

Self appraisal report for Year (2024-25)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: Cochin Special Economic Zone

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	Cochin Special Economic Zone (CSEZ), (Ministry of Commerce & Industry, Government of India), Administrative Building, Kakkanad, Cochin-682 037 Complete details about the organization is available at: https://csez.com	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/rti/documents/about_csez.pdf /contact.php			
1.1.2	Head of the organization	Fully Met	1.28	1.28	Smt. Hemalatha P, IAS; Development Commissioner , Cochin Special Economic Zone (CSEZ), Administrative Building, Kakkanad, Cochin https://csez.com/rti/php/contact.php	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Vision : The vision of Special Economic Zones (SEZs) is to foster economic growth by creating an environment that attracts investment,	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>promotes exports, generates employment, and develops infrastructure, ultimately boosting a nation's economy</p> <p>MISSION OF SEZ:</p> <p>Economic Growth: SEZs aim to be engines of economic growth, providing a platform for businesses to thrive and contribute to the overall economy.</p> <p>Export Promotion: A key objective is to boost the export of goods and services,</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>making SEZs competitive on the global stage.</p> <p>Investment Attraction: SEZs aim to attract both domestic and foreign investment by offering a favorable business environment, including tax incentives and streamlined regulations.</p> <p>Employment Generation: By attracting businesses and promoting investment, SEZs contribute to job creation and economic opportunities.</p> <p>Infrastructure Development:</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>SEZs are designed to have well-developed infrastructure, including roads, power, and communication networks, to support businesses operating within the zone.</p> <p>Revitalization of Areas: SEZs can play a role in revitalizing areas that face economic challenges by boosting industrial development and attracting foreign investment.</p> <p>International Competitiveness: SEZs aim</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>to provide an internationally competitive and hassle-free environment for exporters. Key Objectives/Core Activities: Cochin Special Economic Zone. infrastructure such as assured water supply, telecom, global connectivity network, banking facilities, electrical distribution network, common effluent treatment plant and upgrading the</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					civil structures. refer: https://csez.com/rti/documents/31032025-0.pdf			
1.1.4	Function and duties	Fully Met	1.28	1.28	Functions & Duties of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin are detailed below (https://csez.com/rti/documents/about_csez.pdf): a) Guide the entrepreneurs for setting up of Units in the Special Economic Zone and Export oriented units in Kerala, Karnataka, Lakshwadeep and Mahe; b)	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Ensure and take suitable steps for effective promotion of exports from the Special Economic Zone and Export oriented units in Kerala, Karnataka, Lakshwadeep and Mahe; c) Ensure proper co-ordination with the Central Government or State Governments Departments concerned or agencies with respect to, or for the purposes, of clauses and, d) Monitor the performance</p>			

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					of the Developer, Units in the Special Economic Zone, Export Oriented units under the jurisdiction of the Development Commissioner , CSEZ; e) Discharge such other functions as may be assigned to Development Commissioner by the Central Government; and, f) Discharge such other functions as may be delegated to the Development Commissioner by the Board.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://csez.com/rti/documents/OCCSEZ.pdf	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Complete detail about the genesis, inception, formation of the department and committees/Commissions constituted including list of Special Economic Zones, SEZ units and EOU units is available at: https://csez.com/rti/index.php ; https://csez.com/rti/documents/about_csez.pdf ; https://csez.com/rti/php/meetings.php https://csez.com	Partially Met	0.64	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					m/rti/documen ts/31032025-0 .pdf			
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	The power & duties of officers (administrative, financial and judicial) and other employees of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin are detailed at: https://csez.com/rti/php/powers.php	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	The power & duties of officers (administrative, financial and judicial) and other employees of Cochin Special	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Economic Zone (CSEZ), Kakkanad, Cochin are detailed at: https://csez.com/rti/php/powers.php			
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	POWERS AND DUTIES OF THE OFFICERS Development Commissioner , as the Head of the Department exercise the power vested on him from the following Acts. 1. SEZ Act 2005 and SEZ Rules 2006 2. Foreign Trade (Development and Regulation) Act 1992 3. Public Premises Act	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					1971 4. SEZ Authority Rules 2009 refer: https://sez.com/rti/documents/31032025-0.pdf			
1.2.4	Work allocation	Fully Met	1.92	1.92	The Development Commissioner exercise/ monitor the functions of the Cochin -SPECIAL ECONOMIC ZONE through the subordinate officers (Organisation Chart) by exercising the powers vested under the Acts / Rules Hand Book of Administration of Central Government Servants Fundamental	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rules / Service Rules Conduct Rules Vigilance Delegation of Financial Power Rules Office Procedure and Manual (OPM) For Work allocation orders: https://csez.com/rti/php/est_transfer.php https://csez.com/rti/documents/31032025-0.pdf			
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	The matter concerning to each and every section is routed through the Sectional Heads to the concerned officials.	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Decisions are taken at appropriate levels on various issues as per the extant instructions/procedure in vogue. refer: https://csez.com/rti/documents/31032025-0.pdf			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Development Commissioner , Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin https://csez.com/rti/documents/31032025-0.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	List is given under (1.5.1 below). https://csez.com/rti/documents/31032025-0.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	The Cochin Special	Fully Met	1.54	URLs cited by the Public

