

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020



Search

| Sr. No | Details of disclosure | Total Marks | Selected Category by PA | Marks Obtained by PA | Remarks by PA | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-------------|-------------------------|----------------------|---|------------------|---------------|---|
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx |
| 1.1.2 | Head of the organization | 1.28 | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx |
| 1.1.3 | Vision, Mission and Key objectives | 1.28 | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx |

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|------------|---|------|-----------|------|---|-----------|------|---|
| 1.1.4 | Function and duties | 1.28 | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | AS/JS and FA may also be mentioned. |
| 1.1.5 | Organization Chart | 1.28 | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx |
| 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 | 1.28 | Fully Met | 1.28 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-1.aspx | Fully Met | 1.28 | Brief historical background of Department of Posts may be given. |
| 1.2 | Power and duties of its officers and employees[Section 4(1) (b)(ii)] | | | | | | | |

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|-------|--|------|-----------|------|---|-----------|------|---|
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx |
| 1.2.2 | Power and duties of other employees | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx | Fully Met | 1.54 | Not given for administrative posts. May be updated |
| 1.2.4 | Exercised | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx |

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|------------|---|------|-----------|------|---|-----------|------|---|
| 1.2.5 | Work allocation | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-2.aspx |
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx | Fully Met | 1.54 | Only Manuals are given in PDF form. More elaboration is required. |
| 1.3.2 | Final decision making authority | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx | Fully Met | 1.54 | In some cases Minister may be the decision making authority. |
| 1.3.3 | Related provisions, acts, rules etc. | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx |

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|------------|--|------|-----------|------|---|----------------|------|---|
| 1.3.4 | Time limit for taking a decisions, if any | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx | Not Applicable | 0 | If time limit is not provided "Not Applicable option may be selected. |
| 1.3.5 | Channel of supervision and accountability | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-3.aspx |
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx |
| 1.4.2 | Norms/ standards for functions/ service delivery | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx |

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|------------|--|------|-----------|------|---|-----------|------|---|
| 1.4.3 | Process by which these services can be accessed | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx |
| 1.4.4 | Time-limit for achieving the targets | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx |
| 1.4.5 | Process of redress of grievances | 1.54 | Fully Met | 1.54 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-4.aspx | Fully Met | 1.54 | In addition to Manual 4, a direct link to the PG portal may be provided. |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)] | | | | | | | |
| 1.5.1 | Title and nature of the record/manual/instruction. | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx |

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|------------|--|------|-----------|------|---|---------------|------|---|
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx |
| 1.5.3 | Acts/ Rules manuals etc. | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx |
| 1.5.4 | Transfer policy and transfer orders | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx | Partially Met | 0.96 | Transfer orders of some circles are not updated. |
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx | Partially Met | 1.93 | All Sections are not mentioned. May be updated |

| | | | | | | | | |
|------------|--|------|-----------|------|---|---------------|------|---|
| 1.6.2 | Custodian of documents/categories | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-6.aspx |
| 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. | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | Manual 7 may also be mentioned in addition to Manual 8. |
| 1.7.2 | Composition | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx |
| 1.7.3 | Dates from which constituted | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Partially Met | 0.48 | The dates are not mentioned in majority of cases. |

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|-------|---|------|-----------|------|---|-------------------|------|--|
| 1.7.4 | Term/ Tenure | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | Term/ Tenure of board/coun cils etc is not mentioned in all cases. |
| 1.7.5 | Powers and functions | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx |
| 1.7.6 | Whether their meetings are open to the public? | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Not Applicable | 0 | If meetings are not open to public as is evident from disclosure, Not Applicable" option may be selected. |

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|------------|---|------|-----------|------|---|-----------|------|---|
| 1.7.7 | Whether the minutes of the meetings are open to the public? | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx |
| 1.7.8 | Place where the minutes if open to the public are available? | 0.96 | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx | Fully Met | 0.96 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-8.aspx |
| 1.8 | Directory of officers and employees[Section 4(1) (b) (ix)] | | | | | | | |
| 1.8.1 | Name and designation | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister |
| 1.8.2 | Telephone , fax and email ID | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTIManual9.aspx?Category=Minister |

| 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 | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx | Fully Met | 3.85 | Remuneration needs to be updated as per 7th CPC pay levels. |
| 1.9.2 | System of compensation as provided in its regulations | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx | Fully Met | 3.85 | TRCA Slabs of Gramin Dak Sewaks needs to be updated. |
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx |

