Self appraisal report for Year (2023-24)

Auditor Agency: Dr Hari Prakash(Quality Council of India)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: Department of Commerce

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 a	nd duties[Section	on 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://comme rce.gov.in/con tact/		1.28	Available under following link on Department of Commerce website: https://commerce.gov.in/contact/
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://commerce.gov.in/ htt ps://commerc e.gov.in/hi/knd w-your-minist ers/shri- piyush-goyal/		1.28	Available in public domain on Department of Commerce website: https://commerce.gov.in/hi/know-your-ministers/shri-piyush-goyal/

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://commerce.gov.in/ under Section About Us>D epartment of Commerce> Department setup and function- https://commerce.gov.in/about-us/ /department-of-commerce/d epartment-set up-and- function/ DOC -CITIZEN-CH ARTER-2022. pdf (commerce.gov.in)	Fully Met	1.28	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: About Us>D epartment of Commerce> Department setup and function- https://commerce.g ov.in/about-us/department-of-commerce/d epartment-set up-and-function/ and citizen charter- https://commerce.go v.in/wp-conten t/uploads/202 2/05/DOC-CIT IZEN-CHART ER-2022.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	Website https://commerce.g		1.28	Available in public domain

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/ under	,		on
					Section:			Department of
					About Us>D			Commerce
					epartment of			website: https:
					Commerce>			//commerce.g
					Department			ov.in/ under
					setup and			Section:
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					ov.in/about-us	5		Commerce>
					/department-c)		Department
					f-commerce/d			setup and
					epartment-set			function- https
					up-and-			://commerce.g
					function/ DOC	;		ov.in/about-us
					-CITIZEN-CH			/department-o
					ARTER-2022			f-commerce/d
					pdf (commerc			epartment-set
					e.gov.in)			up-and-
								function/ and
								https://comme
								rce.gov.in/wp-
								content/uploa
								ds/2022/05/D
								OC-CITIZEN-
								CHARTER-20
								22.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://comme	Fully Met	1.28	Available in
					rce.gov.in/ htt			public domain
					ps://commerc			on
					e.gov.in/wp-co	o		Department of
					ntent/uploads	/		Commerce

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2023/04/ORG ANISATION-O HART-as-on-1 2.04.2023.pdf) 		Website under Suo motu disc losure-https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/OrganisationChart of DoChttps://commerce.gov.in/wp-content/uploads/2024/02/Organisation-Chart.pdf
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act> Brief history of Department of Commerce htt ps://commerc e.gov.in/wp-content/uploads/ 2020/03/NTE SCL_6366673 85883650491		1.28	Available in public domain on Department of Commerce Website under Suo motu disc losure-https://commerce.go v.in/rti/suo-mo to-disclosure-under-rti-act/ Brief History of the Department- https://commerce.gov.in/wp-c

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
				Mark	_BRIEF_HIST ORY_DOC_9 7-2018.pdf Names of Secretaries from time to time https://co mmerce.gov.i n/rti/suo-moto disclosure- under-rti-act/ "Induction Manual of Do C"- https://co mmerce.gov.i n/wp-content/ uploads/2020, 11/Induction- Manual-2020.	-	Marks	Remarks/URL ontent/upload s/2020/03/NT ESCL_63666 73858836504 91_BRIEF_HI STORY_DOC _9-7-2018.pdf Induction Manual of DOC- https://commerce.gov.in/wp-content/uploads/2020/11/Induction-Manual-2020.pdf
					pdf			
1.2	Power and duties of its officers and employe	ees[Section 4(1) (b)(ii)]		•			
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act>Power and duties of it's officers and		1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					employees htt ps://commerc e.gov.in/wp-content/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf			under RTI Act>Power and duties of it's officers and employees htt ps://commerc e.gov.in/wp-co ntent/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf and https://co mmerce.gov.i n/wp-content/ uploads/2024/ 02/Organisati on-Chart.pdf (Organisation chart of DoC) and https://co mmerce.gov.i n/whos-who/ (Who's who)
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://commerce.gov.in/under Section RTI>Suo Moto Disclosure under RTI Act>Power		1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					and duties of			Section: RTI
					it's officers			>Suo Moto
					and			Disclosure
					employees htt			under RTI
					ps://commerc			Act>Power
					e.gov.in/wp-co	o		and duties of
					ntent/uploads/	/		it's officers
					2020/03/Anne			and
					xure-II_Power	•		employees htt
					s-Duties.pdf			ps://commerc
								e.gov.in/wp-co
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								xure-II_Power
								s-Duties.pdf
								and https://co
								mmerce.gov.i
								n/wp-content/
								uploads/2024/
								02/Organisati
								on-Chart.pdf
								(Organisation
								chart of DoC)
								and https://co
								mmerce.gov.i
								n/whos-who/
4.0.0	P. I. a. C. a. I. a.	E II 84.4	4 5 4	4.54	1 11	E II BA.	4 5 4	(Who's who)
1.2.3	Rules/ orders under which powers and duty are	Fully Met	1.54	1.54	https://comme	Fully Met	1.54	Available in
	derived and				rce.gov.in/			public domain
					under Section	-		on Department of
					RTI>Suo			Department of
					Moto			Commerce

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					Disclosure under RTI Act>Power and duties of it's officers and employees htt ps://commerc e.gov.in/wp-co ntent/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf			website: https://commerce.g ov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>Power and duties of it's officers and employees htt ps://commerc e.gov.in/wp-co ntent/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf
1.2.4	Exercised	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act>Power and duties of it's officers and employees htt ps://commerc e.gov.in/wp-co	:	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>Power and duties of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					ntent/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf			it's officers and employees htt ps://commerc e.gov.in/wp-co ntent/uploads/ 2020/03/Anne xure-II_Power s-Duties.pdf
1.2.5	Work allocation	Fully Met	1.54	1.54	https://commerce.gov.in/under Section"Who's Who"https://commerce.gov.in/officer-details/		1.54	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section "Who's Who": https://commerce.gov.in/offic er-details/
1.3	Procedure followed in decision making proce	ess [Section	4(1)(b)(iii))]				
1.3.1	Process of decision making Identify key decision making points		1.54	1.54	https://commerce.gov.in/under Section RTI>Suo Moto Disclosure under RTI Act>Channe of Submission	· :	1.54	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					& Final Level of Disposal of Cases- https://commerce.gov.in/wp-contert/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf	// n - : : : : : : :		>Suo Moto Disclosure under RTI Act>Channel of Submission & Final Level of Disposal of Cases- https:// commerce.go v.in/wp-conten t/uploads/202 0/03/NTESCL _6366984742 81122989_Ch annel_Submis sion_Final_Le vel_Disposal_ Cases_2018.p df
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act>Channe of Submission & Final Level of Disposal of Cases>https: ://commerce.gov.in/		1.54	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Channel

