

Self appraisal report for Year (2024-25)

Auditor Agency: Dr Sacchidananda Mukherjee(National Institute of Public Finance and Policy (NIPFP))

Ministry Name: Ministry of Finance

Department Name: Department of Revenue

Public Authority Name: Chief Commissioner of Customs (Preventive), Tiruchirapalli

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.28	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
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://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.2.4	Work allocation	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
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://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					stomszone.gov.in/pdf/Dislosures-RTI.pdf			stomszone.gov.in/pdf/Dislosures-RTI.pdf
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	Mention on website as well
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
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://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/contact-us.html
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	Mention on website as well
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	1.54	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	2.60	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	2.60	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	2.60	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.7.2	Composition	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
1.7.5	Powers and functions	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL RTI.pdf
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
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://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
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	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					sures-RTI.pdf			sures-RTI.pdf
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.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	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	3.85	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	1.92	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	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://trichycustomszone.gov.in/Officers%20area.html	Fully Met	7.69	https://trichycustomszone.gov.in/Officers%20area.html
Total			92	92		92	87	
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	Fully Met	10	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	Please provide breakdown.
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	Please provide.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Applicable	0	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Not Met	0	Please provide

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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.	Fully Met	10	10.00	sures-RTI.pdf https://gem.gov.in , https://eprocure.gov.in/eprocure/app	Not Met	0	Mention on own website
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
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	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	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.	Fully Met	50	50.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable
Total			150	150		50	10	
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	Fully Met	12.5	12.50	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	12.50	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
3.1.2	a) Arrangements for consultation with or	Fully Met	12.5	12.50	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	12.50	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				stomszone.gov.in/pdf/Disclosures-RTI.pdf			stomszone.gov.in/pdf/Disclosures-RTI.pdf / https://trichycustomszone.gov.in/contact-us.html
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								gov.in/pdf/Dislosures-RTI.pdf
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
3.1.11	Public- Private Partnerships (PPP) - All payment	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	made under the PPP project							as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
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	Fully Met	16.67	16.67	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	16.67	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
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	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
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	Not Applicable	0	Not applicable as mentioned in https://trichy.customszone.gov.in/pdf/Dislosures-RTI.pdf
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)	Fully Met	50	50.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf	Fully Met	50.00	https://trichycustomszone.gov.in/pdf/Dislosures-RTI.pdf
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://trichycustomszone.gov.in/index.html	Not Met	0	Cannot find link. Please provide.
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Met	0	Not available
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	Fully Met	25	25.00	https://trichycustomszone.gov.in/index.html	Not Met	0	Please provide link
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	25.00	https://trichycustomszone.gov.in/rti-general-information.html
Total			192	192		192	117	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	Hindi	Not Applicable	0	0	empty	Not Met	0	Not met
4.1.2	English	Fully Met	9.52	9.52	https://trichycustomszone.gov.in/rti-general-information.html	Fully Met	9.52	https://trichycustomszone.gov.in/rti-general-information.html
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Met	0	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	Fully Met	28.57	28.57	https://trichycustomszone.gov	Not Met	0	Please provide info

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					v.in/pdf/Disclosures-RTI.pdf			
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://trichycustomszone.gov.in/index.html	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://trichycustomszone.gov.in/index.html	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.3.3	Location where available	Fully Met	9.52	9.52	https://trichycustomszone.gov.in/index.html	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
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://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Met	0	Provide exact link
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://trichycustomszone.gov.in/pdf/Disclo	Not Met	0	Provide information available at

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					suress-RTI.pdf			the facility
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	7.14	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://trichycustomszone.gov.in/contact-us.html	Fully Met	7.14	https://trichycustomszone.gov.in/contact-us.html
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://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://gem.gov.in , https://eprocure.gov.in/eprocure/app	Not Applicable	0	Not applicable as mentioned in https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								gov.in/pdf/Dis losures- RTI.pdf
4.5.5	Annual Report	Fully Met	4.1	4.10	https://trichycustomszone.gov.in/pdf/Third-party-Transparency-audited-report-2023-24.pdf	Not Met	0	Provide annual report
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
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	Fully Met	4.1	4.10	https://trichycustomszone.gov.in/pdf/citizens-charter.pdf	Fully Met	4.10	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.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://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	14.29	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	14.29	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Met	0	Provide questions and responses

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			191	191		159	65	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.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	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.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	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf
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	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable
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	Fully Met	20	20.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Not Applicable	0	Not applicable
Total			100	100		60	60	
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	Fully Met	25	25.00	https://trichycustomszone.gov.in/pdf/Disclosures-RTI.pdf	Fully Met	25.00	https://trichycustomszone.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							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Personnel, Public Grievance and Pensions, Govt. Of India)							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	UNDER PROCESS	Partially Met	6.25	Under process as mentioned
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	chrome://settings/content/siteDetails?site=https%3A%2F%2Ftrichycustomszone.gov.in	Not Met	0	Cannot find
Total			50	44		50	31	
Grand Total			775	769		603	370	