

Self appraisal report for Year (2025-26)

Auditor Agency: Dr R R Dhanapal(Indian Institute of Public Administration, IIPA, Puducherry Regional Branch, A Training Institute of Govt. of India.)

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	URL	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/contact-us	empty	Fully Met	1.28	ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://ipindia.gov.in/contact-us	empty	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://ipindia.gov.in/vision-mission	empty	Fully Met	1.28	ok
1.1.4	Function and duties	Fully Met	1.28	1.28	https://ipindia.gov.in/page-content/service-matters	empty	Fully Met	1.28	ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ipindia.gov.in/storage/uploads/media/4__1__b__i__ii__iii__iv__Organizational_Structure_of_office_of_CG_PDTM.pdf	empty	Fully Met	1.28	ok
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	empty	Fully Met	1.28	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://ipindia.gov.in/page-content/service-matters	empty	Fully Met	1.92	ok
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://ipindia.gov.in/page-content/roster-group-a-1	empty	Fully Met	1.92	ok
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://ipindia.gov.in/trade-marks-resources-act	empty	Fully Met	1.92	ok
1.2.4	Work allocation	Fully Met	1.92	1.92	https://ipindia.gov.in/storage/uploads/media/4__1__b__i__ii__iii__iv__Organizational_Structure_of_office_of_CG_PDTM.pdf	empty	Fully Met	1.92	ok
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://ipindia.gov.in/storage/uploads/media/4__1__b__i__ii__iii__iv__Organizational_Structure_of_office_of_CG_PDTM.pdf	empty	Fully Met	1.54	ok
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://ipindia.gov.in/storage/uploads/media/4__1__b__i__ii__iii__iv__Organizational_Structure_of_office_of_CG_PDTM.pdf	empty	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ipindia.gov.in/resource/patents-resources-act	empty	Fully Met	1.54	ok
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://ipindia.gov.in/patents-e-citizen-faqs	empty	Fully Met	1.54	ok
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://ipindia.gov.in/patents-e-services-dynamic-utilities	empty	Fully Met	1.54	ok
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://ipindia.gov.in/page-co	empty	Fully Met	1.54	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ntent/about-trade-marks-registry				
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://ipindia.gov.in/pages/faemptyqs		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/patents-e-services-comprehensive-e-filing-services	empty	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://ipindia.gov.in/patents-e-services-dynamic-utilities	empty	Fully Met	1.54	ok
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://ipindia.gov.in/grievancemptye-suggestion		Fully Met	1.54	ok
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://ipindia.gov.in/resourcemptye-links/acts-rules-ipr-links		Fully Met	2.60	ok
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://ipindia.gov.in/resourcemptye-links/acts-rules-ipr-links		Fully Met	2.60	ok
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://ipindia.gov.in/resourcemptye-links/acts-rules-ipr-links		Fully Met	2.60	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://ipindia.gov.in/resourcemptye-links/journals		Fully Met	3.85	ok
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://ipindia.gov.in/ip-dashboards https://ipindia.gov.in/annual-report	empty	Fully Met	3.85	ok
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.	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
1.7.2	Composition	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
1.7.6	Whether their meetings are open to	Partially	0.96	0.48	https://ipindia.gov.in/pages/rtiempty		Partially	0.48	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	the public?	Met					Met		
1.7.7	Whether the minutes of the meetings are open to the public?	Partially Met	0.96	0.48	https://ipindia.gov.in/pages/rtiempty		Partially Met	0.48	ok
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://ipindia.gov.in/pages/rtiempty		Fully Met	0.96	ok
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/storage/uploads/media/Patent_Office_Details_of_employee_on_31_December_2024.pdf https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_TMR_04022025.pdf	empty	Fully Met	3.85	Update for 2025-2026
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_TMR_04022025.pdf https://ipindia.gov.in/storage/uploads/media/Patent_Office_Details_of_employee_on_31_December_2024.pdf https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_Copyright_Office_31122024.pdf	empty	Fully Met	3.85	Update full 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	Partially Met	3.85	1.93	https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_TMR_04022025.pdf https://ipindia.gov.in/storage/uploads/media/Patent_Office_Details_of_employee_on_31_December_2024.pdf https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_Copyright_Office_31122024.pdf	empty	Partially Met	1.93	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ps://ipindia.gov.in/storage/uploads/media/Directory_of_officers_Copyright_Office_31122024.pdf				
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_TMR_04022025.pdf https://ipindia.gov.in/storage/uploads/media/Patent_Office_Details_of_employee_on_31_December_2024.pdf https://ipindia.gov.in/storage/uploads/media/Directory_of_officers_Copyright_Office_31122024.pdf	empty	Fully Met	3.85	ok
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://ipindia.gov.in/concerned-central-public-information-officer-cpio	empty	Fully Met	3.85	Update for 2025-2026
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://ipindia.gov.in/storage/uploads/media/Details_of_old_CPIO_CAPIO_06.07.2022.pdf	empty	Fully Met	3.85	ok
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://ipindia.gov.in/storage/uploads/media/New_Disciplinary_action_against_employees_as_on_12_08_2022.pdf	empty	Fully Met	3.85	Update for 2025-2026
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ipindia.gov.in/storage/uploads/media/New_Disciplinary_action_against_employ	empty	Fully Met	3.85	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ees_as_on_12_08_2022.pdf				
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/nipam	empty	Fully Met	1.92	Update the link
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/pages/wall-of-frame	empty	Fully Met	1.92	ok
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	empty	Not Met	0	ok
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	https://ipindia.gov.in/storage/uploads/media/rti_logo_guidelines_english.pdf	empty	Partially Met	0.96	ok
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://ipindia.gov.in/storage/uploads/media/rti_logo_guidelines_english.pdf https://ipindia.gov.in/storage/uploads/media/20052022__Transfer_Deputation_Order_Patent_Office__Since_2015.pdf	empty	Fully Met	7.69	Update for 2025-2026
Total			100	94			100	94	
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/storage/uploads/media/BE_2022-23.pdf	empty	Not Met	0	Update the 2025-2026
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://ipindia.gov.in/storage/uploads/media/BE_2022-23.pdf	empty	Partially Met	5.00	Update the 2025-2026
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://ipindia.gov.in/storage/uploads/media/BE_and_RE_2021-22.pdf	empty	Partially Met	5.00	Update the 2025-2026
2.1.4	Revised budget for each agency, if	Fully Met	10	10.00	https://ipindia.gov.in/storage/	empty	Fully Met	10.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	any				uploads/media/BE_and_RE_2021-22.pdf				
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
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	https://ipindia.gov.in/dynamic/tenders	empty	Fully Met	10.00	ok
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://ipindia.gov.in/pages/international-cooperation/meetings/disclosure-foreign-meetings	empty	Fully Met	20.00	ok
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://ipindia.gov.in/pages/international-cooperation/meetings/disclosure-foreign-meetings	empty	Fully Met	20.00	ok
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://ipindia.gov.in/page-co	empty	Fully Met	6.25	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.2	Objective of the programme	Fully Met	6.25	6.25	ntent/startups-intellectual-property-protection-sipp https://ipindia.gov.in/page-content/startups-intellectual-property-protection-sipp	empty	Fully Met	6.25	ok
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://ipindia.gov.in/storage/manual-content/0f10a802-cf74-459b-822c-9a2bd2183dde.pdf	empty	Fully Met	6.25	ok
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://ipindia.gov.in/storage/manual-content/0f10a802-cf74-459b-822c-9a2bd2183dde.pdf	empty	Fully Met	6.25	ok
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://ipindia.gov.in/storage/manual-content/0f10a802-cf74-459b-822c-9a2bd2183dde.pdf	empty	Fully Met	6.25	ok
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://ipindia.gov.in/storage/manual-content/0f10a802-cf74-459b-822c-9a2bd2183dde.pdf	empty	Fully Met	6.25	ok
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	empty	Not Applicable	0	ok
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	empty	Not Applicable	0	ok
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	empty	Not Applicable	0	ok
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	empty	Not Applicable	0	ok
Total			128	128			128	108	
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 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	Fully Met	12.5	12.50	https://ipindia.gov.in/resources/patents-resources-act	empty	Fully Met	12.50	ok
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	Fully Met	12.5	12.50	https://ipindia.gov.in/grievance-suggestion	empty	Fully Met	12.50	ok