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/wp-content/uploads/20 20/03/NTESC L_636698474 281122989_C hannel_Submi ssion_Final_L evel_Disposal _Cases_2018. pdf			of Submission & Final Level of Disposal of Cases- https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_636698474281122989_Channel_Submission_Final_Level_Disposal_Cases_2018.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://comme rce.gov.in/acts -and-schemes /?hilite=%27a cts%27	3	1.54	Acts, Rules and Regulations available under following link: https://commerce.gov.in/acts-and-schemes/?hilite=%27acts%27
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Time limit for taking decision mentioned in citizen charter 2022 (Page	·	1.54	Time limit for taking decision mentioned in citizen charter 2022 (Page

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					No. 23 of PDF document) under "About Us" section: https://commerce.gov.in/wp-ontent/uploads/2022/05/DOC-CITIZEN-CHARTER-202			No. 23 of PDF document) under "About Us" section : h ttps://commer ce.gov.in/wp-c ontent/upload s/2022/05/DO C-CITIZEN-C HARTER-202
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	2.pdf https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act>Channe of Submission & Final Level of Disposal of Cases> http s://commerce gov.in/wp-conent/uploads/2 020/03/NTES CL_63669847 4281122989_ Channel_Sub mission_Final _Level_Dispo		1.54	2.pdf Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>Channel of Submission & Final Level of Disposal of Cases> https://commerce.gov.in/wp-content/uploads/2020/03/NTES

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					sal_Cases_20 18.pdf			CL_63669847 4281122989_ Channel_Sub mission_Final _Level_Dispo sal_Cases_20 18.pdf
1.4	Norms for discharge of functions[Section	n 4(1)(b)(iv)]						
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Website https: //commerce.g ov.in/ under Section: About Us>D epartment of Commerce> Department setup and function- https ://commerce.g ov.in/about-us /department-o f-commerce/d epartment-set up-and- function/ DOC -CITIZEN-CH ARTER-2022. pdf (commerc e.gov.in)	Fully Met	1.54	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Norms set by the Department of Commerce for the discharge of its functions- http s://commerce.gov.in/rti/suomoto-disclosure-under-rti-act/norms-set-by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								-the-departme nt-of-commerc e-for-the-disch arge-of-its- functions/ and https://comme rce.gov.in/wp- content/uploa ds/2022/05/D OC-CITIZEN- CHARTER-20 22.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act> Norms set by the Department o Commerce fo the discharge of its functions- Norms https://commerce.go v.in/rti/suo-moto-disclosure- under-rti-act/r orms-set-by-tl	f r	1.54	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Norms set by the Department of Commerce for the discharge of its functions- http s://commerce.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e-department- of-commerce- or-the-dischar ge-of-its- functions/ Standards DC C-CITIZEN-C HARTER-202 2.pdf (comme ce.gov.in)	f O		gov.in/rti/suo- moto-disclosu re-under-rti-ac t/norms-set-by -the-departme nt-of-commerc e-for-the-disch arge-of-its- functions/ and https://comme rce.gov.in/wp- content/uploa ds/2022/05/D OC-CITIZEN- CHARTER-20 22.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://commerce.gov.in/links-for-public-ingerfaces/deparment-of-commerce/For MAI Scheme, 2022 https://commerce.gov.in/wp-content/uploads/2021/07/Market-Access-nitiative-MAI-Scheme-2021-dated-19-July	t t t	1.54	https://comme rce.gov.in/link s-for-public-int erfaces/depart ment-of-commerce/ For MAI Scheme, 2021 https://comme rce.gov.in/wp-content/uploa ds/2021/07/M arket-Access-I nitiative-MAI-Scheme-2021 -dated-19-July

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					-2021.pdf For Trade Promotion htt ps://commerc e.gov.in/trade promotion/spe cial-economic zones/ DOC- CITIZEN-CHA RTER-2022.p df (commerce gov.in)	- - -		-2021.pdf For Trade Promotion htt ps://commerc e.gov.in/trade- promotion/spe cial-economic- zones/DOC-C ITIZEN-CHAR TER-2022.pdf (commerce.go v.in)
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	DOC-CITIZEN -CHARTER-2 022.pdf (com merce.gov.in)		1.54	https://comme rce.gov.in/wp- content/uploa ds/2022/05/D OC-CITIZEN- CHARTER-20 22.pdf
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	"About Us" se ction>Grieva nce redressal mechanism mentioned in citizen charter 2022: https://commerce.go v.in/wp-conter t/uploads/202 2/05/DOC-CITIZEN-CHART ER-2022.pdf	n -	1.54	https://comme rce.gov.in/wp- content/uploa ds/2022/05/D OC-CITIZEN- CHARTER-20 22.pdf (Page 3-4)

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 d	lischargin	g function	s[Section 4(1)	(b)(v)]		
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	Available in public domain on Department or Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>"The rules, regulations, instructions, manuals and records, held by Department or Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-actions	Fully Met	1.92	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> "The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-actions

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					t/right-to-infor mation- act-2005/ and Act, Rules and Schemes https://commerce.gov.in/acts -and- schemes/	-		t/right-to-infor mation- act-2005/ and Act, Rules and Schemes- https://comme rce.gov.in/acts -and- schemes/
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Available in public domain on Department or Commerce website: https://commerce.g ov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>"The rules, regulations, instructions, manuals and records, held by Department or Commerce or under its control or	f :	1.92	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> "The rules, regulations, instructions, manuals and records, held by Department of Commerce or under its control or

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					used by its employees for discharging its functions" https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes https://commerce.gov.in/acts-and-schemes/			used by its employees for discharging its functions" http s://commerce. gov.in/rti/suo- moto-disclosu re-under-rti-ac t/right-to-infor mation- act-2005/ and Act, Rules and Schemes- https://comme rce.gov.in/acts - and- schemes/
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Available in public domain on Department or Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act>"The rules, regulations,	f	1.92	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> "The rules, regulations,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
				Mark	instructions, manuals and records, held by Department or Commerce or under its control or used by its employees for discharging its functions" https://commerce.gov.in/rti/suomoto-disclosure-under-rti-act/right-to-information-act-2005/ and Act, Rules and Schemes	f	Marks	instructions, manuals and records, held by Department of Commerce or under its control or used by its employees for discharging its functions" http s://commerce.gov.in/rti/suo-moto-disclosu re-under-rti-ac t/right-to-infor mation-act-2005/ and Act, Rules and Schemes-
					https://commerce.gov.in/acts-and-schemes/			https://comme rce.gov.in/acts - and- schemes/
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	orders under following link: https://comme rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371		0.96	Transfer policy of DOPT is adopted by DoC: https://d ocuments.dop tcirculars.nic.i

