMST/Right%2	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					0to%20Information/resources/NOTICE%20%20Pay%20Structure%20Review%20Committee%20(PSRC)%20Report%20Dated%2020-05-2011.pdf https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Orders%20on%20PSRC%20-%20Clarification%20on%204th%20St			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					age%20of%20MF%20CP%20-%20dtd.%2004.06.2013.pdf https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Revision%20of%20Recruitment%20Rules%20and%20MF%20CP%20Stages%20			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	of%20certain%20Non-Academic%20posts%20dtd.27.08.2020.pdf SCTIMST Act/Fully Met Rules/Regulations https://www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf Reports, Guidelines, Manuals, Forms, Policies https://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	SCTIMST Act/Fully Met Rules/Regulations https://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/	Fully Met	1.92	URL cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	www.sctimst.ac.in/About%20SCTIMST/Organisation/resources/SCTIMST_Central_Government_Act_1980_52.pdf Reports, Guidelines, Manuals, Forms, Policies https://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms/ Transfer Policy Guidelines https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Transfer_Policy.pdf Transfer	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Order Dated 28.06.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Transfer_Order_Dated_28.06.2021.pdf			
					Order Dated 27.05.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Transfer_Order_Dated_27.05.2021.pdf			
					Order Dated 04.03.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]				Transfer_Order_Dated_04.03.2021.pdf			
1.6.1	Categories of documents	Fully Met	3.85	3.85	Order Dated 01.03.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Transfer_Order_Dated_01.03.2021.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
					Administration, Finance, Purchase, patient related, academic, technology transfer available as hard copy. Tenders https://www.sctimst.ac.in/Tenders/TechnologyTransfer https://www.sctimst.ac.in/Tenders/TechnologyTransfer			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	ac.in/Technology-Transfer/Reports, Guidelines, Manuals, Forms, Policies https://www.sctimst.ac.in/Academic%20and%20Research/Academic/Guidelines,%20Manuals,%20Forms / Annual Reports https://www.sctimst.ac.in/About%20SCTIMST/Annual%20Report/ Director – Head of the Institution Head, Biomedical Technology wing - Biomedical Technology Medical Superintendent -	Fully Met	3.85	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]				Patient Care Deputy Director - Administration Financial Advisor - Finance and Accounts			
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Statutory & Important Committees https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees /	Fully Met	0.96	URL cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	Statutory & Important Committees https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees /	Fully Met	0.96	URL cited by the Public Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Public Grievance Committee - Latest Order/Amendment	Fully Met	0.96	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Date on 05.06.2020 Internal Complaints Committee - Latest Order/Amendment Date on 15.06.2021/24.06.2020 Special Reservation Cell - Latest Order/Amendment Date on 20.05.2021 Employee Grievance Committee - Latest Order/Amendment Date on 29.03.2021/17.06.2020 Institutional Ethics Committee - Latest Order/Amendment Date on 18.03.2021 Institutional Committee for			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Stem Cell Research - Latest Order/Amendment Date on 29.03.2021 Students Grievance Redressal Committee - Latest Order/Amendment Date on 17.06.2019 Institutional Biosafety Committee - Latest Order/Amendment Date on 19.03.2018 Institutional Animal Ethics Committee - Latest Order/Amendment Date on 22.03.2017 Public Grievance Committee - 2 Years Internal	Fully Met	0.96	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.5	Powers and functions	Fully Met	0.96	0.96	Complaints Committee - 3 years Special Reservation Cell - 3 years Employee Grievance Committee - 2 years Institutional Ethics Committee - 3 years Students Grievance Redressal Committee - 2 Years Institutional Biosafety Committee - 3 years Institutional Animal Ethics Committee - 5 years Statutory & Important Committees https://www.sctimst.ac.in/About%20SCTIM	Fully Met	0.96	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	Category "Fully Met"
