

Self appraisal report for Year (2023-24)

Auditor Agency: O P Khorwal(Excel Engineers and Consultant)

Ministry Name: Ministry of Labour & Employment

Department Name:

Public Authority Name: Employees State Insurance Corporation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://www.esic.gov.in/contact-us	Fully Met	1.28	COMPLIED
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.esic.gov.in/headquarters-office	Fully Met	1.28	COMPLIED
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.esic.gov.in/about-us	Fully Met	1.28	COMPLIED
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.esic.gov.in/information-benefits	Fully Met	1.28	COMPLIED
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.esic.gov.in/organization-chart	Fully Met	1.28	COMPLIED
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/	Fully Met	1.28	1.28	https://www.esic.gov.in/administration	Fully Met	1.28	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Commissions constituted from time to time have been dealt							
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	1.54	1.54	Information available in DOP's of D.G, Divisional Head, Z.M.C, Z.I.C and RDs /JDs/DDs/ADs . https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=19	Fully Met	1.54	COMPLIED
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Information available in Job cards of Administrative Officer and Ministerial Staff. https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=19	Fully Met	1.54	COMPLIED
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://esic.gov.in/attachme	Fully Met	1.54	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nts/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=19 https://esic.gov.in/esic-acts			
1.2.4	Exercised	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=19 https://esic.gov.in/esic-acts	Fully Met	1.54	COMPLIED
1.2.5	Work allocation	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=19 https://esic.gov.in/esic-acts	Fully Met	1.54	COMPLIED
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://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#p	Fully Met	1.54	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					age=21 https://www.esic.gov.in/attachments/publicationfile/c7ec7e46f3b08a9de0767feb135572d4.pdf			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rfile/050a181889935ae3d0c1d059042c8eca.pdf#page=21 https://www.esic.gov.in/attachments/publicationfile/c7ec7e46f3b08a9de0767feb135572d4.pdf	Fully Met	1.54	COMPLIED
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rfile/050a181889935ae3d0c1d059042c8eca.pdf#page=21 https://www.esic.gov.in/attachments/publicationfile/c7ec7e46f3b08a9de0767feb135572d4.pdf	Fully Met	1.54	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e/c7ec7e46f3b08a9de0767feb135572d4.pdf			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=21 https://www.esic.gov.in/attachments/publicationfile/c7ec7e46f3b08a9de0767feb135572d4.pdf	Fully Met	1.54	COMPLIED
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=21 https://www.esic.gov.in/attachments/publicationfile/c7ec7e46f3b08a9de0767feb135572d4.pdf	Fully Met	1.54	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://www.esic.gov.in/attachments/citizen_charter/ccc.pdf	Fully Met	1.54	COMPLIED
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.esic.gov.in/attachments/citizen_charter/ccc.pdf	Fully Met	1.54	COMPLIED
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.esic.gov.in/attachments/citizen_charter/ccc.pdf	Fully Met	1.54	COMPLIED
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.esic.gov.in/attachments/citizen_charter/ccc.pdf	Fully Met	1.54	COMPLIED
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.esic.gov.in/attachments/citizen_charter/ccc.pdf	Fully Met	1.54	COMPLIED
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.	Fully Met	1.92	1.92	https://esic.gov.in/esi-acts https://esic.gov.in/publications https://esic.gov.in	Fully Met	1.92	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/circulars			
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://esic.gov.in/esi-acts https://esic.gov.in/publications https://esic.gov.in/circulars	Fully Met	1.92	COMPLIED
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://esic.gov.in/esi-acts https://esic.gov.in/publications https://esic.gov.in/circulars	Fully Met	1.92	COMPLIED
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://esic.gov.in/esi-acts https://esic.gov.in/publications https://esic.gov.in/circulars	Partially Met	0.96	to be COMPLIED
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=25	Fully Met	3.85	COMPLIED
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d05904	Fully Met	3.85	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					2c8eca.pdf#page=25			
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	Following Boards, Council, Committee exist in ESI Corporation: 1. ESI Corporation 2. Standing Committee of ESIC 3. Medical Benefit Council 4. Regional Boards 5. Local Committees The above Boards, Council, Committees are mentioned under Chapter-II of ESI Act, 1948. Link is given below: https://www.esic.gov.in/attach	Fully Met	0.96	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=6			
1.7.2	Composition	Fully Met	0.96	0.96	<p>1. Composition of ESI Corporation (Section '4' of ESI Act, 1948): https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=6</p> <p>2. Composition of Standing Committee of ESIC (Section '8' of ESI Act, 1948): https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=7</p> <p>3.</p>	Fully Met	0.96	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Composition of Medical Benefit Council of ESIC (Section '10 'of ESI Act, 1948) https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=74.</p> <p>Composition of Regional Board of ESIC [Reg. 10 of ESI(General) Regulation, 1950]: https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d22194370.pdf#page=3</p> <p>5.Composition of Local Committees of ESIC [Reg.</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					10A of ESI(General) Regulation, 1950]: https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d22194370.pdf#page=6			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Board, council, committee etc. are reconstituted after the end of Terms/Tenure. Last re-constitution of ESI Corporation, Standing Committee of ESIC & Medical Benefit Council of ESIC is as under: 1. ESI Corporation-07.05.2018 2.	Fully Met	0.96	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Standing Committee-04.11.2020 3. Medical Benefit Council-15.06.2016 There are 26 Regional Boards of ESIC present in different States and Union Territories. The dates of Constitution/re constitution of the Regional Boards vary and are reconstituted from time to time after the expiry of their tenure.			
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	1.Term of office of the members of the Corporation other than the members	Fully Met	0.96	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					referred to in clauses (a), (b), (c), (d) and (e) of Section 4 of ESI Act, 1948 and the ex-officio member shall be four years commencing from the date on which their appointment or election is notified. The member of the Corporation referred to in clauses (a), (b), (c), (d) and (e) of section 4 shall hold office during the pleasure of the Government appointing them. Full details are mentioned			