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
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					r_Posting_Ord	k		Transfer
					ers.pdf and ht	t		orders under
					ps://commerc			following link:
					e.gov.in/wp-co			https://comme
					ntent/uploads/	/		rce.gov.in/wp-
					2020/03/NTE			content/uploa
					SCL_6371539			ds/2020/03/N
					47151518119			TESCL_6371
					_CSSS_Cadr			53945990098
					e_Transfer_or	-		973_Establish
					ders.pdf and h	n		ment_Transfe
					ttps://commer			r_Posting_Ord
					ce.gov.in/wp-d			ers.pdf and htt
					ontent/upload			ps://commerc
					s/2020/03/NT			e.gov.in/wp-co
					ESCL_63715			ntent/uploads/
					39477110847			2020/03/NTE
					17_CSS_Cad	r		SCL_6371539
					e_Transfer_O			47151518119
					rders.pdf			_CSSS_Cadr
					Transfer			e_Transfer_or
					policy of			ders.pdf and h
					DOPT is			ttps://commer
					adopted by			ce.gov.in/wp-c
					the DoC https	:		ontent/upload
					//documents.c			s/2020/03/NT
					optcirculars.ni			ESCL_63715
					c.in/D2/D02cs			39477110847
					d/Akash%20R			17_CSS_Cadr

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					TPhTyoy.pdf			e_Transfer_O rders.pdf Transfer orders for year 2023-24 may be mentioned on website for better transparency.
1.6	Categories of documents held by the au							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Record retention schedule mentioned under Suo Moto disclosure: htt ps://commerc e.gov.in/wp-content/uploads 2023/07/Record-Retension- Schedulepd	o / o	3.85	https://comme rce.gov.in/wp- content/uploa ds/2023/07/R ecord-Retensi on-Schedule pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Record retention schedule mentioned under Suo Moto disclosure: htt ps://commerce		3.85	https://comme rce.gov.in/wp- content/uploa ds/2023/07/R ecord-Retensi on-Schedule pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/wp-co			
					ntent/uploads/			
					2023/07/Reco			
					rd-Retension-			
					Schedulepd	f		
1.7	Boards, Councils, Committees and other I	Bodies constitu	ted as pa	rt of the Pເ	ıblic Authority	[Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	available	Fully Met	0.96	available
					under "About			under "About
					us">			us">Depart
					Department of	f		ment of
					Commerce>			Commerce:
					a. Advisory			a. Advisory
					Board under			Board under
					following link:			following link
					https://comme			https://comm
					rce.gov.in/abo			rce.gov.in/ab
					ut-us/departm			ut-us/departr
					ent-of-comme			ent-of-comm
					rce/advisory-			rce/advisory-
					board/ b.			board/ b.
					Appellate			Appellate
					Committee: ht			Committee: I
					tps://commerc	;		tps://comme
					e.gov.in/about	t		e.gov.in/abo
					-us/departmer	า		-us/departme
					t-of-commerce	e		t-of-commerc
					/appellate-			/appellate-
					committee/			committee/
1.7.2	Composition	Fully Met	0.96	0.96	available	Fully Met	0.96	available
					under "About			under "Abou
					us">			us">Depart
					Department of	f		ment of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Commerce> a. Advisory Board under following link: https://commerce.gov.in/about-us/department-of-commerce/advisory-board/ b. Appellate Committee: https://commerce.gov.in/about-us/department-of-commerce/appellate-committee/			Commerce> a. Advisory Board under following link: https://comme rce.gov.in/abo ut-us/departm ent-of-comme rce/advisory- board/ b. Appellate Committee: ht tps://commerc e.gov.in/about -us/departmen t-of-commerce /appellate- committee/
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Board of Trade (BOT) was reconstituted on 16.07.2009 https://comme rce.gov.in/abo ut-us/departm ent-of-comme rce/advisory- board/		0.48	Board of Trade (BOT) was reconstituted on 16.07.2009 https://comme rce.gov.in/abo ut-us/departm ent-of-comme rce/advisory- board/ Date of constitution of Advisory committee

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
								may be mentioned on website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://comme rce.gov.in/abo ut-us/		0	Details pertaining to term/ tenure of committees may be mentioned on website.
1.7.5	Powers and functions	Fully Met	0.96	0.96	available under "About us"> Department of Commerce> a. Advisory Board under following link: https://comme rce.gov.in/abo ut-us/departm ent-of-comme rce/advisory- board/ b. Appellate Committee: ht tps://commerce e.gov.in/about -us/departmer t-of-commerce /appellate- committee/		0.96	available under "About us"> Department of Commerce> a. Advisory Board under following link: https://comme rce.gov.in/abo ut-us/departm ent-of-comme rce/advisory- board/ b. Appellate Committee: ht tps://commerc e.gov.in/about -us/departmen t-of-commerce /appellate- committee/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://comme	Fully Met	0.96	https://comme
					rce.gov.in/			rce.gov.in/
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Available in public domain on Department of Commerce website: https://commerce.g ov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Minutes of Meeting htt ps://commerc		0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act> Minutes of Meeting htt ps://commerc
4.7.0		E. H. Mad	0.00	0.00	e.gov.in/rti/su o-moto-disclo sure-under-rti- act/		0.00	e.gov.in/rti/su o-moto-disclo sure-under-rti- act/
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI> Suo Moto Disclosure		0.96	Available in public domain on Department of Commerce website: https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					under RTI Act> Minutes	6		under RTI Act> Minutes
					of Meeting htt			of Meeting htt
					ps://commerc e.gov.in/rti/su			ps://commerc e.gov.in/rti/su
					o-moto-disclo			o-moto-disclo
					sure-under-rti- act/			sure-under-rti- act/
1.8	Directory of officers and employees[Sec							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://comme rce.gov.in/offic er-details/		3.85	https://www.c ommerce.gov. in/officer-detai ls-old_bkp/
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://comme rce.gov.in/offic er-details/		3.85	https://www.c ommerce.gov. in/officer-detai ls-old_bkp/
1.9	Monthly Remuneration received by office	ers & employees				-		
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	Available in public domain on Department of Commerce website: https://commerce.gov.in/under Section: RTI>Suo Moto Disclosure under RTI Act>Monthly remuneration	-	3.85	https://comme rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371 17587510716 966_Monthly_ Remuneration .pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					received by each of its officers and employees- hit tps://commerce.gov.in/wp-content/uploads/2020/03/NTE SCL_637117587510716966_Monthly_Remuneration.pdf	5		
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://commerce.gov.in/ under Section RTI>Suo Moto Disclosure under RTI Act>Monthly remuneration received by each of its officers and e mployees- htt ps://commerc e.gov.in/wp-co ntent/uploads/ 2020/03/NTE SCL_6371175 87510716966		3.85	https://comme rce.gov.in/wp-content/uploa ds/2020/03/N TESCL_6371 17587510716 966_Monthly_ Remuneration .pdf and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/right-to-information-act-2005/

Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
				_Monthly_Re muneration.po	i		
Name, designation and other particulars of pu	ıblic inform	ation offic	ers[Section	n 4(1) (b) (xvi)]		
Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Names Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of	Fully Met	3.85	Available in public domain on Department of Commerce website https://commerce.go v.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: ht
	Name, designation and other particulars of pulling Name and designation of the public information officer (PIO), Assistant Public Information officer	Name, designation and other particulars of public information Name and designation of the public information officer (PIO), Assistant Public Information officer	Name, designation and other particulars of public information office Name and designation of the public information officer (PIO), Assistant Public Information officer	Name, designation and other particulars of public information officers[Section Name and designation of the public information officer (PIO), Assistant Public Information officer	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi) Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority Fully Met 3.85 3.85 Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI>Suo Moto Disclosure under RTI Act> Names Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)] Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority Fully Met 3.85 3.85 Available in public domain on Department of Commerce website https://commerce.go v.in/ under Section: RTI>Suo Moto Disclosure under RTI Act> Names, Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/ uploads/2024/ 01/latest-cpio.pdf and Appellate	Name, designation and other particulars of public information officers Section 4(1) (b) (xvi)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/wp-content/uploads/ 2024/02/FAA- NEW-	/		e.gov.in/wp-co ntent/uploads/ 2024/02/FAA- NEW-
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	DOC-1.pdf Available in public domain on Department of Commerce website https://commerce.gov.in/ under Section: RTI> Suo Moto Disclosure under RTI Act> Names Designations and other particulars of the CPIOs/AC PIOs: https://commerce.gov.in/wp-content/uploads/2024/01/latest-cpio.pdf and Appellate Authorities in Department of Commerce: ht	f.,	3.85	DOC-1.pdf Available in public domain on Department of Commerce website https://commerce.go v.in/ under Section: RTI>Suo Moto Disclosure under RTI Act> Names, Designations and other particulars of the CPIOs/AC PIOs: https://c ommerce.gov. in/wp-content/ uploads/2024/ 01/latest- cpio.pdf and Appellate Authorities in Department of Commerce: ht

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://commerc			tps://commerc
					e.gov.in/wp-co			e.gov.in/wp-co
					ntent/uploads/			ntent/uploads/
					2024/02/FAA-			2024/02/FAA-
					NEW-			NEW-
					DOC-1.pdf			DOC-1.pdf
					also Available			
					in public			
					domain on			
					Department of			
					Commerce			
					website: https			
					//commerce.g			
					ov.in/officer-			
				.,	details/	<u></u>		
1.11	No. Of employees against whom Disciplinary					•	4.00	L. 44 //
1.11.1	No. of employees against whom disciplinary	Fully Met	3.85	3.85	https://comme	,	1.93	https://comme
	action has been (i) Pending for Minor penalty or				rce.gov.in/about-us/divisions			rce.gov.in/wp-
	major penalty proceedings				/finance-divisi			content/uploa ds/2023/08/Su
					on/supply-divi			o-Moto-disclo
					sion/vigilance-			sure-under-
					and-confidenti			RTI-Act.pdf
					al-section/			it ii-Act.pui
1.11.2	(ii) Finalised for Minor penalty or major penalty	Fully Met	3.85	3.85	https://comme	Partially Met	1.93	https://comme
1	proceedings	i dily iviot	0.00	0.00	rce.gov.in/abo	_	1.00	rce.gov.in/wp-
	processinge				ut-us/divisions			content/uploa
					/finance-divisi			ds/2023/08/Su
					on/supply-divi			o-Moto-disclo
					sion/vigilance-			sure-under-
					and-confidenti			RTI-Act.pdf
					al-section/			'

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI	(Section 26)						
1.12.1		Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	y e	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	y e	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also available	y e	0	Details pertaining to year 2023-24 may be mentioned on website.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Training to all CPIOs held by ISTM in online mode. Trainings on iGOT platform are also	y e	1.92	General Matters on RTI -Mcommerce https://comme rce.gov.in/rti/g eneral-matters-

. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					available			on-rti/
.13	Transfer policy and transfer orders[F No. 1	/6/2011- IR dt.	15.4.2013					
.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	orders under following link: https://commerce.gov.in/wp-content/uploa ds/2020/03/N TESCL_6371 53945990098 973_Establish ment_Transfe r_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_637153947151518119 _CSSS_Cadre_Transfer_orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTESCL_63715 39477110847 17_CSS_Cadre_Transfer_Orders.pdf		3.85	Transfer policy of DOPT is adopted by DoC: https://d ocuments.dop tcirculars.nic.i n/D2/D02csd/Akash%20RT PhTyoy.pdf Transfer orders under following link: https://commerce.gov.in/wp-content/uploa ds/2020/03/N TESCL_6371 53945990098 973_Establish ment_Transfe r_Posting_Orders.pdf and https://commerce.gov.in/wp-content/uploads/2020/03/NTE SCL_637153947151518119 _CSSS_Cadr

Sr. No	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
				Mark		Category	Marks	Remarks/URL
					Transfer			e_Transfer_or
					policy of			ders.pdf and h
					DOPT is			ttps://commer
					adopted by			ce.gov.in/wp-c
					the DoC https			ontent/upload
					//documents.d			s/2020/03/NT
					optcirculars.ni			ESCL_63715
					c.in/D2/D02cs			39477110847
					d/Akash%20R			17_CSS_Cad
					TPhTyoy.pdf			e_Transfer_O
								rders.pdf
								Transfer
								orders for
								year 2023-24
								may be
								mentioned on
								website for
								better
Total			100	100		100	84	transparency.
2	Dudget and Draggemen		100	100		100	U-T	
	Budget and Programme							
2.1	Budget and Programme Budget allocated to each agency include 4(1)(b)(xi)]	ing all plans, prop	osed exp	enditure a	nd reports on	disburseme	nts made e	etc.[Section
2.1		ing all plans, prop	osed exp	enditure a	nd reports on Available	disburseme Fully Met	ents made e	etc.[Section Available
	Budget allocated to each agency include 4(1)(b)(xi)]		_		•	Fully Met		- Available
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available	Fully Met		- Available
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available under Section	Fully Met		Available under Section
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available under Section "Budget	Fully Met		Available under Section "Budget
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available under Section "Budget allocation	Fully Met		Available under Section "Budget allocation
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available under Section "Budget allocation indicating	Fully Met		Available under Section "Budget allocation indicating
2.1	Budget allocated to each agency include 4(1)(b)(xi)]		_		Available under Section "Budget allocation indicating particulars of	Fully Met		Available under Section "Budget allocation indicating particulars of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
				Mark	and reports or disbursement made" https://commerce.gov.in/budget/under RTI Section>suomotudisclosure>onDepartment of		Marks	and reports on disbursement made" https://commerce.gov.in/budget/under RTI Section>suomotudisclosure>onDepartment of
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Commerce website Available under Section "Budget allocation indicating particulars of plans, proposed	Fully Met	10.00	Commerce website Available under Section "Budget allocation indicating particulars of plans, proposed
					expenditures and reports or disbursement made" https://commerce.go v.in/budget/under RTI Section>suomot u disclosure> on	;		expenditures and reports on disbursement made" https:// commerce.go v.in/budget/ under RTI Sec tion>suomot u disclosure> on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Department of Commerce website	f		Department of Commerce website
2.1.3	Proposed expenditures	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports or disbursement made" https:// commerce.go v.in/budget/ under RTI Section>suomot u disclosure> on Department of Commerce website		10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https:// commerce.go v. in/budget/ under RTI Sec tion>suomot u disclosure> on Department of Commerce website
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans,	Fully Met	10.00	Available under Section "Budget allocation indicating particulars of plans,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					proposed expenditures and reports or disbursement made" https:// commerce.go v.in/budget/ under RTI Sec tion>suomot u disclosure> on Department of Commerce website	;		proposed expenditures and reports on disbursement made" https:// commerce.go v. in/budget/ under RTI Sec tion>suomot u disclosure> on Department of Commerce website
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports or disbursement made" https:// commerce.go v.in/budget/ under RTI Section>suomot u	;	10.00	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports on disbursement made" https:// commerce.go v. in/budget/ under RTI Section>suomot u