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	Category "Fully Met"
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Not open to public	Fully Met	0.96	Category "Fully Met"
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	SCTIMST Email/Phone Directory https://www.sctimst.ac.in/About%20SCTIMST/Directory/	Fully Met	3.85	URL cited by the Public Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	SCTIMST Email/Phone Directory https://www.sctimst.ac.in/About%20SCTIMST/Directory/	Fully Met	3.85	URL cited by the Public Authority is correct. Category "Fully Met"
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	Monthly Remuneration https://www.sctimst.ac.in/About%20SCTIMST/Monthly%20Remuner	Fully Met	3.85	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	ation/ As provided in Service and Personnel conduct rule (Hard copy available in Administration)	Fully Met	3.85	Category "Fully Met"
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	http://www.sctiFully Met mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/	Fully Met	3.85	URL cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://www.sctiFully Met mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/	Fully Met	3.85	URL cited by the Public Authority is correct. Category "Fully Met"
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	NIL	Fully Met	3.85	Category "Fully Met"
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Fully Met	3.85	Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Online Trainin Fully Met g/Webinar on "Good Governance &	Fully Met	1.92	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Transparency through RTI" on 11th January, 2021 at 03:00 PM - 04:30 PM, Organized by National Productivity Council. Training programme organised attended by staff including Director. CPIO/ APIO are encouraged to attend training programs periodically	Fully Met	1.92	Category "Fully Met"
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Online Trainin Fully Met g/Webinar on "Good Governance & Transparency through RTI" on 11th January, 2021 at 03:00 PM - 04:30 PM,	Fully Met	1.92	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Organized by National Productivity Council. Training workshop on Transparency audit as per RTI act 2005 organised by IRMRI (Indian rubber Manufacturer's Research Institute) at Mumbai from Jan 28 to 31 2020			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	rti.gov.in https://cic.gov.in/decision https://cic.gov.in/decision rti.gov.in	Fully Met	1.92	URL cited by the Public Authority is correct. Category "Fully Met"
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	Transfer Policy Guidelines https://www.sctimst.ac.in/About%20SCTIMST/Right%20t	Fully Met	7.69	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					o%20Information/resources/Transfer_Policy.pdf Transfer Order Dated 28.06.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20t			
					o%20Information/resources/Transfer_Order_Dated_28.06.2021.pdf Transfer Order Dated 27.05.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20t			
					o%20Information/resources/Transfer_Order_Dated_27.05.2021.pdf Transfer Order Dated 04.03.2021 https://www.sctimst.ac.in/Ab			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ut%20SCTIMST/Right%20to%20Information/resources/Transfer_Order_Dated_04.03.2021.pdf Transfer Order Dated 01.03.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Transfer_Order_Dated_01.03.2021.pdf			
Total			100	100			99	

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	Budget estimates for 2021-22 Budget estimates for 2020-21 https://www.sctimst.ac.in/About%20SCTIMST/Ri	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Information/resources/budget-estimate-2020-21.pdf www.sctimst.ac.in/About SCTIMST/Annual Report/Annual Reports https://www.sctimst.ac.in/About%20SCTIMST/Annual%20Report/	Fully Met	10.00	URL cited by the Public Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://www.sctimst.ac.in/About%20SCTIMST/Annual%20Report/	Fully Met	16.67	URL cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	16.67	16.67	https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Inform	Fully Met	16.67	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	official delegation, (d) Expenditure on the visit				ation/resource s/Foreign_and _Domestic_Tours_2020-21.pdf https://www .sctimst.ac.in/ About%20SC TIMST/Right %20to%20Inf ormation/reso urces/Foreign _and_Domesti c_Tours_2019 -20.pdf			"Fully Met"