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|-------------|---|------|-----------|------|---|-----------|------|---|
| 1.10.2 | Address, telephone numbers and email ID of each designated official. | 3.85 | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx | Fully Met | 3.85 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-10.aspx |
| 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 | 3.85 | Not Met | 0 | | Not Met | 0 | The Department may examine whether this information has to be uploaded and take action accordingly . |

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|-------------|--|------|-----------|------|---|-----------|------|---|
| 1.11.2 | (ii) Finalised for Minor penalty or major penalty proceedings | 3.85 | Not Met | 0 | | Not Met | 0 | The Department may examine whether this information has to be uploaded and take action accordingly. |
| 1.12 | Programmes to advance understanding of RTI(Section 26) | | | | | | | |
| 1.12.1 | Educational programmes | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx |

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|--------------|--|------------|-----------|-----------|---|---------------|-----------|---|
| 1.12.3 | Training of CPIO/APIO | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Fully Met | 1.92 | More details of training provided to CPIOs /APIOs may be provided. |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | 1.92 | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Fully Met | 1.92 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx |
| 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] | 7.69 | Fully Met | 7.69 | https://www.indiapost.gov.in/VAS/DOP_PDFFiles/TRANSFERPOLICY2019.pdf | Partially Met | 3.85 | Some circles have not updated the transfer orders. |
| Total | | 100 | | 92 | | 98 | 83 | |

Next (/question/auditor-transparency-viewing-report-pa-wise?year=2020&pa=28&id=2)

Self appraisal report Of Public Authority By Auditor

Year(2019-20)

Year:*

2019-2020



Search

| Sr. No | Details of disclosure | Total Marks | Selected Category by PA | Marks Obtained by PA | Remarks by PA | Auditor Category | Auditor Marks | Auditor Remarks/URL |
|------------|--|-------------|-------------------------|----------------------|---|------------------|---------------|---|
| 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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx | Partially Met | 5.00 | The Manual 11 has not been updated after 2009-10. |
| 2.1.2 | Budget for each agency and plan & programmes | 10 | Fully Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx | Partially Met | 5.00 | The Manual 11 has not been updated after 2009-10. |
| 2.1.3 | Proposed expenditures | 10 | Fully Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx | Partially Met | 5.00 | The Manual 11 has not been updated after 2009-10. |

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|------------|--|----|-----------|-------|---|---------------|------|---|
| 2.1.4 | Revised budget for each agency, if any | 10 | Fully Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx | Partially Met | 5.00 | The Manual 11 has not been updated after 2009-10. |
| 2.1.5 | Report on disbursements made and place where the related reports are available | 10 | Fully Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-11.aspx | Partially Met | 5.00 | The Manual 11 has not been updated after 2009-10. |
| 2.2 | Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012) | | | | | | | |

| | | | | | | | | |
|-------|--------|-------|-----------|-------|---|---------------|------|---|
| 2.2.1 | Budget | 16.67 | Fully Met | 16.67 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Tours | Partially Met | 8.34 | Some Circles have not updated the tour details. Many Circles have not given any Foreign Tour details. It is recommended that the Postal Directorate may itself provide the details of Foreign Tours. Budget details have also not been given in most cases. |
|-------|--------|-------|-----------|-------|---|---------------|------|---|

| | | | | | | | | |
|-------|---|-------|-----------|-------|---|---------------|------|--|
| 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 | 16.67 | Fully Met | 16.67 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Tours | Partially Met | 8.34 | Some Circles have not updated the tour details. Many Circles have not given any Foreign Tour details. It is recommended that the Postal Directorate may itself provide the details of Foreign Tours. |
| 2.2.3 | | 16.67 | Fully Met | 16.67 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Tours | Partially Met | 8.34 | Some Circles have not updated the tour details. Many Circles |

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.

have not given any Foreign Tour details. It is recommended that the Postal Directorate may itself provide the details of Foreign Tours.