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					disclosure> on Department of Commerce			disclosure> on Department of Commerce
2.2	Foreign and demostic tours/F No. 1/9/2012 ID	44 0 204	2)		website			website
2.2 2.2.1	Foreign and domestic tours(F.No. 1/8/2012- IR Budget	Fully Met	16.67	16.67	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports or disbursement made" https://commerce.go v.in/budget/ under RTI Section>suomot u disclosure> on Department of Commerce		16.67	Available under Section "Budget allocation indicating particulars of plans, proposed expenditures and reports or disbursement made" https:// commerce.go v. in/budget/ under RTI Section>suomot u disclosure> on Department of Commerce
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	Fully Met	16.67	16.67	website https://comme rce.gov.in/wp- content/uploa ds/2020/11/N		8.34	website Details for tours pertaining to 2023-24 may

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				TESCL_6371 89198162305 284_Visits_20 19_domestic_ foreign.pdf			be mentioned on website for better transparency
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		7	8.34	https://comme rce.gov.in/wp-content/uploa ds/2020/03/N TESCL_6371 41798320490 759_Procure ment.pdf (information for the year 2023-24 may be mentioned on website). and https://commerce.gov.in/tender-guidelines/
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	Statement of Activities 2023-2024 available	Fully Met	6.25	Statement of Activities 2023-2024 available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S			24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	s		Department of
					ubsidy-progra			Commerce we
					mmes-includir	ו		bsite.https://w
					g-the-amounts	5		ww.commerce
					-allocated-and	d		.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S			24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	s		Department of
					ubsidy-progra			Commerce we
					mmes-includir	ו		bsite.https://w
					g-the-amounts	5		ww.commerce
					-allocated-and	d		.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S			24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	;		Department of
					ubsidy-progra			Commerce we
					mmes-includir	า		bsite.https://w
					g-the-amounts			ww.commerce
					-allocated-and			.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S			24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	s		Department of
					ubsidy-progra			Commerce we
					mmes-includir	ו		bsite.https://w
					g-the-amounts	5		ww.commerce
					-allocated-and	d		.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S	;		24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	5		Department of
					ubsidy-progra			Commerce we
					mmes-includir	า		bsite.https://w
					g-the-amounts	S		ww.commerce
					-allocated-and	k		.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S	;		24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	5		Department of
					ubsidy-progra			Commerce we
					mmes-includir	า		bsite.https://w
					g-the-amounts	S		ww.commerce
					-allocated-and	k		.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
					Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	f		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte	Э		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S	;		24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2			ompressed_2.
					pdf and https:/	/		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of	-		section on
					execution-of-s	3		Department of
					ubsidy-progra			Commerce we
					mmes-includir	า		bsite.https://w
					g-the-amounts	S		ww.commerce
					-allocated-and			.gov.in/publica
					-the-details-of	-		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.3.8	Details of beneficiaries of subsidy programme	Fully Met	6.25	6.25	Statement of	Fully Met	6.25	Statement of
	(number, profile etc)				Activities			Activities
					2023-2024			2023-2024
					available			available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					under			under
					Publication			Publication
					section on			section on
					Department of	:		Department of
					Commerce			Commerce
					website. https	:		website. https:
					//commerce.g			//commerce.g
					ov.in/wp-conte)		ov.in/wp-conte
					nt/uploads/20			nt/uploads/20
					24/03/IBEF_S			24/03/IBEF_S
					tatement-of-A			tatement-of-A
					ctivities_v9_C			ctivities_v9_C
					ompressed_2.			ompressed_2.
					pdf and https:/	′		pdf and
					/commerce.go			Annual Report
					v.in/rti/suo-mo			available
					to-disclosure-			under
					under-rti-act/t			Publication
					he-manner-of-			section on
					execution-of-s			Department of
					ubsidy-progra			Commerce we
					mmes-includir	n		bsite.https://w
					g-the-amounts	S		ww.commerce
					-allocated-and			.gov.in/publica
					-the-details-of	_		tions-reports/
					beneficiaries-			
					of-such-			
					programmes/			
2.4	Discretionary and non-discretionary grants [F.	No. 1/6/201	11-IR dt. 1	5.04.2013]				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	https://comme rce.gov.in/bud get/		25.00	https://comme rce.gov.in/bud get/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.2	Annual accounts of all legal entities who are	Fully Met	25	25.00	https://comme		25.00	https://comme
	provided grants by public authorities				rce.gov.in/bud	_		rce.gov.in/bud
	3 71				get/			get/
2.5	Particulars of recipients of concessions, per	nits of autho	rizations	granted by		thority[Sect	ion 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted	Fully Met	25	25.00	Available in	Fully Met	25.00	"Nil" as
	by public authority	-			public domain			mentioned
					on			under link: htt
					Department of	:		ps://commerc
					Commerce			e.gov.in/rti/su
					website: https://			o-moto-disclo
					//commerce.g			sure-under-rti-
					ov.in/ under			act/particulars
					Section: RTI			-of-recipients-
					>Suo Moto			of-concession
					Disclosure			s-permits-or-a
					under RTI Act			uthorisations-
					>https://com			granted-by-de
					merce.gov.in/r			partment-of-
					ti/suo-moto-di			commerce/
					sclosure-unde			
					r-rti-act/particu	ı		
					lars-of-recipie			
					nts-of-conces			
					sions-permits-			
					or-authorisation			
					ns-granted-by			
					-department-			
					of-commerce/			
2.5.2	For each concessions, permit or authorization	Fully Met	25	25.00	Information	Fully Met	25.00	"Nil" as
	granted - (a) Eligibility criteria, (b) Procedure for				mentioned			mentioned
	getting the concession/ grant and/ or permits of				under said link	(under link: htt
	authorizations, (c) Name and address of the				https://comme			ps://commerc