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	http://www.sctiFully Met mst.ac.in/Ten ders/	Fully Met	16.67	URL cited by the Public Authority is correct. Category "Fully Met"
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Patient concession scheme in the hospital Socio economic Categorization of Patients htt ps://www.scti	Fully Met	6.25	URL cited b. the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mst.ac.in/Pati entsPortal/RE SOURCES/N otice%20%20-%20New%20 Socioeconomi c%20Categori zation%20of% 20Patients,%2 0Dated%2021 .11.2019.pdf			
2.3.2	Objective of the programme	Fully Met	6.25	6.25	To support the treatment expenses of poor patients.	Fully Met	6.25	Category "Fully Met"
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	The patient has to produce ration card which shows his/her BPL status. In addition, the following documents may be submitted if available: (1). Certificate from local body declaring that he/she is not	Fully Met	6.25	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					owning a house. (2). Certificate from local body declarig the size of land owned by the household. (3). Widow certificate (if there is widow in family). (4). Medical records of a chronic patient in the family (mentally retarded/physically disabled/cancer patient/HIV afflicted/dialys is patient/bedridden member in household. (5). SC/ST certificate and proof of no earning member in family.BPL Pa			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	tients/bystander is subject to interview by medico-social worker in order to arrive at the right classification. Scheme is operational throughout the year.	Fully Met	6.25	Category "Fully Met"
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Depending on the financial status of the institute, the amount of subsidy is decided by the Governing body of the institute.	Fully Met	6.25	Category "Fully Met"
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Subsidy amount is met entirely out of hospital revenue.	Fully Met	6.25	Category "Fully Met"
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Subsidy amount is met entirely out of hospital revenue.	Fully Met	6.25	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	In the month of December 2019, a total of 576 patients availed the benefits of subsidy scheme. (A-16, B1-19, B-526, C-15)	Fully Met	6.25	"Fully Met"
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	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Patient concession scheme in the hospital Socio economic Categorization of Patients https://www.sctimst.ac.in/PatientsPortal/RESOURCES/Notice%20%20-%20New%20Socioeconomic%20Categorization%20of%20Patients,%20Dated%2021.11.2019.pdf	Fully Met	25.00	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25	25.00	Socioeconomic Categorization of Patients https://www.sctimst.ac.in/PatientsPortal/RESOURCES/Notice%20%20-%20New%20Socioeconomic%20Categorization%20of%20Patients,%20Dated%2021.11.2019.pdf	Fully Met	25.00	URL cited by the Public Authority is correct. Category "Fully Met"
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	Separate Audit Report and action taken report - 2019-20 Separate Audit Report and action taken report - 2018-19 www.sctimst.ac.in/AboutSCTIMS	Fully Met	50.00	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					T/Annual Report/ https://www.sctimst.ac.in/About%20SCTIMST/Annual%20Report/			
Total			220	220			220	
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://sctimst.ac.in/	Fully Met	12.50	URL cited by the Public Authority is correct. Category "Fully Met"
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://sctimst.ac.in/About%20SCTIMST/Statutory%20Committee/Public%20Grievance%20Committee/ https://sctimst.ac.in/Contact%20Us/	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.6	agreements. Public- private partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	NA	Not Applicable	0	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	Fully Met	2.78	2.78	Fees Structure - Academic Courses - 2019-20 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/sources/Fees_Structure_Academic_Courses_2019-20.pdf Fees Structure - Academic Courses - 2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Fees_Structure_Acad	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	NA	Not Applicable	0	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	