

राष्ट्रीय इलेक्ट्रानिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077

S. No.	Details of disclosure	Reference (If any)
1.13.(i)	Orders are uploaded in NIELIT website from time to time	View

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority As provided in the Annual Report http://www.nielit.gov.in/content/annual-report-3	Fully met
		(ii) Budget for each agency and plan & programmes As provided in the Annual Report http://www.nielit.gov.in/content/annual-report-3	Fully met
		(iii) Proposed expenditures As provided in the Annual Report http://www.nielit.gov.in/content/annual-report-3	Fully met
		(iv) Revised budget for each agency, if any Re-appropriation is done as an when required http://www.nielit.gov.in/content/annual-report-3	Fully met
		(v) Report on disbursements made and place where the related reports are available Finance & Accounts Section	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget: Provisions are made in Budget Estimates	Fully met
		(ii) 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: As an when required b) The period of visit: As per requirement c) The number of members in the official delegation: As per requirement d) Expenditure on the visit: As per prevalent Rules of GoI NIELIT has Centres located at 42 locations in the country and the Director General and Executive Directors of the level of Joint Secretary	Partially met

		and above visits the Centre frequently. However, the same is being complied with from January, 2019 onwards.	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, Published on websites as per GFR b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, As per GFR provisions 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.	Partially met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity Scholarship Scheme for SC/ST/EWS/PH/ Female candidates pursuing O/A/B/C level IT Courses http://www.nielit.gov.in/content/scholarship	Fully met
		(ii) Objective of the programme To assist meritorious students of weaker sections	Fully met
		(iii) Procedure to avail benefits A candidate has to apply for the Scholarship along with the following:- <ul style="list-style-type: none"> ▪ Proof of registration/op-gradation ▪ Proof of passing the examination of relevant level ▪ Proof of pursuing O/A/B/C level as a full time courses ▪ Proof of income 	Fully met
		(iv) Duration of the programme/ scheme Continuous scheme started from January 2003	Fully met
		(v) Physical and financial targets of the programme	Fully met
		(vi) Nature/ scale of subsidy /amount allotted	Fully met
		(vii) Eligibility criteria for grant of subsidy <ul style="list-style-type: none"> ▪ The Scheme will be applicable to Scholarship Scheme for 	Fully met

		<p>SC/ST/physically handicapped and Female candidates are pursuing O/A/B/C level Courses of the NIELIT (DOEACC) as a full time courses through an institute authorized to conduct the DOEACC accredited courses.</p> <ul style="list-style-type: none"> ▪ Candidates shall have to clear the papers in the first attempt and complete the courses in number of attempts given in subsequent paragraphs. ▪ Income of the parents of the student from all sources shall not be more than Rs. 2.50 Lakh per annum 	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Fully met
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions N/A	Fully met
		(ii) Annual accounts of all legal entities who are provided grants by public authorities N/A	Fully met
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority N/A	Fully met
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> a) Eligibility criteria N/A b) Procedure for getting the concession/ grant and/ or permits of authorizations N/A c) Name and address of the recipients given concessions/ permits or authorisations N/A d) Date of award of concessions /permits of authorizations N/A 	Fully met
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. NIL	Fully met

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens NIL	Fully met
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation NIL b) Day & time allotted for visitors From 9:00 A.M. to 5:30 P.M. on all working days c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants Provided on the website	Fully met
		Public- private partnerships (PPP)	Fully met
		(i) Details of Special Purpose Vehicle (SPV), if any - NIL	Fully met
		(ii) Detailed project reports (DPRs) - NIL	Fully met
		(iii) Concession agreements. - NIL	Fully met
		(iv) Operation and maintenance manuals - NIL	Fully met
		(v) Other documents generated as part of the implementation of the PPP - NIL	Fully met
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government - NIL	Fully met
		(vii) Information relating to outputs and outcomes - NIL	Fully met