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	recipients given concessions/ permits or				rce.gov.in/rti/s			e.gov.in/rti/su
	authorizations, (d) Date of award of concessions/	,			uo-moto-discl			o-moto-disclo
	permits of authorizations				osure-under-r	t		sure-under-rti-
					i-act/particular	-		act/particulars
					s-of-recipients	•		-of-recipients-
					-of-concessio			of-concession
					ns-permits-or-			s-permits-or-a
					authorisations			uthorisations-
					-granted-by-d			granted-by-de
					epartment-of-			partment-of-
					commerce/			commerce/
					"NIL"			
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2							
2.6.1	CAG and PAC paras and the action taken reports	•	50	50.00	Available in	Fully Met	50.00	https://comme
	(ATRs) after these have been laid on the table of				public domain			rce.gov.in/wp-
	both houses of the parliament.				on			content/uploa
					Department of	f		ds/2020/03/N
					Commerce			TESCL_6371
					website: https			36475144818
					//commerce.g			410_Audit_Pa
					ov.in/ under			ra_FT_M-
					Section: RTI			and_O.pdf
					>Suo Moto			
					Disclosure			
					under RTI			
					Act>CAG			
					and PAC			
					paras and the			
					action taken			
					reports			
					(ATRs) after			
					these have			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					been laid on the table of both houses of the parliament htt ps://commerc e.gov.in/wp-content/uploads/ 2020/03/NTE SCL_6371364 75144818410 _Audit_Para_ FT_M-) /		
Total			300	300	and_O.pdf	300	283	
3 3.1	Publicity Band Public interface Particulars for any arrangement for consultation	on with or re	presenta	ation by the	a mambara af	the muhlie i		
	formulation of policy or implementation there	of [Section 4	•	•		•	n relation t	o the
3.1.1	formulation of policy or implementation there Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	of [Section 4 Fully Met	•	•		5.04.2013] Fully Met	12.50	https://commerce.gov.in/acts

Sr. No	Details of disclosure	Category	Marks	Obtained Mark			Auditor Marks	Auditor Remarks/URL
					e.gov.in/about -us/departmen t-of-commerce /officers-handl ing-public-staf f-grievances/ Press release section available on DoC website: https://comme			e.gov.in/about -us/departmen t-of-commerce /officers-handl ing-public-staf f-grievances/ Press release section available on DoC website: https://comme
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	e0	0	rce.gov.in/ empty	Not Applicable	0	rce.gov.in/ NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.5		Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.8	·	Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	e0	0	empty	Not Applicable	0	NA
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	e0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	e0	0	empty	Not Applicat	ole0	NA
3.2	Are the details of policies / decisions, which a	ffect public, ir	nformed	to them[S	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	E-Payment Authorization Status & Issue Register Report, Details of Agency wise Grants-in-Aid released by D/o Commerce, annual report mentioned under link http s://commerce. gov.in/publications-reports/	Fully Met	16.67	E-Payment Authorization Status & Issue Register Report, Details of Agency wise Grants-in-Aid released by D/o Commerce, annual report mentioned under link http s://commerce. gov.in/publicat ions-reports/
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	Public interface: http s://commerce. gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: htt ps://commerce.gov.in/about		16.67	Public interface https://commerce.gov.in/links-for-public-interfaces/and Officers handling Public / Staff grievances: https://commerce.gov.in/abo

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					-us/department-of-commerce/officers-handling-public-staff-grievances/Press release section available on DoC website: https://commerce.gov.in/			ut-us/departm ent-of-comme rce/officers-ha ndling-public-s taff- grievances/ along with press release section available on DoC website: https://comme
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	Public interface: http s://commerce. gov.in/links-for-public-interfaces/ and Officers handling Public / Staff grievance: htt ps://commerce.gov.in/about-us/department-of-commerce/officers-handling-public-staff-grievances/ along with press release		16.67	rce.gov.in/ Public interface https://commerce.g ov.in/links-for- public- interfaces/ and Officers handling Public / Staff grievances: h ttps://commer ce.gov.in/abo ut-us/departm ent-of-comme rce/officers-ha ndling-public-s taff- grievances/ along with

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					section available on			press release section available on DoC website: https://comme rce.gov.in/
3.3	Dissemination of information widely and in	such form and	d manner	which is e	asily accessib	le to the pu	blic [Section	on 4(3)]
3.3.1	Use of the most effective means of	Fully Met	50	50.00	Available on		50.00	Available on
	communication - Internet (website)				Department of Commerce website: https://commerce.gov.in/	:		Department of Commerce website: https: //commerce.g ov.in/
3.4	Form of accessibility of information manua	al/ handbook[S	ection 4(1)(b)]				
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	"Annual Report/Statement or Activities" under publication/ report section on DoC webs tehttps://commerce.gov.in/publications-reports/and "Induction Manual of DOC" https://commerce.gov.in/wp-content.uploads/202011/Induction-	i c	25.00	"Annual Report" under publication/ report section on DoC website: https: //commerce.g ov.in/wp-conte nt/uploads/20 23/03/Annual- Report-FY-20 22-23-DoC.pd f and "Induction Manual of DOC" https://c ommerce.gov. in/wp-content/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Manual-2020. pdf available under suomoto disclosure link https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/	•		uploads/2020/ 11/Induction- Manual-2020. pdf available under suo- moto disclosure link https://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti-act/
3.4.2	Information manual/handbook available in Printed format	dFully Met	25	25.00	"Annual Repo t/Statement of Activities" are available at Facilitation Counter of Department of Commerce		25.00	"Annual Repor t/Statement of Activities" are available at Facilitation Counter of Department of Commerce
3.5 3.5.1	Whether information manual/ handbook available to find the same and the same and the same are same as a same are same are same are same as a same are sam	able free of o	25	ot [Section 25.00		t	25.00	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. htt ps://commerc

