

# Self appraisal report Of Public Authority By Auditor

Year(2020-21)

Year:\*

2020-2021

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Sr No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks
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## 1.1 Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]

1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.28	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.1.2	Head of the organization	1.28	Fully Met	1.28	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.28	<a href="https://www.indianembassybeirut.gov.in/">https://www.indianembassybeirut.gov.in/</a>
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.28	<a href="https://www.indianembassybeirut.gov.in/page/display/79/58">https://www.indianembassybeirut.gov.in/page/display/79/58</a>
1.1.4	Function and duties	1.28	Fully Met	1.28	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.28	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

1.1.5	Organization Chart	1.28	Fully Met	1.28	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.28	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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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	0	Not Applicable	0		Not Met	0	not met
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**1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]**

1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https:// www.in dianem bassyb eirut.go v.in/pag e/displa y/81/8</a>
1.2.4	Exercised	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https:// www.in dianem bassyb eirut.go v.in/pag e/displa y/81/8</a>
1.2.5	Work allocation	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https:// www.in dianem bassyb eirut.go v.in/pag e/displa y/81/8</a>

### 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	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https:// www.in dianem bassyb eirut.go v.in/pag e/displa y/81/8</a>
1.3.2	Final decision making authority	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https:// www.in dianem bassyb eirut.go v.in/pag e/displa y/81/8</a>

1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.3.4	Time limit for taking a decision, if any	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

#### 1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]

1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.54	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record manual /instruction.	1.92	Fully Met	1.92	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.92	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.92	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	1.92	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

1.5.4	Transfer policy and transfer orders	0	Not Applicable	0	Fully Met	1.92	Decision taken by the Ministry
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## 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1	Categories of documents	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

## 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1	Name of Boards, Council, Committee etc.	0	Not Applicable	0	Fully Met	0.96	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
1.7.2	Composition	0	Not Applicable	0	Fully Met	0.96	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

1.7.3	Dates from which constituted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	0.96	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
1.7.4	Term/Tenure	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	0.96	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
1.7.5	Powers and functions	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met
1.7.6	Whether their meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met
1.7.7	Whether the minutes of the meetings are open to the public?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met
1.7.8	Place where the minutes if open to the public are available?	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met

## 1.8 Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1	Name and designation	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/8/1">https://www.indianembassybeirut.gov.in/page/display/8/1</a>
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1.8.2	Telephone, fax and email ID	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/8/1">https://www.indianembassybeirut.gov.in/page/display/8/1</a>
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**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	0	Not Applicable	0		Not Met	0	NOT MET
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1.9.2	System of compensation as provided in its regulations	0	Not Applicable	0		Not Met	0	NOT MET
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**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	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.85	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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### 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	0	Not Applicable	0		Not Applicable	0	NA
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	0	Not Applicable	0		Not Applicable	0	NA

### 1.12 Programmes to advance understanding of RTI(Section 26)

1.12.1	Educational programmes	0	Not Applicable	0		Not Met	0	NOT MET
1.12.2	Efforts to encourage public authority to participate in these programmes	0	Not Applicable	0		Not Met	0	NOT MET
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	NOT MET

1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Partially Met	0.96	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
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### 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]	0	Not Applicable	0		Fully Met	7.69	Decision taken by Ministry
<b>Total</b>		<b>62</b>		<b>62</b>		<b>92</b>	<b>70</b>	

Next (/question/auditor-transparency-viewing-report-pa-wise?year=2021&pa=4373&id=2)

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**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	10	Fully Met	10.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Partial ly Met	5.00	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
2.1.2	Budget for each agency and plan & programmes	0	Not Applicable	0		Not Met	0	not met
2.1.3	Proposed expenditures	0	Not Applicable	0		Not Met	0	not met
2.1.4	Revised budget for each agency, if any	0	Not Applicable	0		Not Met	0	not met
2.1.5	Report on disbursements made and place where the related reports are available	0	Not Applicable	0		Not Met	0	not met

**2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)**

2.2.1	Budget	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Partially Met	8.34	
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met

2.2.3	<p>Information related to procurements-</p> <p>(a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>(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.</p>	Not Applicable	0	Fully Met	16.67	<a href="https://www.indianembassybairut.gov.in/search/search_all?txtSearchHeader=tenders">https://www.indianembassybairut.gov.in/search/search_all?txtSearchHeader=tenders</a>
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### 2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	Not Applicable	0	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/pagedisplay/81/8">https://www.indianembassybairut.gov.in/pagedisplay/81/8</a>
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2.3.2	Objective of the programme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
2.3.3	Procedure to avail benefits	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
2.3.4	Duration of the programme/scheme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
2.3.5	Physical and financial targets of the programme	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
2.3.6	Nature/scale of subsidy/amount allotted	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>

2.3.7	Eligibility criteria for grant of subsidy	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>

## 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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Not Met	0	not met

## 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	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	Fully Met	25.00	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
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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	0	Not Applicable	0	Fully Met	25.00	<a href="https://www.indianembassybassyeirut.gov.in/page/display/81/8">https://www.indianembassybassyeirut.gov.in/page/display/81/8</a>
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**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.	0	Not Applicable	0	Not Met	0	not met
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**Total 10 10 300 130**



