

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories: namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No	Item	Details of disclosure	Relevant clarifications	Remarks/ Reference Points (Fully met/partiall y met/ not met- Not applicable will be treated as fully met/partiall y met)
I.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Institute of Hotel Management, Catering Technology & Applied Nutrition, Madhav Deb Path, P.O. upper Hengrabari, Guwahati, Assam	Fully met
		(ii) Head of the organization	Principal, IHM, Guwahati	Fully met
		(iii) Vision, Mission and Key objectives	To impart training to promising young men and women in Hotel Management, General Food management & Catering Technology and thereby providing trained manpower to the industry and creating job opportunities.	Fully met
		(iv) Function and duties	The institute is pledged to provide technical training in Hotel management & Catering Technology and its specific related fields depending on the branch of the industry which the trainee desires to take up.	Fully met



		(v) Organization Chart	Indicates the hierarchy of various officers of the institute. A) ACADEMIC: Principal, Head of Department, Sr. Lecturer, Lecturer, Assistant Lecturer B) ADMINISTRATION: Administrative Officer, Office Superintendent, Accountant, P.A. to Principal, Foreman, Librarian, UDC, Stenographer, LDC & Operational Staff	Fully met
		(vi) 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	Upgraded to Institute of Hotel Management, an autonomous body under Ministry of Tourism, Govt. Of India with effect from 06.04.1995 from erstwhile Food Craft Institute	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	The Head of the Institute is vested with all academic and administrative control and development of the institute.	Fully met
		(ii) Power and duties of other employees	HOD: Academic administration, training & development of academic staff. Sr. Lecturer: Teaching, research and other academic and extracurricular activities. Lecturer: Same as above Assistant Lecturer: same as Sr. Lecturer Administrative Officer: All administrative and accounts matter OS: Establishment, budget, purchase and other administrative matters Accountant: All financial and accounts matter P.A. to Principal: Secretarial work and record keeping all related to Principal & A.O. Foreman: Planning, repair, maintenance of equipments, furniture, building and any institute property. UDC: Establishment, Cash, stores, Students matters as specific job allotted to individual incumbents Stenographer: Dictation, typing and any clerical work LDC: any clerical work Operational/ Supporting staff: To assist the academic and administrative staff in all kinds of work	Fully met
		(iii) Rules/ orders under which powers and duty are derived and	Rules applicable as per Central Govt. Guidelines and as per guidelines of Board of Governors	Fully met

		(iv) Exercised	-do-	Fully met
		(v) Work allocation	-do-	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Through different sub committees	Fully met
		(ii) Final decision making authority	Board of Governors	Fully met
		(iii) Related provisions, acts, rules etc.	As per Central Govt. Guidelines applicable to autonomous societies	Fully met
		(iv) Time limit for taking a decisions, if any	1/ Routine decisions on immediate basis as per merit of the case 2/ Policy decisions on the advice of BOG members	Fully met
		(v) Channel of supervision and accountability	The principal is accountable to BOG & MoT, New Delhi	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Educational & Consultancy services as per Govt. Of India guidelines	Fully met
		(ii) Norms/ standards for functions/ service delivery	-do-	Fully met
		(iii) Process by which these services can be accessed	For Principal, can be accessed by Chairman of the Society, For Academic staff from Principal and for Administrative staff from Administrative Officer	Fully met
		(iv) Time-limit for achieving the targets	1/ Routine decisions on immediate basis as per merit of the case 2/ Policy decisions on the advice of BOG members	Fully met
		(v) Process of redress of grievances	1/ As per Academic & Administrative hierarchy 2/ Grievance Redress Cell particularly for women employees	Fully met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Annual Report of the institute published every financial year	Fully met
		(ii) List of Rules, regulations, instructions manuals and records.	Memorandum of Association, Rules & Regulations, Bye-Laws, Hostel Rules etc.	Fully met
		(iii) Acts/ Rules manuals etc.	As per MoT guidelines	Fully met
		(iv) Transfer policy and transfer orders	As per MoT guidelines	Fully met
1.6	Categories of documents held by the authority under its control	(i) Categories of documents	Academic & administrative	Fully met
		(ii) Custodian of documents/categories	Academic documents like Students' Record, Exam related records and Administrative documents under the custodian of Principal & Administrative Officer	Fully met