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e.gov.in/public ations-reports DOC-CITIZEN -CHARTER-2 022.pdf (com merce.gov.in)	N		e.gov.in/public ations-reports (commerce.go v.in)
3.5.2	List of materials available At a reasonable cost of the medium	of Fully Met	25	25.00	All Annual Reports, gran in aid, epayment report, Citizer Charter are available free of cost at Department's website i.e. ht ps://commerc e.gov.in/public ations-reports DOC-CITIZEN -CHARTER-2 022.pdf (commerce.gov.in)	Fully Met t	25.00	All Annual Reports, grant in aid, epayment report, Citizen Charter are available free of cost at Department's website i.e. htt ps://commerc e.gov.in/public ations-reports (commerce.go v.in)
Total			225	225	,	225	225	
4	E-Governance							
4.1	Language in which Information Manual/Hand					_		
4.1.1	English	Fully Met	14.29	14.29	Reports pertaining to grant in aid, epayment report, annual report etc.	Fully Met	14.29	https://comme rce.gov.in/pub lications- reports/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					provided under link: htt ps://commerc e.gov.in/public ations-reports/			
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	Reports pertaining to grant in aid, epayment report, annual report etc. provided under link: htt ps://commerc e.gov.in/public ations-reports/	Fully Met	14.29	https://comme rce.gov.in/hi/p ublications- reports/
4.2	When was the information Manual/Handbook	last updated?	?[F No. 1	/6/2011-IR	· · · · · · · · · · · · · · · · · · ·			
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	_	Fully Met	28.57	March 2024
4.3	Information available in electronic form[Section	on 4(1)(b)(xiv))]					
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://comme rce.gov.in/pub lications- reports/	,	9.52	https://comme rce.gov.in/pub lications- reports/
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://comme rce.gov.in/pub lications- reports/	,	9.52	https://comme rce.gov.in/pub lications- reports/
4.3.3	Location where available	Fully Met	9.52	9.52	https://comme rce.gov.in/pub lications- reports/	,	9.52	https://comme rce.gov.in/pub lications- reports/
4.4	Particulars of facilities available to citizen for	obtaining info	ormation	[Section 4	l(1)(b)(xv)]			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://comme rce.gov.in/con tact/	,	7.14	https://comme rce.gov.in/con tact/
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-ri-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-information-including-the-working-hours-of-a-library-or-reading-room-if-maintained-for-public-use/and Contact:https://commerce.gov.in/contact/		7.14	https://comme rce.gov.in/rti/s uo-moto-discl osure-under-rt i-act/the-partic ulars-of-faciliti es-available-t o-citizens-for-obtaining-infor mation-includi ng-the-workin g-hours-of-a-li brary-or-readi ng-room-if-ma intained-for-public-use/ and Contact: https://comme rce.gov.in/con tact/
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://commerce.gov.in/rti/suo-moto-disclosure-under-ri-act/the-particulars-of-facilities-available-to-citizens-for-obtaining-information/	t	7.14	https://comme rce.gov.in/rti/s uo-moto-discl osure-under-rt i-act/the-partic ulars-of-faciliti es-available-t o-citizens-for- obtaining-infor

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					mation-includi			mation-includi
					ng-the-workin			ng-the-workin
					g-hours-of-a-li			g-hours-of-a-li
					brary-or-readi			brary-or-readi
					ng-room-if-ma	ı		ng-room-if-ma
					intained-for-			intained-for-
					public-use/			public-use/
					and Contact:			and Contact:
					https://comme	•		https://comme
					rce.gov.in/con			rce.gov.in/con
					tact/			tact/
4.4.4	Contact person & contact details (Phone, fax	Fully Met	7.14	7.14	https://comme	Fully Met	7.14	https://comme
	email)				rce.gov.in/rti/s			rce.gov.in/rti/s
					uo-moto-discl			uo-moto-discl
					osure-under-r	t		osure-under-rt
					i-act/the-partic			i-act/the-partic
					ulars-of-faciliti			ulars-of-faciliti
					es-available-t			es-available-t
					o-citizens-for-			o-citizens-for-
					obtaining-infor	٢		obtaining-infor
					mation-includi			mation-includi
					ng-the-workin			ng-the-workin
					g-hours-of-a-li			g-hours-of-a-li
					brary-or-readi			brary-or-readi
					ng-room-if-ma	ı		ng-room-if-ma
					intained-for-			intained-for-
					public-use/			public-use/
					and Contact:			and Contact:
					https://comme			https://comme
					rce.gov.in/con			rce.gov.in/con
					tact/			tact/

4.5 Such other information as may be prescribed under Section 4(I) (b)(xVII)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	available under citizen charter link: D OC-CITIZEN- CHARTER-20 22.pdf (comm erce.gov.in)	Fully Met	3.57	available under citizen charter link: ht tps://commerc e.gov.in/wp-co ntent/uploads/ 2022/05/DOC- CITIZEN-CHA RTER-2022.p
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://commerce.gov.in/wpcontent/uploads/2023/09/Applications-andappeals-2.pdftotal number of applications under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-appeals-reci		3.57	https://comme rce.gov.in/wp- content/uploa ds/2023/09/Ap plications-and- appeals-2.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ved-and-disposed-off/ Receipt & Disposal of RTI applications & appeals https://commerce.g ov.in/wp-content/uploads/20 20/03/NTESC L_637114913 180098717_Receipt_Disposal_RTI.pdf	e		
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Available under section "Act, Regulation and scheme" https://commerce.gov.in/acts -and- schemes/ on Department of Commerce website https://commerce.gov.in/	e S f	3.57	https://comme rce.gov.in/acts -and- schemes/
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://commerce.gov.in/acts		3.57	https://comme rce.gov.in/acts -and-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					schemes/			schemes/
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	https://comme rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371 41798320490 759_Procure ment.pdf	·	3.57	https://comme rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371 41798320490 759_Procure ment.pdf and https://comme rce.gov.in/ten der- guidelines/
4.5.6	Annual Report	Fully Met	3.57	3.57	Publications/ Reports - Mcommerce: https://commerce.gov.in/publications- reports/		3.57	https://comme rce.gov.in/wp- content/uploa ds/2023/03/An nual-Report-F Y-2022-23-Do C.pdf (2022-2023)
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://comme rce.gov.in/rti/g eneral-matters -on-rti/frequen tly-asked- questions/	, S	3.57	https://comme rce.gov.in/rti/g eneral-matters -on-rti/frequen tly-asked- questions/
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	DOC-CITIZEN -CHARTER-2 022- https://co mmerce.gov.i n/wp-content/		3.57	available under citizen charter link: ht tps://commerc e.gov.in/wp-co

