

Self appraisal report by Public Authority

Year:*

2024-2025

Search

Year(2024-25)

Organisation and Function

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL 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://www.dgft.gov.in/CP/?opt=dgft-organization
1.1.2	Head of the organization	1.28	Fully Met	1.28	https://www.dgft.gov.in/CP/?opt=dgft-organization
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	https://www.dgft.gov.in/CP/?opt=citizencharter https://www.dgft.gov.in/CP/?opt=dgft-organization
1.1.4	Function and duties	1.28	Fully Met	1.28	https://www.dgft.gov.in/CP/?opt=dgft-organization
1.1.5	Organization Chart	1.28	Fully Met	1.28	https://www.dgft.gov.in/CP/?opt=dgft-organization
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	Fully Met	1.28	https://www.dgft.gov.in/CP/?opt=dgft-organization

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)	1.92	Fully Met	1.92	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act https://www.dgft.gov.in/CP/?opt=dgft-hc
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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1.2.2	Power and duties of other employees	1.92	Fully Met	1.92	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act https://www.dgft.gov.in/CP/?opt=dgft-hc
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1.2.3	Rules/ orders under which powers and duty derived and exercised	1.92	Fully Met	1.92	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act https://www.dgft.gov.in/CP/?opt=dgft-hc
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1.2.4	Work allocation	1.92	Fully Met	1.92	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act https://www.dgft.gov.in/CP/?opt=dgft-hc
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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	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter https://www.dgft.gov.in/CP/?opt=rti-declaration-informat
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1.3.2	Final decision making authority	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter https://www.dgft.gov.in/CP/?opt=rti-declaration-informat
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1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=acts-and-rules
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1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
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1.3.5	Channels of supervision and accountability	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter https://www.dgft.gov.in/CP/?opt=rti-declaration-informat
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1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]

1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
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1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
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1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
1.4.5	Process of redressal of grievances	1.54	Fully Met	1.54	https://www.dgft.gov.in/CP/?opt=citizencharter
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://www.dgft.gov.in/CP/?opt=acts-and-rules
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	2.6	Fully Met	2.60	https://www.dgft.gov.in/CP/?opt=acts-and-rules
1.5.3	Acts/ Rules/ manuals, etc.	2.6	Fully Met	2.60	https://www.dgft.gov.in/CP/?opt=acts-and-rules
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	3.85	Fully Met	3.85	https://www.dgft.gov.in/CP/?opt=ft-policy https://www.dgft.gov.in/CP/?opt=ft-procedures
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	https://www.dgft.gov.in/CP/?opt=ft-policy https://www.dgft.gov.in/CP/?opt=ft-procedures
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.	0.96	Fully Met	0.96	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act
1.7.2	Composition	0.96	Fully Met	0.96	https://content.dgft.gov.in/Website/2007-12.pdf https://content.dgft.gov.in/Website/2007-03.pdf https://content.dgft.gov.in/Website/2007-09.pdf
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	https://content.dgft.gov.in/Website/2007-12.pdf https://content.dgft.gov.in/Website/2007-03.pdf https://content.dgft.gov.in/Website/2007-09.pdf
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	https://content.dgft.gov.in/Website/2007-12.pdf https://content.dgft.gov.in/Website/2007-03.pdf https://content.dgft.gov.in/Website/2007-09.pdf

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
1.7.5	Powers and functions	0.96	Fully Met	0.96	https://content.dgft.gov.in/Website/2007-12.pdf https://content.dgft.gov.in/Website/2007-03.pdf https://content.dgft.gov.in/Website/2007-09.pdf
1.7.6	Whether their meetings are open to the public?	0.96	Fully Met	0.96	https://www.dgft.gov.in/CP/?opt=mom https://www.dgft.gov.in/CP/?opt=boardoftrade
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	Fully Met	0.96	https://www.dgft.gov.in/CP/?opt=mom
1.7.8	Place where the minutes if open to the public are available?	0.96	Fully Met	0.96	https://www.dgft.gov.in/CP/?opt=mom
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://www.dgft.gov.in/CP/?opt=dgft-hq-details
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	https://www.dgft.gov.in/CP/?opt=dgft-hq-details
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	3.85	Fully Met	3.85	https://content.dgft.gov.in/Website/dgftprod/3dd7e7b5-669e-42e8-8c1b-bf0f716eb08d/Pay%20Matrix%20of%207th%20Pay%20Commission%20(1).pdf
1.9.2	System of compensation as provided in its regulations	3.85	Fully Met	3.85	https://content.dgft.gov.in/Website/dgftprod/3dd7e7b5-669e-42e8-8c1b-bf0f716eb08d/Pay%20Matrix%20of%207th%20Pay%20Commission%20(1).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	3.85	Fully Met	3.85	file:///C:/Users/dgft4/Downloads/DETAILS%20OF%20List%20Consolidated%20CENTRAL%20PUBLIC file:///C:/Users/dgft4/Downloads/DETAILS%20OF%20FIRST%20APPELLATE%20AUTHORITIES%20F

