

Self appraisal report for Year (2023-24)

Auditor Agency: Rajarshi Dey(National Academy of Defence Production)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Industrial Policy & Promotion

Public Authority Name: Office of the Controller General of Patents, Designs and Trade Marks

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://ipindia.gov.in/right-to-information.htm	Fully Met	1.28	ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://ipindia.gov.in/right-to-information.htm	Not Met	0	name not given
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://ipindia.gov.in/vision-patent.htm https://ipindia.gov.in/vision-mission-tm.htm https://ipindia.gov.in/vision-mission-gi.htm https://ipindia.gov.in/vision-mission-rg.htm	Partially Met	0.64	key objectives not mentioned

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf https://www.ipindia.gov.in/workflow-chart.htm	Partially Met	0.64	Names of officers not given
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.ipindia.gov.in/workflow-chart.htm	Partially Met	0.64	names of officers not given
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://ipindia.gov.in/history-of-indian-patent-system.htm	Partially Met	0.64	details of previous HOD not given
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	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure	Partially Met	0.77	names of officers not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_of_office_of_CGPDTM.pdf			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	names of officers not given
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	details not given
1.2.4	Exercised	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	details not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.5	Work allocation	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writerereadata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Not Met	0	details not given
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://www.ipindia.gov.in/writerereadata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	ok
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writerereadata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	name of officer not given
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ipindia.gov.in/writerereadata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	details not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL given
					gov.in/resources.htm#acts			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Not Met	0	details not given
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	Names of officers not given
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://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_	Fully Met	1.54	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	CGPDTM.pdf https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://ipindia.gov.in/e-gateways.htm#comprehensive-e-filing	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Partially Met	0.77	details not given
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://ipindia.gov.in/right-to-information.htm	Not Met	0	details not given
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.92	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	/instruction.				gov.in/resources.htm#acts			
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://ipindia.gov.in/resources.htm#acts	Fully Met	1.92	ok
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://ipindia.gov.in/resources.htm#acts	Fully Met	1.92	ok
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/OFFICE_MEMORANDUM.pdf	Fully Met	1.92	ok
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://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf	Fully Met	3.85	ok
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf	Partially Met	1.93	details not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					xv_-_Dolicy__ facilities_to_th e_public_1.pd f			
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
1.7.2	Composition	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.5	Powers and functions	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	not applicable
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	not applicable
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://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_GIR.pdf https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.pdf			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_	Partially Met	1.93	Telephone & Fax No. not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and_Staff_copyright.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://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_	Not Met	0	details not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_vi__xiv__xv__ -_Dolicy__faci lities_to_the_p ublic_1.pdf htt ps://ipindia.go v.in/writeread data/Portal/Im ages/pdf/Empl oyees_details _of_Officers_ and_Staff_cop yright.pdf			
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://ipindia. gov.in/writere addata/Portal/ Images/pdf/E mployees_det ails_of_Officer s_and_Staff_ Patent_14022 022.pdf https:/ /ipindia.gov.in/ writereaddata/ Portal/Images/ pdf/Employee s_details_of_ Officers_and_ Staff_TMR.pdf https://ipindia. gov.in/writere addata/Portal/ Images/pdf/E	Not Met	0	details not given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					employees_details_of_Officers_and_Staff_GIR.pdf https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv-_Dolicy_facilities_to_the_public_1.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_FAA_CPIO_18.08.2022.PDF https://ipindia.gov.in/right-to-informati	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	on.htm https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_FAA___CPIO_18.08.2022.PDF https://ipindia.gov.in/right-to-information.htm	Not Met	0	details not given
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/New_Disciplinary_action_against_employees_as_on_12_08_2022.pdf	Fully Met	3.85	ok
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/New_Disciplinary_action_against_employees_as_on_12_08_2022.pdf	Fully Met	3.85	ok
1.12	Programmes to advance understanding of RTI(Section 26)							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Fully Met	1.92	ok
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Not Met	0	details not given
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Fully Met	1.92	ok
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/rti_logo_guidelines_english.pdf	Fully Met	1.92	ok
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://ipindia.gov.in/writereaddata/Portal/Images/pdf/OFFICE_MEMORANDUM.pdf	Fully Met	7.69	ok
Total			92	92		92	60	