NA	Not Applicable	0	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	Fully Met	16.67	16.67	NA	Not Applicable	0	Not Applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	NA	Not Applicable	0	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	www.sctimst.ac.in www.sctimst.ac.in/Academic/Publications ww	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					w.sctimst.ac.in/About%20SCTIMST/Annual Report Chitra Dhvani - Quarterly e-magazine of SCTIMST NIRF (National Institute Ranking Framework) dspace.sctimst.ac.in www.sctimst.ac.in/About SCTIMST/Organisation/Hospital Wing/ www.sctimst.ac.in/About SCTIMST/Organisation/BioMedical Technology Wing/ www.sctimst.ac.in/About SCTIMST/Organisation/AMCHSS/ www.sctimst.ac.in/Academic			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and Research/ www.sctimst.ac.in/About SCTI MST/Organisation/BioMedical Technology Wing/Technical Research Center/ https://www.sctimst.ac.in/IPC www.sctimst.ac.in/Technology-Transfer/ timed.org.in/			
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	www.sctimst.ac.in/Academic and Research /Academic/Guidelines, Manuals, Forms/	Fully Met	25.00	URL cited by the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes. Available with the administration	Fully Met	25.00	Category "Fully Met"
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	Academic and medical device testing information	Fully Met	25.00	Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Public Health Information Academic and Research NA	Partially Met	12.50	Category "Partially Met"
Total			250	250			165	
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	https://www.sctimst.ac.in/Public%20Health%20Education/Health%20Information/ https://www.sctimst.ac.in/Academic%20and%20Research/	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://www.sctimst.ac.in/Public%20Health%20Education/Health%20Information/	Fully Met	14.29	URL cited by the Public Authority is correct. Category "Fully Met"
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	Academic information every year.	Fully Met	28.57	Category "Fully Met"
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	All information	Fully Met	9.52	URL cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	General Information https://www.sctimst.ac.in Academic and Research https://www.sctimst.ac.in/Academic%20and%20Research/PatientsPortal https://www.sctimst.ac.in/PatientsPortal/ Customer Service Portal https://www.sctimst.ac.in/tcs/BloodDonorsPortal https://www.sctimst.ac.in/Blood%20Donor%20Portal/	Fully Met	9.52	available on https://www.sctimst.ac.in the Public Authority is correct. Category "Fully Met" URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.sctimst.ac.in/	Fully Met	9.52	URL cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	From web site http://www.sctimst.ac.in/ Patient care – Information Desk, Medical Records Office Academic related – Registrar Office Biomedical Technology Research – Head, BMT Wing Biomedical Technology Testing Services – Customer Service Cell Technology Transfer – Technology business	Fully Met	7.14	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.2	Details of information made available	Fully Met	7.14	7.14	Division Incubator - Timed https://www.scTimst.ac.in/portals/Patient care , Academic related , Biomedical Technology Research , Biomedical Technology Testing Services , Technology Transfer , Incubator	Fully Met	7.14	URL cited by the Public Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	24 Hours	Fully Met	7.14	Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	0471-2443152 , sct@scTimst.ac.in	Fully Met	7.14	Category "Fully Met"
4.5	Such other information as may be prescribed under Section 4(l) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Public Grievance Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Public%20Grievance%20Committee/	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20Committees /Public%20Grievance%20Committee/ Contact :- (1) Dr. Harikrishna Varma P.R, Head BMT wing, Chairman (2) Administrative Officer Gr. I, Hospital, Nodal Officer Employees Grievance Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Employees%20Grievance%20Committee/ Contact :- (1)Dr. Narayanan Namboodiri, Professor, Cardiology,			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Chairman – Hospital Wing (2)Dr. Manoj Komath, Scientist G, Division of Bio ceramicLab,C hairman – BMT Wing Internal Complaints Committee