

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 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	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://nth.gov.in/en	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://nth.gov.in/en	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://nth.gov.in/en	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://nth.gov.in/motto	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://nth.gov.in/organizational-setup	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://nth.gov.in/en	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://nth.gov.in/about	empty	Partially Met	0.96	URLs cited by the 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	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	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.2.4	Work allocation	Not Met	1.92	0	empty	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	empty	Partially Met	0.77	URLs cited by the Authority is correct. Category

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									"Partially Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nth.gov.in/dealing-with-empty customers	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Not Applicable	0	0	empty	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-od-activity	empty	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-od-activity	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://nth.gov.in/services	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://nth.gov.in/services	empty	Fully Met	1.54	URLs cited by the 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-empty customers	empty	Fully Met	1.54	URLs cited by the 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-empty customers	empty	Not Met	0	Category Not

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					customers				Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://nth.gov.in/feedback	empty	Partially Met	0.77	URLs cited by the 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	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.	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.5.3	Acts/ Rules/ manuals, etc.	Not Applicable	0	0	empty	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	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 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	empty	Not Met	0	Category Not Met
1.7.2	Composition	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
1.7.5	Powers and functions	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met

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1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	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	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	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	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://nth.gov.in/contact	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	Not Met	3.85	0	empty	empty	Not Met	0	Category Not Met
1.9.2	System of compensation as provided in its regulations	Not Met	3.85	0	empty	empty	Not Met	0	Category Not 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://nth.gov.in/contact-details/kolkata-ghaziabad-hq	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://nth.gov.in/contact-details/kolkata-ghaziabad-hq	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category

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									"Fully Met"
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)								
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	empty	Fully Met	3.85	https://nth.gov.in/disciplinary-action
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	empty	Fully Met	3.85	https://nth.gov.in/disciplinary-action
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Not Met	1.92	0	empty	empty	Not Met	0	Category Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	empty	Not Met	0	Category Not Met
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	empty	Not Met	0	Category Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Not Met	1.92	0	empty	empty	Not Met	0	Category Not Met
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]	Fully Met	7.69	7.69	https://nth.gov.in/storage/other-documents	empty	Partially Met	3.85	https://nth.gov.in/storage/other-documents/581bdbb0dc820c9a3c8b2eb95f08f7d0fa36fb4a_transfer_policy_pdf.pdf URLs cited by the Authority is correct. Category

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									"Partially Met"
Total			68	51			100	48	
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	Not Met	10	0	empty	empty	Not Met	0	Category Not Met
2.1.2	Budget for each agency and plan & programmes	Not Met	10	0	empty	empty	Not Met	0	Category Not Met
2.1.3	Proposed expenditures	Not Met	10	0	empty	empty	Not Met	0	Category Not Met
2.1.4	Revised budget for each agency, if any	Not Met	10	0	empty	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	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	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	empty	Not Met	0	Category Not Met
2.2.2	Foreign and domestic tours by ministries and officials of the rank of	Not Met	20	0	empty	empty	Not Met	0	Category Not Met

[illegible]

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2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	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	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	empty	Not Met	0	Category Not Met
Total			100	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 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	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable

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	publications frequently sought by RTI applicants								
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) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	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	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	empty	Not Applicable	0	Category Not Applicable
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty	Not Applicable	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not

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	formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	cable					cable		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 Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
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	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not 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)	Not Applicable	0	0	empty	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	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
3.4.2	Information manual/handbook available in printed format	Not Applicable	0	0	empty	empty	Not Met	0	Category Not 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	Not Applicable	0	0	empty	empty	Not Met	0	Category Not

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	cost	cable							Met
3.5.2	List of materials available at a reasonable cost of the medium	Not Appli cable	0	0	empty	empty	Not Met	0	Category Not Met
Total			0	0			150	50	
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://nth.gov.in/hi	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://nth.gov.in/en	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Not Appli cable	0	0	empty	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 Appli cable	0	0	empty	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	Not Appli cable	0	0	empty	empty	Fully Met	9.52	https://nth.gov.in/services URLs cited by the Authority is correct. Category "Fully Met"
4.3.2	Name/ title of the document/record/ other information	Not Appli cable	0	0	empty	empty	Fully Met	9.52	https://nth.gov.in/services URLs cited by

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									the Authority is correct. Category "Fully Met"
4.3.3	Location where available	Not Applicable	0	0	empty	empty	Fully Met	9.52	https://nth.gov.in/services URLs cited by the 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/en	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nth.gov.in/en	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nth.gov.in/en	empty	Fully Met	7.14	URLs cited by the 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/contact	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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/feedback	empty	Partially Met	2.05	URLs cited by the Authority is correct. Category "Partially Met"
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	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	empty	Not Met	0	Category Not Met
4.5.5	Annual Report	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
4.5.6	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "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	Not Applicable	0	0	empty	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/rti	empty	Partially Met	7.15	URLs cited by the Authority is correct. Category "Partially Met"

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4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nth.gov.in/rti	empty	Partially Met	7.15	URLs cited by the Authority is correct. Category "Partially 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	Not Met	0	Category Not Met
Total			80	80			200	99	
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	Not Applicable	0	0	empty	empty	Fully Met	20.00	https://nth.gov.in/list-cpio
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	empty	empty	Fully Met	20.00	https://nth.gov.in/front_files/img/Audit_Report_National_Test_House_2024_25.pdf
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	empty	Not Met	0	Category Not Met
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met

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	frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers								
Total			0	0			100	40	
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	Not Applicable	0	0	empty	empty	Fully Met	25.00	https://nth.gov.in
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	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
Total			0	0			50	25	
Grand Total			248	131			750	262	