	[Section 4(1)(b) (vi)]					
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	BOG, Executive & Purchase Committee as per guidelines of MoT	Name & Designation of BOG members	Date of Nomination/ Tenure of present member	Fully met
			1	Sri R. Prasad, IAS, Principal Secretary, Department of Tourism, Govt. of Assam	Letter No. 33(5)/95-HMC dt. 06.06.1995 To till date	
			2	The Director, Technical Education, Govt. of Assam, Guwahati	Do	
			3	The Jt. Secretary, Finance Dept., Govt. of Assam, Guwahati	Do	
			4	Sri Palash Baruah, IAS, Director Tourism, Govt. of Assam, Guwahati	By 2 nd BOG of IHM dt. 17.10.95 To till date	
			5	Shri Gyan Bhushan, Economic Advisor, Ministry of Tourism, Govt. of India	e-mail dtd. 16.08.2017 from MOT, GOI to till date	
			6	The A.S. & F.A. (T), Govt. of India, Ministry of Tourism, New Delhi.	i) No. 1(5)/99-HMC dt. 25.11.04 ii) No. 1(5)/95-HMC/2000 dt. 18.01.2008 To till date	
			7	The Regional Director, India Tourism, Govt. of India, Guwahati	No. 33(5)/99-HMC dt. 06.06.95	

			8	Sri L. K. Ganguly, Director (A&F), NCHMCT, Noida.	till date No.1(15)/95-HMC dt. 03.07.97 Since 02.07.12 till date			
			9	Sri Nisheeth Srivastava, Principal, IHM, Kolkata	No. 33(5)/95-IIMC dt. 06.06.95 From 13.09.2017 Till date			
			10	Sri Ashwani Kr. Anand, General Manager, Taj Vivanta, Guwahati	e-mail dtd. 16.01.2018 from MOT, GOI			
			11	Sri Vikash Roy, General Manager, Radisson Blue, Guwahati.	e-mail dtd. 16.01.2018 from MOT, GOI			
			12	Dr. Amitabh Dey, Principal, IHM, Guwahati	No. 33(5)/95-HMC dt. 06.06.95			
		(ii)	Composition	From the inception of IHM, Guwahati			Fully met	
		(iii)	Dates from which constituted	-do-				
		(iv)	Term/ Tenure	Not specified				
		(v)	Powers and functions	All vested powers as applicable to autonomous Central Govt. institutes				
		(vi)	Whether their meetings are open to the public?	No				
		(vii)	Whether the minutes of the meetings are open to the public?	Yes				
		(viii)	Place where the minutes if open to the public are available?	Yes				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i)	Name and designation	Sl. No.	Name	Contact No.	Email ID	Fully met
		(ii)		1	Mr.Alok Sarkar, HOD	9864225898	aloksarkar2013@gmail.com	
				2	Mr. Gautam Das, Sr. Lecturer	9435049998	gautamdas1959@red	