https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/Internal%20Complaints%20Committee/ Contact :- Dr. Kavita Raja, Professor, Microbiology, Chairperson Special Reservation Cell https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Com			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mittees/Special%20Reservation%20Cell/ Contact :- Sri. Kiran K.V., Asst. Accounts Officer, F&A Division, Officer Grievance Redressal Officer for Persons with Disabilities https://www.sctimst.ac.in/About%20SCTIMST/Statutory%20Committees/GrievanceRedressalOfficerforPersonswithDisabilities Contact :- Dr. Jayasree R.S., Scientist F, Division of Biophotonics and Imaging, BMT Wing			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Total RTI applications received year wise 2015-16 125 2016-17 142 2017-18 130 2018-19 193 2019-20 150 2020-21 132 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/RTI_QuarterlyReturns_SCTIMST_2019-20-Jan-Mar.pdf	Fully Met	3.57	URL cited by the Public Authority is correct. Category "Fully Met"
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	www.sctimst.ac.in/AboutSCTIMST/AnnualReport/	Fully Met	3.57	URL cited by the Public Authority is correct. Category "Fully Met"
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.sctimst.ac.in/AboutSCTIMST/AnnualReport/	Fully Met	3.57	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Contract - 2019-20 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Contract_2019-2020.pdf Purchase Orders - 2019-20 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Purchase_Orders_HOS_2019-20.pdf Annual Maintenance Contract - 2019-20 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/amc_list_HOS_201	Fully Met	3.57	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.6	Annual Report	Fully Met	3.57	3.57	9_20.pdf www.sctimst.a c.in/About SC TIMST/Annual Report/	Fully Met	3.57	URL cited by the Public Authority is correct. Category "Fully Met"
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.sc timst.ac.in/Pu blic%20Health %20Education /FAQs/	Fully Met	3.57	URL cited by the Public Authority is correct. Category "Fully Met"
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	(a) to (d): NA	Not Met	0	in view of so many changes in sc hemes/policie s etc. Citizen Charter & Result Framework Document (RFD) could not be located on the portal Category "Not met".
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	RTI Quarterly Returns - 201 9-20(January- March) https://	Fully Met	14.29	URL cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.sctimst.a c.in/About%20 SCTIMST/Rig ht%20to%20I nformation/res ources/RTI_Q uarterlyReturn s_SCTIMST_ 2019-20-Jan- Mar.pdf Uploaded in CIC web site	Fully Met	14.29	Category "Fully Met"
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	Lok Sabha Qn. No. 61 Reply letter dtd. 31.01.2020 Lok Sabha Qn No 15574 Reply letter dtd. 20.03.2020 htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/resources/ parliament_q_ r_15574%20d td.%2020.03.2	Fully Met	28.57	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					020.pdf Rajya Sabha Qn No. U407 Reply letter dtd. 11.09.2020 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/parliament_q_r_U407%20dtd.%2011.09.2020.pdf			
					020.pdf Rajya Sabha Qn No. U997 Reply letter dtd. 11.09.2020 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/parliament_q_r_U997%20dtd.%2011.09.2020.pdf			
					020.pdf Rajya Sabha Unstarred Qn. No. U348			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Reply letter dtd. 11.09.2020 Lok Sabha Qn D No. 8353 Reply letter dtd. 17.09.2020 Rajya Sabha Unstarred Qn. No. 103 Reply letter dtd. 21.01.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/parliament_q_r_103%20dtd.%2021.01.2021.PDF Rajya Sabha Unstarred Qn No. 1221 Reply letter dtd. 10.02.2021 https://www.sctimst.ac.in/About%20SCTIM			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ST/Right%20to%20Information/resources/parliament_q_r_1221%20dated.%2010.02.2021.PDF Rajya Sabha Unstarred Qn. No. 590 Reply letter dtd. 25.02.2021 Rajya Sabha Unstarred Qn No. 1235 Reply letter dtd. 17.06.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/parliament_q_r_1235%20dated.%2017.06.2021.pdf Lok Sabha Unstarred Qn. No.675 Reply letter dtd.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					19.07.2021 Lok Sabha Unstarred Qn No 70 (Dy No. 1563) Reply Letter dtd. 21.07.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/parliament_q_r_70%20dated.%2021.07.2021.pdf			