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					under (Section '5' of ESI Act, 1948): https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=6 2. Term of office of members of Standing Committee other than the members referred to in clause (a) or clause(b) or clause (bb) of Section 8 of ESI Act, 1948 shall be two years from the date on which his election is notified. A member of the Standing Committee referred to in			

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					<p>clause (a) or clause (b) or clause (bb) of section 8 shall hold office during the pleasure of the Central Government. Full details are mentioned under (Section '9' of ESI Act, 1948): https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=73. Term of office of members of Medical Benefit Council other than a member referred to in any of the clauses (a) to</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(d) of sub-section (1) of ESI Act, 1948 shall be four years from the date on which his appointment is notified. A member of the Medical Benefit Council referred to in clauses (b) and (d) of sub section (1) shall hold office during the pleasure of the Government appointing him. Full details are mentioned under [Section '10(2&3) 'of ESI Act, 1948]: https://www.esic.gov.in/attachment			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s/actfile/ f82be5390d6a4d07c674ec1200657cf0.pdf#page=8 4. The term of office of the members of the Regional Board referred to in clause (e) of and the proviso to sub-regulation (1) shall be three years commencing from the date on which their nomination is notified, provided that the members of the Regional Board, shall, notwithstanding the expiry of the said period, continue to hold office			

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					until the nomination of their successors is notified. Full details are mentioned under [Reg. 10(4)(i) of ESI(General) Regulation, 1950]: https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d22194370.pdf#page=45 . The term of office of the members of local committee nominated under clause (c) and (d) of sub – regulation (1) shall be three years commencing			