2.3

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

| | | | | | | | | |
|-------|-----------------------------------|------|-----------|------|---|-----------|------|---|
| 2.3.1 | Name of the programme of activity | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.2 | Objective of the programme | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.3 | Procedure to avail benefits | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.4 | Duration of the programme/scheme | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |

| | | | | | | | | |
|------------|---|------|-----------|------|---|-----------|------|---|
| 2.3.5 | Physical and financial targets of the programme | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.7 | Eligibility criteria for grant of subsidy | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc) | 6.25 | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx | Fully Met | 6.25 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-12.aspx |
| 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 | 25 | Not Met | 0 | | Not Met | 0 | It may be examined whether it deals with any such discretionary and non discretionary grants/ allocations. If not, Not Applicable Option may be selected. |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | 25 | Not Met | 0 | | Not Met | 0 | It may be examined whether it deals with any such discretionary and non discretionary grants/ allocations to legal authorities. If not, Not Applicable Option may be selected. |

| 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 | 25 | Fully Met | 25.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx |
| 2.5.2 | | 25 | Fully Met | 25.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-13.aspx |

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

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. | 50 | Fully Met | 50.00 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/AnnualReport2018-19.aspx | Fully Met | 50.00 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/AnnualReport2018-19.aspx |
| Total | | 300 | | 250 | | 300 | 200 | |

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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/URL |
|------------|---|-------------|-------------------------|----------------------|---|------------------|---------------|---|
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | | | | | | | |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | 12.5 | Fully Met | 12.50 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Public%20Private%20Partnership | Fully Met | 12.50 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Public%20Private%20Partnership |

| | | | | | | | | |
|-------|---|------|-----------|-------|---|-----------|-------|---|
| 3.1.2 | Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | 12.5 | Fully Met | 12.50 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Fully Met | 12.50 | Information is not complete/ updated in respect of all Circles. |
|-------|---|------|-----------|-------|---|-----------|-------|---|

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|-------|---|------|-----------|------|---|---------------|------|--|
| 3.1.3 | Public-private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. The department may examine whether it is entering into PP Partnerships. If yes, information on PPP should be complete and comprehensive. |
| 3.1.4 | Public-private partnerships (PPP)- Detailed project reports (DPRs) | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |

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|-------|---|------|-----------|------|--|---------------|------|--|
| 3.1.5 | Public-private partnerships (PPP)- Concession agreements. | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |
| 3.1.6 | Public-private partnerships (PPP)- Operation and maintenance manuals | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |
| 3.1.7 | Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. It may also be seen if response to this para may perhaps be "Not applicable" in respect of the Department. |

| | | | | | | | | |
|--------|---|------|-----------|------|--|---------------|------|---|
| 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 | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |
| 3.1.9 | Public-private partnerships (PPP) - Information relating to outputs and outcomes | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |
| 3.1.10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |

| | | | | | | | | |
|------------|--|-------|-----------|-------|---|---------------|-------|---|
| 3.1.11 | Public-private partnerships (PPP) - All payment made under the PPP project | 2.78 | Fully Met | 2.78 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx?Category=Public%20Private%20Partnership | Partially Met | 1.39 | Information is not complete/ updated in respect of all Circles. |
| 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 | 16.67 | Fully Met | 16.67 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 16.67 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |

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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 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 16.67 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 3.2.3 | | 16.67 | Fully Met | 16.67 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 16.67 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |

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|------------|---|----|-----------|-------|---|-----------|-------|---|
| | 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 | | | | | | | |
| 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 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 50.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 3.4 | Form of accessibility of information manual/ handbook[Section 4(1)(b)] | | | | | | | |

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|------------|---|----|-----------|-------|---|-----------|-------|--|
| 3.4.1 | Information manual/handbook available in Electronic format | 25 | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 3.4.2 | Information manual/handbook available in Printed format | 25 | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 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 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 3.5.2 | List of materials available At a reasonable cost of the medium | 25 | Fully Met | 25.00 | https://www.epostoffice.gov.in/ | Fully Met | 25.00 | More specific detila may be given. only the link to epost office home page is given. https://www.epostoffice.gov.in |

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|--------------|------------|------------|------------|------------|
| Total | 250 | 250 | 250 | 238 |
|--------------|------------|------------|------------|------------|

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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/URL |
|------------|--|-------------|-------------------------|----------------------|---|------------------|---------------|---|
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | | | | | | | |
| 4.1.1 | English | 14.29 | Fully Met | 14.29 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 14.29 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 4.1.2 | Vernacular/Local Language | 14.29 | Partially Met | 7.15 | https://www.indiapost.gov.in/VAShindi/Pages/IndiaPosthome.aspx | Partially Met | 7.15 | Information in Vernacular/Local language is not available in all cases. |
| 4.2 | When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013] | | | | | | | |
| 4.2.1 | Last date of Annual updation | 28.57 | Fully Met | 28.57 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 28.57 | Dates need updation. |
| 4.3 | Information available in electronic form[Section 4(1)(b)(xiv)] | | | | | | | |