					iffmail.com
3	Mr. Amit Kr. Ray, Sr. Lecturer	8472808424			amitkumarray101@gmail.com
4	Mr. Sakya Sinha, Sr. Lecturer	9864093780			sakya.sinha@gmail.com
5	Mr. Khagen Saikia, Sr. Lecturer	9864076712			saikiakhagen@gmail.com
6	Dr. Anirban Baishya, Lecturer	9864034464			anirban34464@yahoo.com
7	Mrs. Priyanka Saikia, Lecturer	9678010500			priyankasborgohain@gmail.com
8	Mr. Hemanta Baishya, Lecturer	9435730760			hemantabaishya@gmail.com
9	Mrs. Ankita Chakrabarty, Librarian	9864051825			ankitachakrabarty38@gmail.com
10	Mrs. Geeta Sharma, Asst. Lecturer	8822931393			geetamoni@gmail.com
11	Mrs. Himadri Singh, Asst. Lecturer	9859913368 / 8638065360			himadrisaharia@gmail.com
12	Mr. Bikash Kr. Bhagabati, Asst. Lecturer	9957906879			bks_cool@yahoo.co.in
13	Mr. Anil Kr. Koriya, Asst. Lecturer	9859100249			Koriya60@gmail.com
14	Mr. Gautam Dutta, Asst. Lecturer	7002769028			Parash1@live.com
15	Mr. Bikram Sen, Teaching Associate	9435569339			sambikram@yahoo.in
16	Mr. Biswakamal Kashyap, System Administrator	8876653687			bishwakamal@gmail.com
17	Mr. Piyush Gupta, Contractual Faculty	9085042346			Piyushgupta304@gmail.com

			18	Mrs. P. Gogoi Baruah, A.O.	9365533667	pgbaruah@gmail.com	
			19	Mr. A. Haque, O.S.	94353-47858	aminulihm@rediffmail.com	
			20	Mr. S. Haque, Accountant	7002770487 / 9864042662	Saifulhaque2010@gmail.com	
			21	Mr. Amulya Pator, Foreman	8876385711		
			22	Mr. Babul Baishya, UDC	9613118578 / 9126698208		
			23	Mr. Harekrishna Talukdar, UDC	9707014322		
			24	Mrs. Kaveri Das, UDC	9706186423	Kaveri.ds@rediffmail.com	
			25	Mr. Mrinal Kalita, UDC	9864450912	Mrin192@gmail.com	
			26	Mrs. Rimjhim Gogoi, Stenographer	8811027761 / 9401001266	Gogoirimjhim2010@gmail.com	
			27	Mr. Moloy Bora, LDC	9859218407 / 8638004192	molystpi@gmail.com	
			28	Mr. Abinash Phukan, LDC	9954246806	Abinash.phukan@gmail.com	
			29	Mr. Kumud Kalita, Driver Grade I	9864755920		
			30	Mr. Aditya Barman, I/A	9401072999		
			31	Mr. Hiren Baishya, I/A	9126833839		
			32	Mr. Ranjan Gogoi, Attendant	8638101039	Ranjangogoi995@gmail.com	
			33	Mr. Debajit Borah, Attendant	9706729876		
			34	Mr. Biswajit Ray, Attendant	8135844851		
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	Sl. No	Name & Designation of Employee	Gross Salary	Fully met	
			1	Dr. Amitabh Dey, Principal	147879		

& employees including system of compensation [Section 4(1) (b) (x)]	2	Mr. Alok Sarkar, HOD	117966
	3	Mr. Gautam Das, Sr. Lecturer	148955
	4	Mr. Amit Kr. Ray, Sr. Lecturer	110252
	5	Mrs. P.Gogoi Baruah, AO	114641
	6	Mr. Sakya Sinha, Sr. Lecturer	101208
	7	Mr. Khagen Saikia, Sr. Lecturer	101208
	8	Dr. Anirban Baishya, Lecturer	79864
	9	Mrs. Priyanka Saikia Borgohain, Lecturer	79864
	10	Mr. Hemanta Baishya, Lecturer	67096
	11	Mr. Aminul Haque, OS	65234
	12	Mr. Saiful Haque, Accountant	57618
	13	Mrs. Geeta Sarmah, Asst. Lecturer	54459
	14	Mrs. Himadri Singh. Asst. Lecturer	55980
	15	Mr. Bikash Kr. Bhagabati, Asst. Lec.	63372
	16	Mr. Anil Kr. Koriya, Asst. Lecturer	54459
	17	Mr. Gautam Dutta, Asst. Lecturer	61643
	18	Mrs. Ankita Chakrabarty, Librarian	63372
	19	Mr. Amulya Pator, Foreman	69091
	20	Mr. Babul Baishya, UDC	47545