Total				200	200		196	
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	Dr. Bejoy Thomas First Appellate Authority Professor and Head, Department of Imaging Science and Interventional Radiology (IS&IR) Sree	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Chitra Tirunal Institute for Medical Sciences & Technology Medical College P.O. Thiruvananthapuram-695011 Land Phone: 0471-2524227 Email – bejoy@sctimst.ac.in Dr. Sajith S. Central Public Information Officer Professor, Department of Neurology Sree Chitra Tirunal Institute for Medical Sciences & Technology Medical College P.O., Thiruvananthapuram-695011 Phone:			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					0471-2524184 Email – cpio@sctimst.ac.in https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/#PublicInformationOfficers Year CPIO FAA 2015-16 Mr. Nagesh D.S. Dr. Sulochana P.V 2016-17 Mr. Nagesh D.S. Dr. Sulochana P.V 2017-18 Dr. Maya Nandkumar A. Dr. Sulochana P.V 2018-19 Dr. Maya Nandkumar A. Sri. Girijavallabhan V.K. 2019-20 Dr. Maya Nandkumar A.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Dr. Debashish Gupta 2020-21 Dr. Maya Nandkumar A. Dr. Bejoy Thomas			
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	Fully Met	20.00	IRMRA is carrying out Transparency audit of SCTIMST Suo-Motu disclosures under RTI Act Category "Fully Met"
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	Appointed on 01.02.2019 Dr. Manikandan S. Professor, Department of Anaesthesiology	Fully Met	20.00	
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	Fully Met	20	20.00	21.07.2018 Order - Committee of key stake holders for advice on suo-motu disclosure, dated	Fully Met	20.00	URL cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					21.07.2018 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Order-Transparency%20Audit%20Committee,dated%2021.07.2018.pdf			
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/#PublicInformationOfficers Order - Appointment of Central Assistant Public Information Officer, dated 14.07.2021 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Order-Transparency%20Audit%20Committee,dated%2021.07.2018.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					o%20Informati on/resources/ Order-Appoint ment%20of% 20Central%20 Assistant%20 Public%20Info rmation%20Of ficer,dated%2 014.07.2021.p df Order - Appointment of Central Public Information Officer, dated 10.05.2021 htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/resources/ Order-Appoint ment%20of% 20Central%20 Public%20Info rmation%20Of ficer,dated%2 010.05.2021.p df Order - Nomination of			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					First Appellate authority, dated 30.12.2020 htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/resources/ Order-Nomina tion-of-First-A ppellate-atho rity,dated%20 30.12.2020.pd f Order - Nodal Officer, dated 01.02.2019 htt ps://www.scti mst.ac.in/Abo ut%20SCTIM ST/Right%20t o%20Informati on/resources/ Order-Nodal% 20Officer%20f or%20RTI,d ated%2001.02.2 019.pdf Order - Appointment of			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Transparency Officer, dated 26.10.2017 https://www.sctimst.ac.in/About%20SCTIMST/Right%20to%20Information/resources/Order-Appointment%20of%20Transparency-Officer,dated%2026.10.2017.pdf			
Total				100	80		100	
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://www.sctimst.ac.in/dspace.sctimst.ac.in/www.sctimst.ac.in/AboutSCTIMST/Organisation/HospitalWing/www.sctimst.ac.in/AboutSCTIMST/Organisation/BioMedicalTechnology	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Wing/ www.sctimst.ac.in/AboutSCTIMST/Organisation/AMCHSS/ www.sctimst.ac.in/Academic and Research/ ww w.sctimst.ac.i n/About SCTI MST/Organisa tion/BioMedic al Technology Wing/Technic al Research Center/ www. sctimst.ac.in/IT PC www.sctim st.ac.in/Techn ology- Transfer/ timed.org.in/			
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	Category "Not Met"
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	IT Policy - Approved by the IT Committee,	Not Met	0	STQC is to be obtained from STQC EMPANELED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Dated 15.03.2016 https://www.sctimst.ac.in/resources/IT%20Policy%20-%20Approved%20by%20the%20IT%20Committee%20,%20Dated%2015.03.2016.pdf			LABORATORIES with Standardisation Testing and Quality Certification Directorate, Ministry of Electronics & Information Technology., Government of India
Total			38	38			25	
Grand Total			908	888				806