		(viii) The process of the selection of the private sector party (concessionaire etc.) - NIL	Fully met
		(ix) All payment made under the PPP project - NIL	Fully met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year Provided at website of NIELIT (www.nielit.gov.in)	Fully met
		(ii) Outline the Public consultation process - N/A	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy - N/A	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)- www.nielit.gov.in (The institute activities information are constantly updated on the website and relevant social media platforms.	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format - NIELIT Website (www.nielit.gov.in) (ii) Printed format - Yes	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost - Yes, wherever applicable (ii) At a reasonable cost of the medium - N/A	Fully met

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English Yes	Fully met
		(ii) Vernacular/ Local Language Course contents of courses are available in some regional languages	Partially met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation Updated periodically	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form Yes	Fully met
		(ii) Name/ title of the document/record/ other information As provided on the website of NIELIT (www.nielit.gov.in)	Fully met
		(iii) Location where available NIELIT website (www.nielit.gov.in)	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty Website of NIELIT (www.nielit.gov.in)	Fully met
		(ii) Details of information made available Yes on NIELIT website (http://www.nielit.gov.in)	Fully met
		(iii) Working hours of the facility From 9:00 A.M. to 5:30 P.M. on all working days manually and available on website (24x7)	Fully met

		(iv) Contact person & contact details (Phone, fax email) Details of respective Departments and officials are detailed on the website of NIELIT. A dedicated call centre to help/guide students for course related and other information is established and can be accessed through toll free/ helpline numbers	Fully met
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism It is in place	Fully met
		(ii) Details of applications received under RTI and information provided	Fully met
		(iii) List of completed schemes/ projects/ Programmes Available in Annual Report	Fully met
		(iv) List of schemes/ projects/ programme underway Available in Annual Report and website of NIELIT Centres	Fully met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract Arrangements are being made for publication on website	Not met
		(vi) Annual Report Published every year. Available on the website of NIELIT (www.nielit.gov.in) http://www.nielit.gov.in/content/annual-report-3	Fully met
		(vii) Frequently Asked Question (FAQs) It is in place at website (www.nielit.gov.in)	Fully met
		(viii) Any other information such as a) Citizen's Charter It is in place at website (www.nielit.gov.in)	Fully met
		b) Result Framework Document (RFD) N/A	Fully met
		c) Six monthly reports on the	

		d) Performance against the benchmarks set in the Citizen's Charter Mandates are being complied with	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully met
		(ii) Details of appeals received and orders issued	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given Inputs on Parliament Question are provided to Administrative Ministry i.e. MeitY	Fully met

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	<p>(i) Name & details of</p> <p>(a) Current CPIO Shri B.B. Dua, Scientist 'D'/ Joint Director (Tech.), NIELIT</p> <p>(b) Current FAAs Shri Janak Raj, Registrar, NIELIT</p> <p>(c) Earlier CPIO from 1.1.2015</p> <ul style="list-style-type: none"> - Shri M.S. Nandi, PIO (1.1.2015 to 31.07.2015) - Shri Satish Chandra Kandpal, PIO (01.08.2015 to 16.05.2016) - Shri Umakant Tripathy, PIO (17.05.2016 to 06.06.2017) - Shri Satish Chandra Kandpal, PIO (07.06.2017 to 13.07.2017) - Smt. Lalita Sharma, PIO (14.07.2017 to 20.04.2018) - Shri Sandeep Kumar, PIO (21.04.2018 to 11.10.2018) - Shri B.B. Dua, CPIO (12.10.2018- till date) <p>(d) Earlier FAAs from 1.1.2015</p> <ul style="list-style-type: none"> - Shri Shameem Khan, FAA - Shri B.N. Choudhary, FAA (21.03.2016 to 31.07.2017) - Shri Janak Raj, FAA (01.08.2017-till date) 	Fully met
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p>	Not met

		(b) Report of the audit carried out-	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not met
		(iv) 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
		(v) 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

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	(Yes, The information required as per the provisions of the RTI act is displayed on the NIELIT Website www.nielit.gov.in)	Fully met
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, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity. Yes</p> <p>(ii) Does the website show the certificate on the Website? Yes</p>	Fully met
