

Self appraisal report for Year (2024-25)

Auditor Agency: Sunil Dutt(NITTTR, Chandigarh)

Ministry Name: Ministry of Steel

Department Name:

Public Authority Name: MOIL LIMITED

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://moil.nic.in/userfiles/RTI_1.pdf	Fully Met	1.28	https://moil.nic.in/home ; https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf ; https://moil.nic.in/content/56/About-MOIL
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://moil.nic.in/content/60/Board%20of%20Directors	Fully Met	1.28	Same as above
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://moil.nic.in/content/60/Board%20of%20Directors	Fully Met	1.28	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.in/userfiles/RTI_1.pdf			above
1.1.4	Function and duties	Fully Met	1.28	1.28	https://moil.nic.in/userfiles/rti_4_norms.pdf	Fully Met	1.28	Same as above
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf	Fully Met	1.28	Same as above
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://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	1.28	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf; https://moil.nic.in/content/60/Board-of-Directors
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://moil.nic.in/userfiles/rti_2_Delegation.pdf	Fully Met	1.92	https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.p

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								df
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://moil.nic.in/userfiles/rti_2_Delegation.pdf	Fully Met	1.92	Same as above
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://moil.nic.in/userfiles/rti_2_Delegation.pdf	Fully Met	1.92	Same as above
1.2.4	Work allocation	Fully Met	1.92	1.92	https://moil.nic.in/userfiles/RTI_PIO_LIST(3).pdf	Fully Met	1.92	Same as above
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://moil.nic.in/userfiles/rti_3_decisionmaking.pdf	Fully Met	1.54	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/rti_3_decisionmaking.pdf	Fully Met	1.54	Same as above
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/rti_3_decisionm	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					aking.pdf			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above
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://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf ; https://moil.nic.in/userfiles/rti_4_norms.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					0_07_2024.pdf			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	1.54	Same as above
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.	Partially Met	2.6	1.30	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	2.60	Now available at: https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RT I%20Manuals_MOIL_Nagpur_08_05_202

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								5.pdf; https://moil.nic.in/recruitment-all ; https://moil.nic.in/upload_files/uzzrabd.pdf ; https://moil.nic.in/content/143/Financials ; https://moil.nic.in/content/242/Employee-Welfare
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Partially Met	2.6	1.30	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	2.60	Same as above
1.5.3	Acts/ Rules/ manuals, etc.	Partially Met	2.6	1.30	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	2.60	Same as above
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disc

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								losures_RTI% 20Manuals_M OIL_Nagpur_ 08_05_2025.p df; https://moil .nic.in/recruit ment-all; https ://moil.nic.in/u pload_files/uz zrabd.pdf; http s://moil.nic.in/ content/143/Fi nancials; https ://moil.nic.in/c ontent/242/E mployee- Welfare
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pd f	Fully Met	3.85	Same as above
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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pd f	Fully Met	0.96	https://moil.nic.in/content/11 7/RTI; https:// moil.nic.in/use rfiles/Suo%20 Motto%20Disc losures_RTI% 20Manuals_M

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								OIL_Nagpur_08_05_2025.pdf; https://moil.nic.in/content/60/Board-of-Directors
1.7.2	Composition	Fully Met	0.96	0.96	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	0.96	Same as above
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	0.96	Same as above
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://moil.nic.in/userfiles/S	Fully Met	0.96	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					OUMOTORTI AUDIT-2425-1 0_07_2024.pdf			
1.7.7	Whether the minutes of the meetings are open to the public?	Partially Met	0.96	0.48	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	0.96	Same as above
1.7.8	Place where the minutes if open to the public are available?	Partially Met	0.96	0.48	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Partially Met	0.48	MOIL Ltd., Nagpur is advised to provide/upload complete detail
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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	3.85	https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf; MOIL Ltd., Nagpur is advised to provide/upload complete

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1.8.2	Telephone , fax and email ID	Partially Met	3.85	1.93	Shall Upload	Fully Met	3.85	Now available as above
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	Shall Upload	Partially Met	1.93	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf ; MOIL Ltd., Nagpur is advised to provide/upload complete detail
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	Same as above
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20

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					f			Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	Same as above
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	3.85	Same as above
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://moil.nic.in	Fully Met	1.92	https://moil.nic.in

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					.in/userfiles/S OUMOTORTI AUDIT-2425-10_07_2024.pdf			.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	1.92	Same as above
1.12.3	Training of CPIO/APIO	Partially Met	1.92	0.96	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-10_07_2024.pdf	Partially Met	0.96	MOIL Ltd., Nagpur is advised to provide/upload complete detail
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Shall Upload	Fully Met	1.92	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
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.	Partially Met	7.69	3.85	https://moil.nic	Partially Met	3.85	https://moil.nic

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	1/6/2011- IR Dt. 15.4.2013]				.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf			.in/content/11 7/RTI; https:// moil.nic.in/use rfiles/Suo%20 Motto%20Disc losures_RTI% 20Manuals_M OIL_Nagpur_ 08_05_2025.p df; MOIL Ltd., Nagpur is advised to pro vide/upload complete detail
Total			100	87		100	93	
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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	10.00	https://moil.nic.in/userfiles/S uo%20Motto %20Disclosur es_RTI%20M anuals_MOIL _Nagpur_08_ 05_2025.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	10.00	Same as above

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	f https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Partially Met	10	5.00	Shall Upload	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	10.00	Same as above; https://moil.nic.in/content/143/Financials
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.	Partially Met	10	5.00	Shall Upload	Fully Met	10.00	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Partially Met	20	10.00	Shall Upload	Fully Met	20.00	Now available at: https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOI