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	file:///C:/Users/dgft4/Downloads/DETAILS%20OF%20List%20Consolidated%20CENTRAL%20PUBLIC%20AUTHORITIES%20F file:///C:/Users/dgft4/Downloads/DETAILS%20OF%20FIRST%20APPELATE%20AUTHORITIES%20F
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	3.85	Fully Met	3.85	file:///C:/Users/dgft4/Downloads/Third%20Party%2020%20(1).pdf file:///C:/Users/dgft4/Downloads/third%20party%20audit%20CIC%202025%20(1).pdf
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	3.85	Fully Met	3.85	file:///C:/Users/dgft4/Downloads/Third%20Party%2020%20(1).pdf file:///C:/Users/dgft4/Downloads/third%20party%20audit%20CIC%202025%20(1).pdf
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	1.92	Fully Met	1.92	https://content.dgft.gov.in/Website/dgftprod/494eb2e4-3f6e-42e8-8751-fa9b07d415e6/Online%20Traning%20Programme%20on%20RTI.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	https://content.dgft.gov.in/Website/dgftprod/494eb2e4-3f6e-42e8-8751-fa9b07d415e6/Online%20Traning%20Programme%20on%20RTI.pdf
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	https://content.dgft.gov.in/Website/dgftprod/494eb2e4-3f6e-42e8-8751-fa9b07d415e6/Online%20Traning%20Programme%20on%20RTI.pdf
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	https://www.dgft.gov.in/CP/?opt=rti
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	https://www.dgft.gov.in/CP/?opt=dgft-transfer-policy
Total		100		100	

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Budget and Programme

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made [Section 4(1)(b)(xi)]

2.1.1	Total Budget for the public authority	10	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/RE%202024-25%20and%20BE%202025-26.pdf
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/RE%202024-25%20and%20BE%202025-26.pdf
2.1.3	Proposed expenditures	10	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/RE%202024-25%20and%20BE%202025-26.pdf
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/RE%202024-25%20and%20BE%202025-26.pdf
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/RE%202024-25%20and%20BE%202025-26.pdf

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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	Fully Met	10.00	file:///C:/Users/dgft4/Downloads/Annual%20contract%20in%20DGFT%20Hq%20GA%20202425.pdf

2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)

2.2.1	Budget	20	Fully Met	20.00	https://www.dgft.gov.in/CP/?opt=sou-motu-disclosure-rti
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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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	Fully Met	20.00	https://www.dgft.gov.in/CP/?opt=sou-motu-disclosure-rti
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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

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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]

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	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (k) (xiii)]

2.5.1 Concessions, permits or authorizations granted by public authority

0

Not Applicable

0

For each concessions, permit or authorization granted - (a)

Eligibility criteria, (b)

Procedure for getting the concession/ grant and/ or permits of

2.5.2 authorizations, (c) Name and address of the recipients given

0

Not Applicable

0

concessions/ permits or authorizations,

(d) Date of award of concessions/ permits of authorizations

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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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	Fully Met	50.00	file:///C:/Users/dgft4/Downloads/Third%20Party%2020%20(2).pdf
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Total 150 150

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Publicity and Public interface

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA	Remarks by PA
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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	12.5	Fully Met	12.50	https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act	
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	12.5	Fully Met	12.50	https://www.dgft.gov.in/CP/?opt=acts-and-rules https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act	
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		
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		

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA	Remarks by PA
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[Section 4(1) (c)]					
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	Fully Met	16.67	https://www.dgft.gov.in/CP/?opt=ft-policy	
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	Fully Met	16.67	https://www.dgft.gov.in/CP/?opt=ft-policy	
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	Fully Met	16.67	https://www.dgft.gov.in/CP/?opt=ft-policy	
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)	50	Fully Met	50.00	https://www.dgft.gov.in/CP/	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA	Remarks by PA
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3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