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://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Not Met	0	details not available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Not Met	0	details not available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.3	Proposed expenditures	Fully Met	10	10.00	2022-23.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Not Met	0	details not available
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Not Met	0	details not available
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Im	Not Met	0	details not available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ages/pdf/BE_2022-23.pdf			
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Not Met	0	details not available
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	16.67	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_Foreign_travel14082022.pdf	Partially Met	8.34	expenditure details not mentioned
2.2.3	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	16.67	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Information_related_Procurement.pdf	Not Met	0	details not given
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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
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.	Not Applicable	0	0	empty	Not Applicable	0	not applicable
Total			100	100		100	8	
3	Publicity Band 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	Fully Met	12.5	12.50	https://ipindia.gov.in	Fully Met	12.50	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	documents which are normally accessed by citizens				gov.in/resources.htm#acts			
3.1.2	Arrangements for consultation with or representation by - (a) 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	Fully Met	12.5	12.50	https://ipindia.gov.in/latest-news.htm	Not Met	0	details not avl
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
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://ipindia.gov.in/latest-news.htm	Fully Met	16.67	Not Applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	https://ipindia.gov.in/latest-news.htm	Partially Met	8.34	details not avl
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	Fully Met	16.67	16.67	https://ipindia.gov.in/latest-news.htm	Partially Met	8.34	details not avl
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://ipindia.gov.in/index.htm https://twitter.com/cgpdm_india Information is disseminated widely through our website in such form and manner which is easily accessible to the public	Fully Met	50.00	ok
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://www.ipindia.gov.in/re	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					sources.htm# Guidelines			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes, available in library at all Office locations	Fully Met	25.00	ok
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://www.ipindia.gov.in/resources.htm# Guidelines	Fully Met	25.00	ok
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	not applicable
Total			200	200		200	171	
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	English	Fully Met	14.29	14.29	https://ipindia.gov.in/index.htm	Fully Met	14.29	ok
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	contents of website available in Hindi also https://ipindia.gov.in/index.htm	Fully Met	14.29	ok
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	Information on website is updated on a regular basis Last updated on	Fully Met	28.57	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					14/02/2024.			
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://www.ipindia.gov.in/index.htm https://www.ipindia.gov.in/writeresources/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.ipindia.gov.in/index.htm https://www.ipindia.gov.in/writeresources/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	https://ipindia.gov.in/index.htm	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://ipindia.gov.in/index.htm	Fully Met	7.14	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.2	Details of information made available	Fully Met	7.14	7.14	m https://www.ipindia.gov.in/e-gateways.htm#public-search	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	9:30 AM- 6PM	Not Met	0	details not given
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://www.ipindia.gov.in/e-gateways.htm#public-search	Not Met	0	details not avl in the given link
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://www.pportal.gov.in/	Fully Met	3.57	ok
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf	Fully Met	3.57	ok
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/List_of_Scheme_Projects.pdf	Not Met	0	details not given
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://ipindia.gov.in/writereaddata/Portal/	Fully Met	3.57	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Images/pdf/List_of_Scheme_Projects.pdf			
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Not Met	0	details not given
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.ipindia.gov.in/annual-reports-ipo.htm	Fully Met	3.57	ok
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://www.ipindia.gov.in/writereaddata/Portal/Images/pdf/Final_FREQUENTLY_ASKED_QUESTIONS_-PATENT.pdf	Fully Met	3.57	ok
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Met	3.57	0	empty	Not Met	0	details not given
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://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf	Fully Met	14.29	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://ipindia.gov.in/writeraddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf	Fully Met	14.29	ok
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
Total			171	164		171	146	
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://ipindia.gov.in/writeraddata/Portal/Images/pdf/Details_of_old_CPIO_CAPIO_06.07.2022.pdf https://www.ipindia.gov.in/right-to-information.htm	Fully Met	20.00	ok
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://www.ipindia.gov.in/writeraddata/Portal/Images/pdf/Office_of_the_Controller_General_of_Patents_Designs_and_Trade_	Partially Met	10.00	audit report for 2022-23 not avl.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Marks__2_.pdf			
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	details not given
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	Not Applicable	0	0	empty	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	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
Total			60	40		60	30	
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							
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://ipindia.gov.in/index.htm https://ipindia.gov.in/right-to-information.htm	Not Met	0	information not avl in the given link
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	certificate not avl
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	certificate not shown
Total			50	25		50	0	
Grand Total			674	622		674	416	