

Self appraisal report by Public Authority

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Organisation and Function**Year(2024-25)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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1.1 Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]

1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	https://highcourt.cg.gov.in/
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://highcourt.cg.gov.in/sittingjudges/sitting.html
1.1.3	Vision, Mission and Key objectives	1.28	Not Met	0	
1.1.4	Function and duties	1.28	Not Met	0	
1.1.5	Organization Chart	1.28	Not Met	0	
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	1.28	Not Met	0	

1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.92	Fully Met	1.92	https://highcourt.cg.gov.in/rule.html
1.2.2	Power and duties of other employees	1.92	Fully Met	1.92	https://highcourt.cg.gov.in/rule.html
1.2.3	Rules/ orders under which powers and duty derived and exercised	1.92	Fully Met	1.92	https://highcourt.cg.gov.in/rule.html
1.2.4	Work allocation	1.92	Not Met	0	
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	1.54	Not Met	0	
1.3.2	Final decision making authority	1.54	Not Met	0	
1.3.3	Related provisions, acts, rules etc.	1.54	Not Met	0	
1.3.4	Time limit for taking a decisions, if any	1.54	Not Met	0	
1.3.5	Channels of supervision and accountability	1.54	Not Met	0	
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.4.1	Nature of functions/ services offered	1.54	Partially Met	0.77	https://highcourt.cg.gov.in/rule.html
1.4.2	Norms/ standards for functions/ service delivery	1.54	Partially Met	0.77	https://highcourt.cg.gov.in/rule.html
1.4.3	Process by which these services can be accessed	1.54	Partially Met	0.77	https://highcourt.cg.gov.in/rule.html
1.4.4	Time-limit for achieving the targets	1.54	Not Met	0	
1.4.5	Process of redressal of grievances	1.54	Fully Met	1.54	https://highcourt.cg.gov.in/
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.	2.6	Fully Met	2.60	https://highcourt.cg.gov.in/rule/17_point_info.pdf
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	2.6	Fully Met	2.60	https://highcourt.cg.gov.in/rule/17_point_info.pdf
1.5.3	Acts/ Rules/ manuals, etc.	2.6	Fully Met	2.60	https://highcourt.cg.gov.in/rule/17_point_info.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(vi)]				
1.6.1	Categories of documents	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/
1.6.2	Custodian of documents/ categories	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Pu Authority [Section 4(1)(b)(viii)]				
1.7.1	Name of Boards, Council, Committee etc.	0	Not Applicable	0	
1.7.2	Composition	0	Not Applicable	0	
1.7.3	Dates from which constituted	0	Not Applicable	0	
1.7.4	Term/ Tenure	0	Not Applicable	0	
1.7.5	Powers and functions	0	Not Applicable	0	
1.7.6	Whether their meetings are open to the public?	0	Not Applicable	0	
1.7.7	Whether the minutes of the meetings are open to the public?	0	Not Applicable	0	
1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/impnum.html
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/impnum.html
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.9.1	List of employees with Gross monthly remuneration	0	Not Applicable	0	
1.9.2	System of compensation as provided in its regulations	0	Not Applicable	0	
1.10	Name, designation and other particulars of Public Information Officers[Sect 4(1) (b) (xvi)]				
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/rule/17_point_info.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	https://highcourt.cg.gov.in/rule/17_point_info.pdf
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	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	0	Not Applicable	0	
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	0	Not Applicable	0	
1.12.2	Efforts to encourage public authority to participate in these programmes	0	Not Applicable	0	
1.12.3	Training of CPIO/APIO	0	Not Applicable	0	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	0	Not Applicable	0	
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]	7.69	Partially Met	3.85	https://highcourt.cg.gov.in/officeorder1/2025/officeorder.html
Total		69		47	