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|------------|--|------|-----------|------|---|-----------|------|---|
| 4.3.1 | Details of information available in electronic form | 9.52 | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 4.3.2 | Name/ title of the document/record/ other information | 9.52 | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 4.3.3 | Location where available | 9.52 | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 9.52 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 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 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx | Fully Met | 7.14 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx |

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|-------|---|------|-----------|------|---|---------------|------|--|
| 4.4.2 | Details of information made available | 7.14 | Fully Met | 7.14 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-15.aspx | Fully Met | 7.14 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-15.aspx |
| 4.4.3 | Working hours of the facility | 7.14 | Fully Met | 7.14 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx | Partially Met | 3.57 | All Circles have not provided/ updated this information . |
| 4.4.4 | Contact person & contact details (Phone, fax email) | 7.14 | Fully Met | 7.14 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx | Fully Met | 7.14 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/capiosDetails.aspx |

| 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 | https://www.pgportal.gov.in/ | Fully Met | 3.57 | https://www.pgportal.gov.in/ |
| 4.5.2 | Details of applications received under RTI and information provided | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx |
| 4.5.3 | List of completed schemes/projects/ Programmes | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 3.57 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 4.5.4 | List of schemes/projects/ programme underway | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 3.57 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |

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|-------|---|------|-----------|------|--|---------------|------|---|
| 4.5.5 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/sites/PostalCircles/AndhraPradesh/Pages/SuoMotuDisclosure.aspx? Category=Work%20Contracts%20Orders | Partially Met | 1.79 | All Circles have not provided/ updated this information . |
| 4.5.6 | Annual Report | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/Resources_N_Downloads.aspx | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/Resources_N_Downloads.aspx |
| 4.5.7 | Frequently Asked Question (FAQs) | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/Pages/faqs.aspx | Fully Met | 3.57 | No Direct Link is available. |

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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 | 3.57 | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/Resources_N_Downloads.aspx | Fully Met | 3.57 | https://www.indiapost.gov.in/VAS/Pages/AboutUs/Resources_N_Downloads.aspx |
| 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 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx | Fully Met | 14.29 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx |
| 4.6.2 | Details of appeals received and orders issued | 14.29 | Fully Met | 14.29 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx | Fully Met | 14.29 | https://www.indiapost.gov.in/VAS/pages/pmdashboard.aspx |

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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 | Not Met | 0 | | Not Met | 0 | Not Met |
| Total | | 200 | | 164 | | 200 | 159 | |

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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 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx | Fully Met | 20.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx |
| 5.1.2 | Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out | 20 | Fully Met | 20.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx | Fully Met | 20.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI.aspx |

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|-------|---|----|---------------|-------|---|---------------|-------|---|
| 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 | 20 | Fully Met | 20.00 | https://www.indiapost.gov.in/VAS/DOP_RTI/ListOfRTICGDeptsLtd13Sep2013.pdf | Fully Met | 20.00 | Latest orders to be updated. |
| 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 | 20 | Partially Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Partially Met | 10.00 | No such information is provided in Manual 17. |

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|--|---|------------|---------------|-----------|---|---------------|-----------|---|
| 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 | 20 | Partially Met | 10.00 | https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-17.aspx | Partially Met | 10.00 | No such information is provided in Manual 17. |
| Total | | 100 | | 80 | | 100 | 80 | |
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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/URL |
|------------|--|-------------|-------------------------|----------------------|---|------------------|---------------|---|
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | | | | | | | |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | 25 | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx | Fully Met | 25.00 | https://www.indiapost.gov.in/vas/Pages/IndiaPostHome.aspx |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ | | | | | | | |

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|--------------|---|-----------|---------------|-----------|---|---------------|-----------|---|
| 6.2.1 | Whether STQC certification obtained and its validity | 12.5 | Partially Met | 6.25 | https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOP-CSI24092015.pdf | Partially Met | 6.25 | STQC certificate is dated 24th Sept 2015. It may be renewed. |
| 6.2.2 | Does the website show the certificate on the Website? | 12.5 | Fully Met | 12.50 | https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOP-CSI24092015.pdf | Fully Met | 12.50 | https://www.indiapost.gov.in/VAS/DOP_PDFFiles/FinalSecurityTestReportDOP-CSI24092015.pdf |
| Total | | 50 | | 44 | | 50 | 44 | |

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