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					from the date on which their nomination is notified by Regional Director, provided that such members shall notwithstanding the expiry of the said period, continue to hold office until the nomination of their successor is notified. Full details are mentioned under Reg. 10A(2)(i) of ESI(General) Regulation, 1950]: https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d221			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					94370.pdf#page=6			
1.7.5	Powers and functions	Fully Met	0.96	0.96	The Powers & Functions of ESI Corporation, Standing Committee, Medical Benefit Council, Regional Boards & Local Committees are vested in ESI Act, 1948, ESI(Central) Rules, 1950 and ESI(General) Regulation, 1950. 1. Powers and Functions of Standing Committee of ESIC (Section 18 of ESI Act, 1948) https://www.esic.gov.in/attachment	Fully Met	0.96	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>s/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=10 2. Power of ESI Corporation under Section 19 of ESI Act, 1948: https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=10 2. Power of ESI Corporation under Section 19 of ESI Act, 1948: https://www.esic.gov.in/attachments/actfile/f82be5390d6a4d07c674ec1200657cf0.pdf#page=10 3. Powers and Functions of ESI Corporation under Regulation 9 of ESI(General) Regulation, 1950: https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d2219</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					4370.pdf#page=3 4. Powers and duties of the Medical Benefit Council under Rule '14' of ESI(Central) Rules, 1950 https://www.esic.gov.in/attachments/actfile/f682bf74618c59adb3205fef14ce82c.pdf#page=5 5. Functions of Regional Board under Regulation 10(14) of ESI(General) Regulation, 1950 https://www.esic.gov.in/attachments/actfile/ec89b0f0333e87d22533a0d22194370.pdf#page=5 6. Functions of			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Local Committee under Regulation 10A(9) of ESI(General) Regulation, 1950 https://www.esic.gov.in/attachments/actfile/ec890b0f0333e87d22533a0d22194370.pdf#page=7			
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	TO BE COMPLI BEING ED TO MAINTAIN TRANSPARENCY OR VALID REASON FOR NOT APPLICABILITY
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	AS ABOVE
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	AS ABOVE
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://www.esic.gov.in/directory	Fully Met	3.85	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.esic.gov.in/attachments/publicationfile/bd61913df8f1bef91458b86bb3ac71fb.pdf	Fully Met	3.85	COMPLIED
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://esic.gov.in/attachments/rifile/050a181889935ae3d0c1d059042c8eca.pdf#page=41	Fully Met	3.85	COMPLIED
1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Met	0	TO BE COMPLIED OR RASON FOR NON APPLICABILITY
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://www.esic.gov.in/rti-act	Fully Met	3.85	COMPLIED
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.esic.gov.in/rti-act	Fully Met	3.85	COMPLIED
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://esic.gov.in/attachments/rifile/5ce3cf927cac9742	Fully Met	3.85	COMPLIED

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://esic.gov.in/attachments/circularfile/3504fac1ac710ce42d4ef92906dee378.pdf https://esic.gov.in/attachments/circularfile/5905a6c401295685360416edd1e9900b.pdf (Anx-A) https://esic.gov.in/attachments/circularfile/1d555e8441a6c80c05a806f1232a05c8.pdf (Anx B)	Partially Met	5.00	TO BE COMPLIED AS ONLY CIRCULAR AVAILABLE
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://esic.gov.in/circulars	Partially Met	5.00	AS ABOVE
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://esic.gov.in/circulars	Partially Met	5.00	AS ABOVE
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://esic.gov.in/circulars	Partially Met	5.00	AS ABOVE
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://esic.gov.in/circulars	Partially Met	5.00	AS ABOVE
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://esic.gov.in/circulars	Partially Met	8.34	TO BE COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								AS ABOVE COMPLIE D ONLY THE CIRULAR AVAILABLE
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	Not Met	16.67	0	empty	Not Met	0	TO BE COMPLIED COMPLIED
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	https://esic.gov.in/circulars https://esic.gov.in/tenders	Partially Met	8.34	TO BE COMPLIE D ONLY TENDER DETAILS GIVEN
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	Not Applicable	0	ACCEPTABL E
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABL E
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABL E
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABL E
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABL E
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABL

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								E
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Met	0	NOT ACCEPTABLE AS INFORMATION GIVEN BELOW
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://www.eaic.gov.in/publications	Partially Met	12.50	COMPLIED
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	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
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	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://www.eaic.gov.in/attachments/publicationfile/6ff0281ee7094a29231f546c9afa	Fully Met	50.00	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					5585.pdf			
Total			175	158		200	104	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation 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	Fully Met	12.5	12.50	ESIC Act, 1948; ESI (Central) Rules, 1951 & ESIC (General) Regulation, 1951; have been updated and uploaded on ESIC Website. https://esic.gov.in/	Fully Met	12.50	COMPLIED
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	https://esic.gov.in/attachments/rtifile/050a181889935ae3d0c1d059042c8eca.pdf#page=28	Fully Met	12.50	complied
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.6	Public- private partnerships (PPP)- Operation and	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	maintenance manuals							E
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
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	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	ACCEPTABLE
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	ESIC Act, 1948; ESI (Central) Rules, 1951 & ESIC (General) Regulation, 1951; have been updated and uploaded on ESIC Website. All the Notifications are available on ESIC	Fully Met	16.67	COMPLIE