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Budget and Programme**Year(2024-25)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.1	Budget allocated to each agency including all plans, proposed expenditure and on disbursements made etc.[Section 4(1)(b)(xi)]				
2.1.1	Total Budget for the public authority	0	Not Applicable	0	
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	https://highcourt.crule/17_point_info
2.1.3	Proposed expenditures	0	Not Applicable	0	
2.1.4	Revised budget for each agency, if any	0	Not Applicable	0	
2.1.5	Report on disbursements made and place where the related reports are available	0	Not Applicable	0	
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.	10	Partially Met	5.00	https://highcourt.c

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	20	Not Met	0	
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	20	Not Met	0	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	0	Not Applicable	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0	
2.5	Particulars of recipients of concessions, permits of authorizations granted by authority[Section 4(1) (b) (xiii)]				
2.5.1	Concessions, permits or authorizations granted by public authority	0	Not Applicable	0	
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	0	Not Applicable	0	
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.	50	Not Met	0	
Total		110		15	

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Publicity and Public interface

Year(2024-25)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1	Particulars for any arrangement for consultation with or representation by members of the public in relation to the formulation of policy or implementation 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	0	Not Applicable	0	
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	0	Not Applicable	0	
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0	
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0	
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	0	Not Applicable	0	
3.1.9	Public- Private Partnerships (PPP) - Information relating to outputs and outcomes	0	Not Applicable	0	
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0	
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0	
3.2	Are the details of policies / decisions, which affect public, informed to them[4(1) (c)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	16.67	Not Met	0	
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	16.67	Not Met	0	
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	16.67	Not Met	0	
3.3	Dissemination of information widely and in such form and manner which is accessible to the public [Section 4(3)]				
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	https://highcou
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1	Information manual/ handbook available in electronic format	25	Partially Met	12.50	https://highcou.rti.html

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
3.4.2	Information manual/ handbook available in printed format	25	Partially Met	12.50	https://highcourti.html
3.5	Whether information manual/ handbook available free of cost or not [Section 3.5]				
3.5.1	List of materials available Free of cost	25	Not Met	0	
3.5.2	List of materials available at a reasonable cost of the medium	25	Not Met	0	
Total		200		75	

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E-Governance

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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-15.4.2013]				
4.1.1	Hindi	9.52	Not Met	0	https://highcourt.c rti.html
4.1.2	English	9.52	Fully Met	9.52	
4.1.3	Vernacular/ Local Language	9.52	Not Met	0	
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-15.4.2013]				
4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	https://highcourt.c rti.html
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	https://highcourt.c
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	https://highcourt.c
4.3.3	Location where available	9.52	Fully Met	9.52	https://highcourt.c
4.4	Particulars of facilities available to citizen for obtaining information[Section				
4.4.1	Name & location of the facility	7.14	Not Met	0	
4.4.2	Details of information made available	7.14	Not Met	0	
4.4.3	Working hours of the facility	7.14	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.4.4	Contact person & contact details (Phone, fax, email)	7.14	Not Met	0	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	4.1	Fully Met	4.10	https://highcourt.c
4.5.2	List of completed schemes/ projects/ Programmes	0	Not Applicable	0	
4.5.3	List of schemes/ projects/ programme underway	0	Not Applicable	0	
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0	
4.5.5	Annual Report	4.1	Fully Met	4.10	https://highcourt.c report/rti_report.ht
4.5.6	Frequently Asked Question (FAQs)	0	Not Applicable	0	
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	4.1	Not Met	0	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2011]				
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	https://highcourt.c report/rti_report.ht
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	https://highcourt.c report/rti_report.ht
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.7.1	Details of questions asked and replies given	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	

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Information as may be prescribed**Year(2024-25)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016 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	20	Partially Met	10.00	https://highcourt.cg.go.rule/17_point_info.pdf
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	https://highcourt.cg.go.report/rti_report.html
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	20	Fully Met	20.00	https://highcourt.cg.go.report/nodal_officer/nodal_officer_2711202
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	20	Not Met	0	
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	20	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
Total		100		50	

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Information Disclosed on own Initiative**Year(2024-25)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
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	25	Fully Met	25.00	https://highcourt.cg.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	0	Not Applicable	0	
6.2.2	Does the website show the certificate on the Website?	0	Not Applicable	0	
Total		25		25	

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