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								L_Nagpur_08_05_2025.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	Partially Met	20	10.00	Shall Upload	Partially Met	10.00	MOIL Ltd., Nagpur is advised to provide/upload complete detail
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	As per MOIL Ltd., Nagpur, it is NOT applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Same as above
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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	As per MOIL Ltd., Nagpur, it is NOT applicable

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	Partially Met	12.5	6.25	Shall Upload	Fully Met	12.50	Now available at: https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTIL%20Manuals_MOIL_Nagpur_08_05_2025.pdf ; https://moil.nic.in/content/242/Employee-Welfare ; https://moil.nic.in/recruitment-all ; https://moil.nic.in/content/56/About-MOIL ; https://moil.nic.in/upload_files/uzzrabd.pdf ; https://moil.nic.in/content/143/Financials
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	Partially Met	12.5	6.25	Shall Upload	Fully Met	12.50	Same as above

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	Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants							
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	As per MOIL Ltd., Nagpur, it is NOT applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Same as above
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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	Same as above
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	Same as above
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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	Same as above
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Same as above
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	Fully Met	16.67	16.67	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-1	Fully Met	16.67	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/use

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	previous one year				0_07_2024.pdf			rfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf; https://moil.nic.in/content/242/Employee-Welfare
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	16.67	Same as above
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	16.67	Same as above
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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	50.00	https://moil.nic.in/home; https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Manuals_MOI L_Nagpur_08_05_2025.pdf
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://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	25.00	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOI_L_Nagpur_08_05_2025.pdf
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	25.00	Same as above
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://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	25.00	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOI_L_Nagpur_08_05_2025.p

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL df
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	25.00	Same as above
Total			225	213		225	225	
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://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Partially Met	4.76	It is advised to upload Information Manual/Handbook in Hindi
4.1.2	English	Fully Met	9.52	9.52	https://moil.nic.in/userfiles/SOUMOTORTI/AUDIT-2425-10_07_2024.pdf	Fully Met	9.52	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RT%20Manuals_MOIL_Nagpur_08_05_2025.pdf
4.1.3	Vernacular/ Local Language	Partially Met	9.52	4.76	Shall Upload	Partially Met	4.76	It is advised to upload Information Manual/Handbook in Hindi as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Local/Vernacular Language
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	10.06.2025	Fully Met	28.57	08.05.2025: https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.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://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	9.52	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://moil.nic.in/userfiles/SOUMOTORTIAUDIT-2425-10_07_2024.pdf	Fully Met	9.52	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	f https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	9.52	Same as above
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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	7.14	https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_M OIL_Nagpur_08_05_2025.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax,	Fully Met	7.14	7.14	https://moil.nic	Fully Met	7.14	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	email)				.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf			above
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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Fully Met	4.10	https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-1 0_07_2024.pdf	Partially Met	2.05	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf; MOIL Ltd., Nagpur is advised to provide/upload complete detail
4.5.3	List of schemes/ projects/ programme underway	Partially Met	4.1	2.05	Shall Upload	Partially Met	2.05	Same as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL above
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	4.1	2.05	Shall Upload	Partially Met	2.05	Same as above
4.5.5	Annual Report	Fully Met	4.1	4.10	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	4.10	https://moil.nic.in/content/143/Financials
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	4.10	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.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://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	4.10	https://moil.nic.in/upload_files/uzzrabd.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://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	14.29	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								20Manuals_M OIL_Nagpur_08_05_2025.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://moil.nic.in/userfiles/SOUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	14.29	Same as above
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Partially Met	28.57	14.29	Shall Upload	Partially Met	14.29	https://moil.nic.in/content/117/RTI ; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_M OIL_Nagpur_08_05_2025.pdf ; MOIL Ltd., Nagpur is advised to provide/upload complete detail
Total			200	177		200	170	
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	Partially Met	20	10.00	https://moil.nic.in/userfiles/S	Fully Met	20.00	https://moil.nic.in/content/11

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					OUMOTORTI AUDIT-2425-1 0_07_2024.pdf			7/RTI; https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.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	Not Applicable	0	0	empty	Fully Met	20.00	Conducted for 2023-24 on 11.07.2024 and is available at: https://moil.nic.in/userfiles/TP_AuditedReport_MOIL_Nagpur_2023-24.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://moil.nic.in/userfiles/SOUMOTORTI_AUDIT-2425-1_0_07_2024.pdf	Fully Met	20.00	Same as above
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	Partially Met	20	10.00	Shall Upload	Partially Met	10.00	https://moil.nic.in/userfiles/Suo%20Motto%20Disclosures_RTI%20Manuals_MOIL

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								_Nagpur_08_05_2025.pdf; MOIL Ltd., Nagpur is advised to provide/upload complete detail
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	Partially Met	20	10.00	Shall Upload	Partially Met	10.00	Same as above
Total			80	50		100	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://moil.nic.in/userfiles/S OUMOTORTI AUDIT-2425-10_07_2024.pdf	Fully Met	25.00	https://moil.nic.in/home; https://moil.nic.in/content/117/RTI; https://moil.nic.in/userfiles/Suo%20Mot to%20Disclosures_RTI%20Manuals_MOIL_Nagpur_08_05_2025.pdf
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	MOIL Ltd., Nagpur is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								advised to obtain STQC certification and uploading the same
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Same as above
Total			50	25		50	25	
Grand Total			805	647		825	708	