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**3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	Not Applicable	0		Fully Met	12.50	<a href="https://www.indianembassybairut.gov.in/page/display/52/3">https://www.indianembassybairut.gov.in/page/display/52/3</a> <a href="https://www.indianembassybairut.gov.in/">https://www.indianembassybairut.gov.in/</a>
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3.1.2	<p>Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day &amp; time allotted for visitors, (c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	Not Applicable	0	Partially Met	6.25	<a href="https://www.indianembassybairut.gov.in/page/display/81/8">https://www.indianembassybairut.gov.in/page/display/81/8</a>
3.1.3	<p>Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any</p>	Not Applicable	0	Not Met	0	not met
3.1.4	<p>Public-private partnerships (PPP)- Detailed project reports (DPRs)</p>	Not Applicable	0	Not Met	0	not met
3.1.5	<p>Public-private partnerships (PPP)- Concession agreements.</p>	Not Applicable	0	Not Met	0	not met

3.1.6 Public-private partnerships (PPP)- Operation and maintenance manuals  Not Applicable  Not Met 0 not met

3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP  Not Applicable  Not Met 0 not met

3.1.8 Public-private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government  Not Applicable  Not Met 0 not met

3.1.9 Public-private partnerships (PPP) - Information relating to outputs and outcomes  Not Applicable  Not Met 0 not met

3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	Not Met	0	not met
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3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	Not Met	0	not met
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**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	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
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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	16.67	Fully Met	16.67	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
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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	16.67	Fully Met	16.67	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
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**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)	50	Fully Met	50.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	50.00	<a href="https://www.indianembassybeirut.gov.in">/www.indianembassybeirut.gov.in</a>
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### 3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not 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	25	Fully Met	25.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
3.5.2	List of materials available At a reasonable cost of the medium	25	Fully Met	25.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met

<b>Total</b>	<b>200</b>	<b>200</b>	<b>250</b>	<b>69</b>
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Sr. No	Details of disclosure	Total Marks	Selecte d Category by PA	Marks Obtain ed by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remark s/URL
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	14.29	Fully Met	14.29	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
4.1.2	Vernacular/ Local Language	14.29	Not Met	0		Not Met	0	not met
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	0	Not Applica ble	0		Not Met	0	not met
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	9.52	<a href="http://www.indianembassybeirut.gov.in">www.in dianem bassyb eirut.go v.in</a>
4.3.2	Name/ title of the document/ record/ other information	9.52	Fully Met	9.52	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	9.52	<a href="http://www.in dianem bassyb eirut.go v.in">www.in dianem bassyb eirut.go v.in</a>

4.3.3	Location where available	9.52	Fully Met	9.52	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	9.52	<a href="http://www.indianembassybeirut.gov.in">www.indianembassybeirut.gov.in</a>
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#### 4.4 Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]

4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	7.14	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
4.4.2	Details of information made available	7.14	Fully Met	7.14	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	7.14	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	7.14	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	7.14	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>

#### 4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)



4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.57	<a href="https://www.indianembassybeirut.gov.in/notice/display/1198">https://www.indianembassybeirut.gov.in/notice/display/1198</a>
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
4.5.3	List of completed schemes/projects/ Programmes	0	Not Applicable	0		Not Met	0	not met
4.5.4	List of schemes/projects/ programme underway	0	Not Applicable	0		Not Met	0	not met
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0		Not Met	0	not met
4.5.6	Annual Report	0	Not Applicable	0		Not Met	0	not met

4.5.7	Frequently Asked Question (FAQs)	3.57	Partially Met	1.79	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	3.57	<a href="https://www.indianembassybeirut.gov.in/search/search_all?txtSearchHeader=FAQ">https://www.indianembassybeirut.gov.in/search/search_all?txtSearchHeader=FAQ</a>
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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	0	Not Applicable	0		Not Met	0	not met
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#### 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	14.29	Fully Met	14.29	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
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4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
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#### 4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]

4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Not Met	0	not met
<b>Total</b>		<b>154</b>		<b>137</b>		<b>200</b>	<b>64</b>	

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**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	20	Fully Met	20.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	20.00	<a href="https://www.indianembassybeirut.gov.in/page/display/81/8">https://www.indianembassybeirut.gov.in/page/display/81/8</a>
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	0	Not Applicable	0		Not Met	0	NOT MET

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a)  Not Applicable  Not Met 0 NOT MET  
 Date of appointment, (b) Name & Designation of the officers

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates  Not Applicable  Not Met 0 NOT MET  
 from which constituted, (b) Name & Designation of the officers

5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI -  Not Applicable  Not Met 0 NOT MET  
 (a) Dates from which constituted, (b) Name & Designation of the Officers

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<b>Total</b>	<b>20</b>	<b>20</b>	<b>100</b>	<b>20</b>
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<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	Fully Met	25.00	Details at <a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>	Fully Met	25.00	<a href="https://www.indianembassybeirut.gov.in">https://www.indianembassybeirut.gov.in</a>
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	12.5	Not Met	0		Not Met	0	NOT MET
6.2.2	Does the website show the certificate on the Website?	0	Not Applicable	0		Not Met	0	NOT MET
<b>Total</b>		<b>38</b>		<b>25</b>		<b>50</b>	<b>25</b>	