

Self appraisal report for Year (2025-26)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Industrial Policy & Promotion

Public Authority Name: National Institute of Design, Assam

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function								
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]								
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://nidj.ac.in/hi/	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category

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									"Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
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://nidj.ac.in/en/committees/	empty	Partially Met	0.64	URLs cited by the Authority is correct. Category "Partially Met"
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.4	Work allocation	Fully Met	1.92	1.92	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category

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									"Fully Met"
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]								
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	empty	Not Met	0	Category Not Met
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Partially Met	0.77	URLs cited by the Authority is correct. Category "Partially Met"
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]								
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority

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									is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]								
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]								
1.6.1	Categories of documents	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.6.2	Custodian of documents/categories	Not Applicable	0	0	empty	empty	Not Met	0	Category Not

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		cable							Met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]								
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://nidj.ac.in/en/committees/	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://nidj.ac.in/en/committees/	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://nidj.ac.in/en/committees/	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://nidj.ac.in/en/committees/	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://nidj.ac.in/en/committees/	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	empty	Not Applicable	0	Category Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	empty	Not Met	0	Category Not Met
1.7.8	Place where the minutes if open to	Not Appli	0	0	empty	empty	Not Met	0	Category Not

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	the public are available?	cable							Met
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8.1	Name and designation	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]								
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]								
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	3.85	URLs cited by the Authority is correct.

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1.13.1	Transfer policy and transfer orders[No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	7.69	URLs cited by the Authority is correct. Category "Fully Met"
Total			88	85			99	81	
2	Budget and Programme								
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]								
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://nidj.ac.in/en/rti-budgetprogramme/	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://nidj.ac.in/en/rti-budgetprogramme/	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://nidj.ac.in/en/rti-budgetprogramme/	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://nidj.ac.in/en/rti-budgetprogramme/	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.6	Information related to procurements-	Fully Met	10	10.00	https://nidj.ac.in/en/rti-budgetprogramme/	empty	Fully Met	10.00	URLs cited by

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	(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.				programme/				the Authority is correct. Category "Fully Met"
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	Fully Met	20	20.00	https://nidj.ac.in/en/rti-budget programme/	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	20	20.00	https://nidj.ac.in/en/rti-budget programme/	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable

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2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Fully Met	50	50.00	https://nidj.ac.in/en/rti-budget-programme/	empty	Fully Met	50.00	URLs cited by the Authority is correct. Category "Fully Met"
Total			140	140			140	140	
3	Publicity and Public interface								
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]								
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.2	a) Arrangements for consultation with or representation by members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.7	Public- Private Partnerships (PPP) -	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not

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	Other documents generated as part of the implementation of the PPP	cable					cable		Applicable
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]								
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.2.3	Publish all relevant facts while	Not Appli	0	0	empty	empty	Not Appli	0	Category Not

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	formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	cable					cable		Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://nidj.ac.in/en/rti-publicity/	empty	Fully Met	50.00	URLs cited by the Authority is correct. Category "Fully Met"
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]								
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://nidj.ac.in/en/rti-publicity/	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://nidj.ac.in/en/rti-publicity/	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://nidj.ac.in/en/rti-publicity/	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://nidj.ac.in/en/rti-publicity/	empty	Fully Met	25.00	URLs cited by the Authority is correct.

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									Category "Fully Met"
Total			150	150			150	150	
4	E-Governance								
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]								
4.1.1	Hindi	Fully Met	9.52	9.52	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.1.2	English	Fully Met	9.52	9.52	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]								
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	28.57	URLs cited by the Authority is correct. Category "Fully Met"
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]								
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"

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4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.5	Annual Report	Fully Met	4.1	4.10	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.6	Frequently Asked Question (FAQs)	Not Met	4.1	0	empty	empty	Fully Met	4.10	https://nidj.ac.in/en/rti-egovernance/ URLs cited by the Authority is correct. Category

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									"Fully Met"
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Partially Met	4.1	2.05	https://nidj.ac.in/en/rti-egovernance/	empty	Partially Met	2.05	URLs cited by the Authority is correct. Category "Partially Met"
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]								
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	14.29	URLs cited by the Authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nidj.ac.in/en/rti-egovernance/	empty	Fully Met	14.29	URLs cited by the Authority is correct. Category "Fully Met"
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	empty	Fully Met	28.57	URLs cited by the Authority is correct. Category "Fully Met"
Total			172	156			200	198	
5	Information as may be prescribed								
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]								
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://nidj.ac.in/en/rti-orgfunction/	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
5.1.2	Details of third party audit of	Fully Met	20	20.00	https://nidj.ac.in/en/rti-	empty	Fully Met	20.00	URLs cited by

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Personnel, Public Grievance and Pensions, Govt. Of India)								
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://nidj.ac.in/en/rti-infodisclosed/	empty	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://nidj.ac.in/en/rti-infodisclosed/	empty	Not Met	0	Category Not Met
Total			50	50			50	25	
Grand Total			700	661			739	694	