

Self appraisal report for Year (2024-25)

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 Consumer Aff., Food, & Public Dist.

Department Name: Department of Consumer Affairs

Public Authority Name: National Test House

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://nth.gov.in/en	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nth.gov.in/en	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nth.gov.in/en	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nth.gov.in/en	Fully Met	1.28	URLs cited by

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					.in/motto			the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nth.gov.in/organizational-setup	Fully Met	1.28	URLs cited by the Public 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://nth.gov.in/en	Partially Met	0.64	URLs cited by the Public 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://nth.gov.in/about	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://nth.gov.in/about	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty derived and exercised	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.2.4	Work allocation	Not Met	1.92	0	empty	Not Met	0	Category Not 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://nth.gov.in/about	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nth.gov.in/dealing-with-customers	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://nth.gov.in/field-of-activity	Not Met	0	Category Not Met
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://nth.gov.in/field-of-activity	Partially Met	0.77	URLs cited by the Public 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://nth.gov.in	Fully Met	1.54	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.in/services			the Public Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nth.gov.in/services	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://nth.gov.in/dealing-with-customers	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://nth.gov.in/dealing-with-customers	Not Met	0	Category Not Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://nth.gov.in/feedback	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially 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://nth.gov.in/handling-test-calibration	Partially Met	1.30	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Category "Partially Met"
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.5.3	Acts/ Rules/ manuals, etc.	Not Applicable	0	0	empty	Not Met	0	Category Not 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	Not Met	0	Category Not Met
1.6.2	Custodian of documents/categories	Not Applicable	0	0	empty	Not Met	0	Category Not 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.	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.2	Composition	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.5	Powers and functions	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Met	0	Category Not Met
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	Category Not 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://nth.gov.in/contact	Fully Met	3.85	URLs cited by the Public

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								Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nth.gov.in/contact	Fully Met	3.85	URLs cited by the Public 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	Not Met	3.85	0	empty	Fully Met	3.85	https://nth.gov.in/front_files/img/monthly-remuneration.pdf
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	Fully Met	3.85	https://nth.gov.in/front_files/img/monthly-remuneration.pdf
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://nth.gov.in/contact-details/kolkata-ghaziabad-hq	Fully Met	3.85	URLs cited by the Public 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://nth.gov.in/contact-details/kolkata-ghaziabad-hq	Fully Met	3.85	URLs cited by the Public Authority is correct.

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.1	Total Budget for the public authority	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.2	Budget for each agency and plan & programmes	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.3	Proposed expenditures	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.4	Revised budget for each agency, if any	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.5	Report on disbursements made and place where the related reports are available	Not Met	10	0	empty	Not Met	0	Category Not Met
2.1.6	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.	Not Met	10	0	empty	Not Met	0	Category Not Met
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Not Met	20	0	empty	Not Met	0	Category Not 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	Not Met	20	0	empty	Not Met	0	Category Not Met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Met	6.25	0	empty	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Not Met	6.25	0	empty	Not Applicable	0	Category Not

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								Applicable
2.3.3	Procedure to avail benefits	Not Met	6.25	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Met	6.25	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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 Applicable	0	Category Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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	Category Not Applicable
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	Category Not Applicable
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.	Not Applicable	0	0	empty	Not Met	0	Category Not Met

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Total			125	0		150	0	
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	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	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	Not Applicable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
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	Category Not 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 Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.10	Public- Private Partnerships (PPP) - The process	Not Applicable	0	0	empty	Not Applicable	0	Category Not

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3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Met	0	Category Not Met
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			25	25		150	75	
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	Not Met	9.52	0	empty	Not Met	0	Category Not Met
4.1.2	English	Not Met	9.52	0	empty	Partially Met	4.76	URLs cited by the Public Authority is correct. Category "Partially Met"
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	Not Met	0	Category Not 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	Not Applicable	0	0	empty	Not Met	0	Category Not 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://nth.gov.in/services	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://nth.gov.in/services	Fully Met	9.52	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://nth.gov.in/dealing-with-customers	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://nth.gov.in/contact	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nth.gov.in/dealing-with-customers	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nth.gov.in/dealing-with-customers	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://nth.gov.in/dealing-with-customers	Fully Met	7.14	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								"Fully Met"
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://nth.gov.in/dealing-with-customers	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.5	Annual Report	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.6	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Met	0	Category Not 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	Not Applicable	0	0	empty	Partially Met	2.05	https://nth.gov.in/front_files/pdf/citizen-charter.pdf
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://nth.gov.in/storage/other-documents/5f8f792c2f6e44821f889df67d834f07c8dfa43a_rti_pdf.pdf	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nth.gov.in/storage/other-documents/5f8f792c2f6e44821f889df67d834f07c8dfa43a_rti_pdf.pdf	Fully Met	14.29	URLs cited by the Public 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	Not Met	0	Category Not Met
Total			118	90		200	95	
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://nth.gov.in/contact	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://nth.gov.in/contact	Not Met	0	Category Not Met
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	Not Applicable	0	0	empty	Not Met	0	Category Not Met
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	Category Not Met

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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	Not Met	20	0	empty	Not Met	0	Category Not Met
Total			80	40		100	20	
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 [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Partially Met	25	12.50	www.nth.gov.in	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "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)							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	www.nth.gov.in	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	www.nth.gov.in	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			50	31		50	50	
Grand Total			466	237		750	294	