

Self appraisal report for Year (2024-25)

Auditor Agency: Virender Kumar Bharti(Indian Institute of Mass Communication)

Ministry Name: Ministry of Environment & Forests

Department Name:

Public Authority Name: Directorate of Forest Education, Dehradun

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://dfe.gov.in/directorate-address	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://dfe.gov.in/present-director	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://dfe.gov.in/mandate	Fully Met	1.28	Okay
1.1.4	Function and duties	Fully Met	1.28	1.28	https://dfe.gov.in/mandate	Fully Met	1.28	Okay
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://dfe.gov.in/organisation-chart	Fully Met	1.28	Okay
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://dfe.gov.in/history	Fully Met	1.28	Okay
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative,	Fully Met	1.92	1.92	https://dfe.gov	Fully Met	1.92	Okay

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	financial and judicial)				.in/delegation-of-financial-powers			
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://dfe.gov.in/work-allocation-and-duties	Fully Met	1.92	Okay
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://dfe.gov.in/work-allocation-and-duties	Fully Met	1.92	Okay
1.2.4	Work allocation	Fully Met	1.92	1.92	https://dfe.gov.in/work-allocation-and-duties	Fully Met	1.92	Okay
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://dfe.gov.in/induction-training	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://dfe.gov.in/induction-training	Fully Met	1.54	Okay
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://dfe.gov.in/induction-training	Fully Met	1.54	Okay
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://dfe.gov.in/induction-training	Fully Met	1.54	Okay
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://dfe.gov.in/channel-of-supervision-and-	Fully Met	1.54	Okay

[illegible]

[illegible]

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1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Applicable	0	0	empty	Not Applicable	0	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://dfe.gov.in/rtis-pio	Fully Met	1.92	Okay
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://dfe.gov.in/rtis-pio	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://dfe.gov.in/rtis-pio	Fully Met	1.92	Okay
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]	Partially Met	7.69	3.85	https://dfe.gov.in/transfer-and-joining-orders	Partially Met	3.85	Okay
Total			71	67		71	67	
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.3	Proposed expenditures	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	Okay
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/	Not Applicable	0	0	empty	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.							
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://dfe.gov.in/budget	Fully Met	20.00	Okay
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://dfe.gov.in/budget	Fully Met	20.00	Okay
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	Okay
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Okay
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://dfe.gov.in/cag-and-pac-paras	Fully Met	50.00	Okay
Total			90	90		90	90	
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://dfe.gov.in/induction-training	Fully Met	12.50	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Okay
3.1.6	Public- Private Partnerships (PPP)- Operation	Not Applicable	0	0	empty	Not Applicable	0	Okay

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	and maintenance manuals							
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	Okay
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	Okay
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Not Applicable	0	0	empty	Not Applicable	0	Okay
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	Okay
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	Okay
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	Fully Met	50	50.00	https://dfe.gov	Fully Met	50.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	communication - Internet (website)				.in/index.php			
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://dfe.gov.in/training-material	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in printed format	Not Applicable	0	0	empty	Not Applicable	0	Okay
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://dfe.gov.in/training-material	Fully Met	25.00	Okay
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Okay
Total			113	113		113	113	
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	Fully Met	9.52	9.52	https://dfe.gov.in/training-material	Fully Met	9.52	Okay
4.1.2	English	Fully Met	9.52	9.52	https://dfe.gov.in/training-material	Fully Met	9.52	Okay
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	Okay
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://dfe.gov.in/index.php	Fully Met	28.57	Okay
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://dfe.gov.in/induction-training	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://dfe.gov.in/induction-	Fully Met	9.52	Okay

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4.3.3	Location where available	Fully Met	9.52	9.52	training https://dfe.gov.in/induction-training	Fully Met	9.52	Okay
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://dfe.gov.in/who-is-who	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://dfe.gov.in/who-is-who	Fully Met	7.14	Okay
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://dfe.gov.in/directorate-address	Fully Met	7.14	Okay
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://dfe.gov.in/channel-of-supervision-and-accountability	Fully Met	4.10	Okay
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://dfe.gov.in/rtis-pio	Fully Met	4.10	Okay
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://dfe.gov.in/other-training-programs	Fully Met	4.10	Okay
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	Not Applicable	0	Okay
4.5.5	Annual Report	Fully Met	4.1	4.10	https://dfe.gov.in/directors-reports	Fully Met	4.10	Okay
4.5.6	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Applicable	0	Okay
4.5.7	Any other information such as - (a) Citizen's	Not Applicable	0	0	empty	Not Applicable	0	Okay

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	Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter							
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://dfe.gov.in/rtis-pio	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://dfe.gov.in/rtis-pio	Fully Met	14.29	Okay
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://dfe.gov.in/parliament-questions	Fully Met	28.57	Okay
Total			171	171		171	171	
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://dfe.gov.in/rtis-pio	Fully Met	20.00	Okay
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://dfe.gov.in/rtis-section	Fully Met	20.00	Okay
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://dfe.gov.in/rtis-pio	Fully Met	20.00	Okay
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	Okay
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://dfe.gov.in/rtis-pio	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			80	80		80	80	
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://dfe.gov.in/rtis-pio	Fully Met	25.00	Okay
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 Met	12.5	0	empty	Not Met	0	Okay
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://dfe.gov.in/website-certificate	Not Met	0	Okay
Total			50	38		50	25	
Grand Total			575	559		575	546	