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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/dynamic/news-updates	empty	Fully Met	16.67	ok
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/dynamic/news-updates https://ipindia.gov.in/storage/uploads/media/43f8627d-8ad7-43f9-9cceb797f618683.pdf	empty	Fully Met	16.67	ok
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/dynamic/news-updates https://ipindia.gov.in/storage/uploads/media/43f8627d-8ad7-43f9-9cceb797f618683.pdf	empty	Fully Met	16.67	ok
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/dynamic/news-updates	empty	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://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://ipindia.gov.in/resources/patents-resources-manuals Available in the Library in Office	empty	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	Fully Met	25	25.00	https://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	cost				e/patents-resources-manuals				
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
Total			200	200			200	200	
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	empty	Not Applicable	0	ok
4.1.2	English	Fully Met	9.52	9.52	https://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	9.52	ok
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	empty	Not Applicable	0	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	https://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	28.57	ok
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://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://ipindia.gov.in/resources/patents-resources-manuals	empty	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	Website: https://ipindia.gov.in/resource/patents-resources-manuals	empty	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 facility	Fully Met	7.14	7.14	https://ipindia.gov.in/contact-us	empty	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://ipindia.gov.in/contact-us	empty	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://ipindia.gov.in/contact-us	empty	Fully Met	7.14	ok
4.4.4	Contact person & contact details	Fully Met	7.14	7.14	https://ipindia.gov.in/contact-us	empty	Fully Met	7.14	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(Phone, fax, email)				us				
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://iprsearch.ipindia.gov.in/openhousehelpdesk/Login/login	empty	Fully Met	4.10	ok
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
4.5.5	Annual Report	Fully Met	4.1	4.10	https://ipindia.gov.in/annual-report	empty	Fully Met	4.10	Update for 2025-2026
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://ipindia.gov.in/pages/faqs	empty	Fully Met	4.10	ok
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	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
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/storage/uploads/media/RTI_Quarterly_Return_Report100822.pdf	empty	Fully Met	14.29	Update for 2025-2026
4.6.2	Details of appeals received and orders issued	Not Met	14.29	0	empty	empty	Not Met	0	ok
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://ipindia.gov.in/storage/uploads/media/RTI_Quarterly_Return_Report100822.pdf	empty	Fully Met	28.57	Update for 2025-2026

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			165	150			165	150	
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/concern-ed-central-public-information-officer-cpio	empty	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://ipindia.gov.in/storage/uploads/media/Audit_report_under_RTI_2023-24.pdf	empty	Fully Met	20.00	Update for 2025-2026
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	empty	Not Met	0	ok
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	empty	Not Applicable	0	ok
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	empty	Not Applicable	0	ok
Total			60	40			60	40	
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://ipindia.gov.in/pages/rti	empty	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Applicable	0	0	empty	empty	Not Met	0	update
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	empty	Not Met	0	update
Total			25	25			50	25	
Grand Total			678	637			703	617	