3.4.1	Information manual/handbook available in electronic format	25	Fully Met	25.00	https://www.dgft.gov.in/CP/	
3.4.2	Information manual/handbook available in printed format	25	Fully Met	25.00	https://www.dgft.gov.in/CP/	

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 cost	25	Fully Met	25.00	https://www.dgft.gov.in/CP/	
3.5.2	List of materials available at a reasonable cost of the medium	25	Fully Met	25.00	https://www.dgft.gov.in/CP/	

Total		225		225		
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E-Governance

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
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4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1	Hindi	9.52	Fully Met	9.52	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=official-language
4.1.2	English	9.52	Fully Met	9.52	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=official-language
4.1.3	Vernacular/ Local Language	9.52	Fully Met	9.52	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=official-language

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	28.52	Fully Met	28.57	https://www.dgft.gov.in/CP/
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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://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=rti-declaration-information-act
4.3.3	Location where available	9.52	Fully Met	9.52	https://www.dgft.gov.in/CP/

4.4 Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
4.4.1	Name & location of the facility	7.14	Fully Met	7.14	https://www.dgft.gov.in/CP/
4.4.2	Details of information made available	7.14	Fully Met	7.14	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=complaintssuggestion
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	https://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=complaintssuggestion
4.4.4	Contact person & contact details (Phone, fax, email)	7.14	Fully Met	7.14	https://www.dgft.gov.in/CP/?opt=dgft-hq-details

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://www.dgft.gov.in/CP/?opt=citizencharter
4.5.2	List of completed schemes/ projects/ Programmes	4.1	Fully Met	4.10	https://www.dgft.gov.in/CP/?opt=trade-notice and ile:///C:/Users/dgft4/Downloads/Trade%20Notice%2005%202025-26%20-%20Source%20from%20Indmerged%20(1).pdf
4.5.3	List of schemes/ projects/ programme underway	4.1	Fully Met	4.10	https://www.dgft.gov.in/CP/?opt=adnavce-authorisation
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	4.1	Fully Met	4.10	file:///C:/Users/dgft4/Downloads/Annual%20contract%20in%20DGFT%20Hq%20GA%20202425%20('

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	URL by PA
4.5.5	Annual Report	4.1	Fully Met	4.10	https://www.dgft.gov.in/CP/?opt=trade-statistics
4.5.6	Frequently Asked Question (FAQs)	4.1	Fully Met	4.10	https://www.dgft.gov.in/CP/
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	Fully Met	4.10	https://www.dgft.gov.in/CP/?opt=citizencharter

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	14.29	Fully Met	14.29	file:///C:/Users/dgft4/Downloads/RTI%20Request%20and%20Appeals%20Disposed%20of%20202425
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	https://www.dgft.gov.in/CP/?opt=central-information-commission-rti

4.7 Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]

4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	https://www.commerce.gov.in/parliamentary-business/parliament-questions-department-of-commerce/
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Total **200** **200**

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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	URL by PA	Remarks by PA
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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	20	Fully Met	20.00	https://www.dgft.gov.in/CP/?opt=rti	
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	file:///C:/Users/dgft4/Downloads/Self%20appraisal%20report%2019.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	20	Fully Met	20.00	https://www.dgft.gov.in/CP/?opt=citizencharter	
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	0	Not Applicable	0		

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

0

Not Applicable

0

Total

60

60

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Information Disclosed on own Initiative

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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://www.dgft.gov.in/CP/ https://www.dgft.gov.in/CP/?opt=notification https://www.dgft.gov.in/CP/?opt=public-notice https://www.dgft.gov.in/CP/?opt=circular https://www.dgft.gov.in/CP/?opt=trade-notice https://www.dgft.gov.in/CP/?opt=itchs-import-export	
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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	12.5	Fully Met	12.50	Web application Security Certificate file:///C:/Users/dgft4/Downloads/Security%20Audit%20Certificate_2025_2026.pdf	
6.2.2	Does the website show the certificate on the Website?	12.5	Fully Met	12.50	Web application Security Certificate file:///C:/Users/dgft4/Downloads/Security%20Audit%20Certificate_2025_2026.pdf	

Total

50

50

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