			21	Mrs. Kaveri Das, UDC	39717	
			22	Mr. Mrinal Kalita, UDC	44885	
			23	Mr. Harekrishna Talukdar, UDC	48245	
			24	Mrs. Rimjhim Gogoi, Stenographer	42017	
			25	Mr. Kumud Kalita, Driver Grade-I	45216	
			26	Mr. Moloy Bora, LDC	32346	
			27	Mr. Abinash Phukan, LDC	32346	
			28	Mr. Aditya Barman, Lab Attendant	48476	
			29	Mr. Hiren Baishya, Lab Attendant	44486	
			30	Mrs. Anjali Basfore, Sweeper	31878	
			31	Mr. Ranjan Gogoi, Attendant	26118	
			32	Mr. Dabajit Bora, Attendant	26118	
			33	Mr. Bishwajit Roy, Attendant	29558	
			34	Mr. Bikram Sen, Teaching Associate	18000	
			35	Mr. Biswa Kamal Kashyap, System Administrator	16000	
			36	Mr. Piyush Gupta, Contractual Faculty	16000	
				GRAND TOTAL	2203112	
		(ii)	System of compensation as provided in its regulations	No		Partially met
1.10	Name, designation	(i)	Name and designation of the public information officer (PIO). Assistant	PIO: Mrs. Puspanjali Gogoi Baruah (A.O.) APIO: Mr. Aminul Haque (O.S.)		Fully met

	and other particulars of public information officers [Section 4(1) (b) (xvi)]	Public Information (s) & Appellate Authority	Appellate Authority: Dr. Amitabh Dey, Principal	
		(ii) Address, telephone numbers and email ID of each designated official.	PIO: 8811011770 (O), 9864421962(M) Email- pgbaruah@gmail.com APIO: 0361-2337245 (O), 9435347858 Email: aminulihm@rediffmail.com Appellate authority: 0361-2337245 (O), 9435012276 (M), Email: ihmetanghy@gmail.com	Fully met
I.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	One investigation under process	Partially met
		(ii) Finalised for Minor penalty or major penalty proceedings	Not yet	Partially met
I.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not yet	Partially met
		(ii) Efforts to encourage public authority to participate in these programmes	Not yet	Partially met
		(iii) Training of CPIO/APIO	Attended once	Fully met
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Regularly updated	Fully met
I.13	Transfer policy and transfer orders [F No. 1/6/2011-dt.		As per rules applicable	Fully met

	15.4.2013]		
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2. Budget & 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	NA	-
		(ii) Budget for each agency and plan & programmes	NA	-
		(iii) Proposed expenditures	NA	-
		(iv) Revised budget for each agency, if any	NA	-
		(v) Report on disbursements made and place where the related reports are available	NA	-
2.2	Foreign and	(i) Budget	NA	-



	domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(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 b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NA	-
		(iii) 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.	As per Govt. Rules, notices issued for tender and quotation as per applicability published in newspapers and website For Training Food material from a) M/S B.K. Enterprise, b) M/s. Himasweta Consortium C) M/S.Shiva Enterprise Security agency from M/S. Rhino M.K. Security Services Pvt. Ltd. 33 KV Substation from M/S. Amptech Associates AMC for AC from M/S. AC World and providing supporting staff from M/S. De Mirda	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	The Institute has one subsidy programme called "Hunar Se Rozgaar Programme (Food Production-8 weeks/Bakery & Patisserie-8 weeks/F&B Service&Housekeeping-6 weeks/Housekeeping Utility-6 weeks/Event Facilitators-6 weeks) and the Skill Certification Programme (Cooks/Waiters – 6 days) under Capacity Building for Service Providers" and the course fee for each candidate will be sanctioned by Ministry of Tourism, Govt. of India. The beneficiaries of the Skill Testing & Certification Programme are the staff of the Hotels, Road side Dhabas / Self managed Catering Establishments of Assam State. They will be trained under Skill Certification Programme. Those who have passed 8th standard with the age limit between 18 years and above are eligible for Hunar Se Rozgaar Programme. These subsidy programme covers hygiene and sanitation. They will be paid stipend as prescribed by the Govt. of India.	Fully met
		(ii) Objective of the programme		Fully met
		(iii) Procedure to avail benefits		Fully met
		(iv) Duration of the programme/ scheme		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		Fully met
		(viii) Details of beneficiaries of		Fully met