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Website. https://esic.gov.in/			
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	ESIC Act, 1948; ESI (Central) Rules, 1951 & ESIC (General) Regulation, 1951; have been updated and uploaded on ESIC Website. All the Notifications are available on ESIC Website. https://esic.gov.in/	Fully Met	16.67	COMPLIE
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	ESIC Act, 1948; ESI (Central) Rules, 1951 & ESIC (General) Regulation, 1951; have been updated and uploaded on ESIC Website. All	Fully Met	16.67	COMPLIE

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the Notifications are available on ESIC Website. https://esic.gov.in/			
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://www.esic.gov.in/	Fully Met	50.00	COMPLIE
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	Available on ESIC Website https://esic.gov.in/publications https://esic.gov.in/archive	Fully Met	25.00	COMPLIE
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	YES	Fully Met	25.00	COMPLIE
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	Available on ESIC Website https://esic.gov.in/publications https://esic.gov.in/archive	Fully Met	25.00	COMPLIE
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Available on ESIC Website https://esic.gov.in/publications https://esic.gov.in/archive	Fully Met	25.00	COMPLIE
Total			225	225		225	225	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://esic.gov.in/publications	Fully Met	14.29	COMPLIED
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://esic.gov.in/publications	Partially Met	7.15	TO BE COMPLIED FOR OTHER LANGUAGE ALSO
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	Different branches in the department do the updation of manual/ handbook as per their requirement. https://www.esic.gov.in/publications	Partially Met	14.29	TO BE COMPLIED FULLY
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	Advertisement , Notice/Instructions, Circular etc. also available on website https://esic.gov.in/	Fully Met	9.52	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Advertisement , Notice/Instructions, Circular etc. also available on website https://esic.gov.in/	Partially Met	4.76	to be COMPLIED
4.3.3	Location where available	Fully Met	9.52	9.52	https://esic.gov.in/	Partially Met	4.76	to be COMPLIED
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://esic.gov.in/	Fully Met	7.14	COMPLIED
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://esic.gov.in/	Fully Met	7.14	COMPLIED
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://esic.gov.in/	Fully Met	7.14	COMPLIED
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://esic.gov.in/	Fully Met	7.14	COMPLIED
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://pgportal.gov.in/	Fully Met	3.57	COMPLIED
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://esic.gov.in/attachments/publicationfile/9decf733b65a587e3e6201914e54dba.pdf (page No 37)	Fully Met	3.57	TO BE UPDATED FOR 2023-24 COMPLIED
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://www.esic.gov.in/infor	Fully Met	3.57	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					mation-benefits			
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://esic.gov.in/information-benefits	Fully Met	3.57	COMPLIED
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://esic.gov.in/tenders	Partially Met	1.79	TO BE COMPLIED
4.5.6	Annual Report	Fully Met	3.57	3.57	https://esic.gov.in/attachments/publicationfile/6a02167823f5a1023787aa394eced3e6.pdf	Partially Met	1.79	TO BE COMPLIED FOR 2023-24
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.esic.gov.in/pres/ESIC_FAQ_booklet.pdf	Fully Met	3.57	COMPLIED
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	https://esic.gov.in/attachments/citizens_charter/485c7209dc413fcd841d4f59191e05a4.pdf	Partially Met	1.79	TO BE COMPLIED
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://esic.gov.in/attachments/publicationfile/6a02167823f5a1023787	Fully Met	14.29	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					aa394eced3e6.pdf#page=95			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://esic.gov.in/attachments/publicationfile/6a02167823f5a1023787aa394eced3e6.pdf#page=95	Fully Met	14.29	COMPLIED
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Details available on www.parliamentofindia.nic.in	Fully Met	28.57	COMPLIED
Total			200	200		200	164	
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://esic.gov.in/rti-act	Partially Met	10.00	to be COMPLIED
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	Third Party Transparency audit done by M/s Excel Engineers & Consultant on 02/08/2023.	Fully Met	20.00	COMPLIED
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	https://esic.gov.in/rti-act	Fully Met	20.00	COMPLIED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Met	20	0	empty	Not Met	0	TO BE COMPLIED
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	Not Met	20	0	empty	Not Met	0	TO BE COMPLIED
Total			100	60		100	50	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	All-important Instructions/ Notices/Advertisements/results etc are uploaded on website https://www.esic.gov.in/ for information to all concerned as well as a measure of transparency.	Fully Met	25.00	Available
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	The certificate w.r.t https://esic.in is obtained on	Fully Met	12.50	complied

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					02/12/2022 and is valid till next audit is scheduled.			
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	to be complied
Total			50	38		50	38	
Grand Total			843	774		875	662	