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					uploads/2022/			ntent/uploads/
					05/DOC-CITIZ			2022/05/DOC-
					EN-CHARTE			CITIZEN-CHA
					R-2022.pdf			RTER-2022.p
					available			df
					under "About			
					Us" section			
4.6	Receipt & Disposal of RTI applications & app			dt. 15.04.2				
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://comme		14.29	https://comme
					rce.gov.in/wp-			rce.gov.in/wp-
					content/uploa			content/uploa
					ds/2023/09/Ap	O		ds/2023/09/Ap
					plications-and	-		plications-and-
					appeals-2.pdf			appeals-2.pdf
					total number			
					of applications	3		
					under link: htt			
					ps://commerc			
					e.gov.in/rti/su			
					o-moto-disclo			
					sure-under-rti-	-		
					act/rti-applicat	i i		
					ons-received-			
					and-disposed-	-		
					off/ and https:/			
					/commerce.go			
					v.in/rti/suo-mo			
					to-disclosure-			
					under-rti-act/rt	t		
					i-appeals-rece			
					ived-and-			
					disposed-off/			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Receipt & Disposal of RTI applications & appeals https: //commerce.g ov.in/wp-conte nt/uploads/20 20/03/NTESC L_637114913 180098717_R eceipt_Disposal_RTI.pdf			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://commerce.gov.in/wp-content/uploads/2023/09/Applications-and appeals-2.pdf total number of applications under link: https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-applications-received-and-disposed-off/ and https://commerce.gov.in/rti/suo-moto-disclosure-under-rti-act/rti-act		14.29	https://comme rce.gov.in/wp- content/uploa ds/2023/09/Ap plications-and- appeals-2.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					to-disclosure- under-rti-act/rt i-appeals-rece ived-and- disposed-off/ Receipt & Disposal of RTI applications & appeals https: //commerce.g ov.in/wp-content/uploads/20 20/03/NTESC L_637114913 180098717_R eceipt_Disposal_RTI.pdf			
4.7	Replies to questions asked in the parliament	[Section 4(1)(c	l)(2)]					
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	RTI>Suo Moto Disclosure under RTI Act> Replies to questions asked in the p arliament[Sec ion 4(1)(d)(2)] ->https://com merce.gov.in/ parliamentary business/parli	t -	28.57	RTI>Suo Moto Disclosure under RTI Act> Replies to questions asked in the p arliament[Sect ion 4(1)(d)(2)]> https://comme rce.gov.in/parl iamentary-bus

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					ament-questic ns-departmen of-commerce/	t-		iness/parliame nt-questions-d epartment-of- commerce/
Total			200	200		200	200	
5	Information as may be prescribed							
5.1	Such other information as may be prescribe	d [F.No. 1/2/2	016-IR dt	. 17.8.2016,	, F No. 1/6/201	1-IR dt. 15.4	.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015		20	20.00	RTI>Suo Moto Disclosure under RTI Act> Name, Designation and other particulars of CPIOs/ APIOs> https://co mmerce.gov.i n/wp-content/ uploads/2024/ 01/latest- cpio.pdf https://commerce.g ov.in/wp-content/ uploads/20 23/09/latest-lis t-of-cpio.pdf https://commerce.g t-of-cpio.pdf https://commerce.gov.in/wp-content/uploads/20 23/09/latest-lis t-of-cpio.pdf https://commerce.gov.in/wp-content/uploads/20 23/08/Previous-CPIOs-	Fully Met	20.00	RTI> Suo Moto Disclosure under RTI Act: https://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti-act/ under section "Name, Designation and other particulars of the CPIOs/CA PIO": https://c ommerce.gov. in/wp-content/ uploads/2024/ 01/latest- cpio.pdf https: //commerce.g ov.in/wp-conte nt/uploads/20 23/09/latest-lis

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					list.pdf and Appeallate Authorities in department of commerce> https://commerce.gov.in/wp-content/uploads/2024/02/FAA-NEW-DOC-1.pdf https://commerce.gov.in/wp-content/uploads/2023/08/Previous-year-FAA list.pdf			t-of-cpio.pdf and https://co mmerce.gov.i n/wp-content/ uploads/2023/ 08/Previous-C PIOs-list.pdf Appellate Authorities in Department of Commerce: ht tps://commerc e.gov.in/wp-co ntent/uploads/ 2024/02/FAA- NEW- DOC-1.pdf and https://co mmerce.gov.i n/wp-content/ uploads/2023/ 08/Previous-y ear-FAA-
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Fully Met	20	20.00	https://commerce.gov.in/wp-content/uploads/2024/04/audit-report-2022-23.pdf		20.00	list.pdf Details of third party audit of voluntary disclosure for the year of 2022-23: https://commerce.gov.in/wp-conte

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								nt/uploads/20 24/04/audit-re port-2022-23. pdf
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	RTI>Suo Moto Disclosure under RTI Act> RTI Nodal Officer list of public a uthority>http s://commerce. gov.in/wp-con ent/uploads/2 022/12/List-of- Nodal-Officers -Under- DoC.pdf (date of uploading of circular mentioned: 22/12/2022) List of Nodal Officer of Stat es/UTs>http s://commerce. gov.in/wp-con ent/uploads/2 022/08/Nodal- Officers-OM-dated-08-08-20	t 	20.00	RTI>Suo Moto Disclosure under RTI Act> RTI Nodal Officer list of public a uthority>http s://commerce. gov.in/wp-cont ent/uploads/2 022/12/List-of- Nodal-Officers -Under- DoC.pdf (27.12.2022)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark		Auditor Category	Auditor Marks	Auditor Remarks/URL
					22.pdf			
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti-act/		0	Committee constituted for advise on suo moto disclosure may be mentioned on website.
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://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti-act/	_	20.00	https://comme rce.gov.in/wp- content/uploa ds/2024/01/lat est-cpio.pdf and https://co mmerce.gov.i n/wp-content/ uploads/2023/ 09/latest-list- of-cpio.pdf
Total	<u>'</u>		100	100		100	80	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have	ve minimum		use of RT	I 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://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti-act/		25.00	https://comme rce.gov.in/rti/s uo-moto-discl osure-under- rti act/
6.2	Guidelines for Indian Government Websites (CSM Secretariat Manual of Office Procedures (CSM Personnel, Publ	•	•		• .			
6.2.1	Whether STQC certification obtained and its	Fully Met	12.5	12.50	Yes. Valid till	Fully Met	12.50	https://comme

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Sr. No	Details of disclosure validity	Category	Marks	Obtained Mark	05th June, 2025. RTI>Suo Moto Disclosure under RTI Act> Whether guidelines for Indian Government Websites (GIGW) is followed (as released in February, 2009 and included in the CSMOP by D ARPG)>http s://commerce gov.in/wp-con ent/uploads/2 020/03/NTES CL_63712110 0812833326_ guidelines.pdf and https://co	Category	Auditor	Auditor Remarks/URL rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371 21100812833 326_guideline s.pdf and http s://commerce. gov.in/wp-cont ent/uploads/2 022/06/STQC- CQW-Certifica te.pdf
						/		

Sr. No	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
				Mark		Category	Marks	Remarks/URL
					pdf			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Yes. https://commerce.gov.in/wp-content/uploads/2022/06/STQC-CQW-Certificate.pdf	,	12.50	https://comme rce.gov.in/wp- content/uploa ds/2020/03/N TESCL_6371 21100812833 326_guideline s.pdf and http s://commerce. gov.in/wp-cont ent/uploads/2 022/06/STQC- CQW-Certifica te.pdf
Total			50	50		50	50	1 - 1 p - 2 - 2
Grand	Total		975	975		975	923	