		subsidy programme (number, profile etc)		
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	NA	-
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA	-
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA	-
		(ii) 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 authorisations d) Date of award of concessions /permits of authorizations	NA	-
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.	NA	-



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 thereof [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	NA	-
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens		
		(ii) Arrangements for consultation with or representation by	NA	-
		a) Members of the public in policy formulation/ policy implementation		
		b) Day & time allotted for visitors		
		Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI		
			NA	-
		c)	NA	-
		d) applicants		
		Public- private partnerships (PPP)	NA	-
		(i) Details of Special Purpose Vehicle (SPV), if any		
		(ii) Detailed project reports (DPRs)	NA	-
		(iii) Concession agreements.	NA	-
		(iv) Operation and maintenance manuals	NA	-
		(v) Other documents generated as part of the implementation of the PPP	NA	-

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA	-
		(vii) Information relating to outputs and outcomes	NA	-
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA	-
		(ix) All payment made under the PPP project	NA	-
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 decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Major decision framed by MoT/ NCHMCT and implemented by us as per order	Fully met
		(ii) Outline the Public consultation process	-do-	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy	-do-	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)	Yes institute website	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Institute website	Fully met
		(ii) Printed format	Annual Report	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	Free of cost	Fully met
		(ii) At a reasonable cost of the medium	At a reasonable cost	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	English	Fully met
		(ii) Vernacular/ Local Language	Hindi	Fully 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	2016-17, 2017-18 under process	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Website of the institute	Fully met
		(ii) Name/ title of the document/record/ other information	Information as per RTI Act 2005	Fully met
		(iii) Location where available	IHM, Guwahati website	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	IHM, Guwahati website	Fully met
		(ii) Details of information made available	IHM, Guwahati website	Fully met
		(iii) Working hours of the facility	Official timing from 9 a.m. till 5.30 p.m.	Fully met
		(iv) Contact person & contact details (Phone, fax email)	Principal, IHM Guwahati	Fully met
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	1/ As per Academic & Administrative hierarchy 2/ Grievance Redress Cell particularly for women employees	Fully met
		(ii) Details of applications received under RTI and information provided		Fully met



		(iii) List of completed schemes/ projects/ Programmes	NA	-
		(iv) List of schemes/ projects/ programme underway	E-tendering	Partially met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA	-
		(vi) Annual Report	Yes in printed form	Fully met
		(vii) Frequently Asked Question (FAQs)		Fully met
		(viii) Any other information such as a) Citizen's Charter	Yes	Fully met
		b) Result Framework Document (RFD)	Yes	Fully met
		c) Six monthly reports on the	Annual Report	Fully met
		d) Performance against the benchmarks set in the Citizen's Charter	NA	Partially 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	In 2017-18, No. Of applications received is 16 and disposed is 16	Fully met
		(ii) Details of appeals received and orders issued	Not received	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA	Partially 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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Information furnished in Point No. 1.10	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not yet	-
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Principal cum Secretary, IHMCTAN, Guwahati DoJ: 19.03.2018	Fully 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	NA	-
		(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	Committee constituted in the year 2006. Details information furnished in Point No. 1.10	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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Information furnished in Point No. 1.10	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not yet	-
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Principal cum Secretary, IHMCTAN, Guwahati DoJ: 19.03.2018	Fully 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	NA	-
		(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	Committee constituted in the year 2006. Details information furnished in Point No. 1.10	Fully met