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					Economic Zone (CSEZ), Kakkanad, Cochin makes decision in regard to routine matters in a time bound manner as stated in the Citizen Charter: https://csez.com/rti/php/norms.php .			Authority is correct. Category "Fully Met"
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	(1) Channel of supervision is as per the Organization Structure of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin. (2) Every employee is accountable towards the duties	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

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					assigned by the authorities from time to time. refer https://csez.com/rti/php/norms.php https://csez.com/rti/documents/OCCSEZ.pdf			
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter. refer https://csez.com/rti/documents/31032025-0.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Normal procedure as per norms laid by the Approval	Fully Met	1.54	URLs cited by the Public Authority is correct. Category

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					<p>Committee is followed by the organization while executing various activities/ programme i.e. proposal received from the officials and departments asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Development Commissioner for administrative approval and decisions/sanctions/ approvals are implemented. refer: https://c</p>			<p>“Fully Met”</p>

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					sez.com/rti/documents/31032025-0.pdf			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	The service can be accessed by the unit/developers by login on to SEZONLINE portal , DGFT Portal etc.	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Targets are achieved on yearly basis.	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially Met"

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					<p>satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. An Internal Complaint Committee constituted under Sexual Harassment of Women at Work Place is available at: https://csez.com/rti/uploads/circulars/171748012534.pdf</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	The manual followed by the institute is Manual of Office Procedure. All the work preformed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time. Rules: https://csez.com/rti/php/rules.php ; Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php ; Instructions: https://csez.com/rti/php/instructions.php ; Circulars: http	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://csez.com/r i/php/circulars. php; RTI Manuals: http s://csez.com/r i/php/circulars. php; Bulletin Board: https:// csez.com/r/i/p hp/bulletin.ph p; Publications: https://csez.co m/r/i/php/publi cations.php			
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	same as 1.5.1	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	same as 1.5.1	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
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	In addition to documents detailed under 1.5.1 to 1.5.3	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>above, following additional documents are available for reference in respective offices and also on the institute website: The names of some important documents/reports are given as under which may be seen on the Institute's website. a) Annual Report: b) Citizen Charter: https://csez.com/rti/php/norms.php; c) Detailed Electronic Information: https://csez.com/rti/php/detail_</p>			<p>Category "Fully Met"</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>info.php; d) Documents Relating to Licensing Matters e) Bond-cum-Legal Undertakings executed by SEZ Developers, SEZ Units and 100% EOUs f) Annual Performance Reports of SEZ Units, Developers and EOUs g) Documents regarding Allotment of Plot/ SDF Modules/Lease Deed in the case of CSEZ Units h) Documents regarding Land Acquisition, Land Records etc. refer: http://www.sezinfo.php</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://csez.com/rti/documents/31032025-0.pdf			
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Custodians of these documents/categories are DDC/ADC/Section Incharges	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Approval Committee: https://csez.com/rti/php/meetings.php; Other committees refer section 1.7.1 in the following link https://csez.com/rti/documents/31032025-0.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	Approval Committee: https://csez.com/rti/php/meetings.php; Other committees refer section 1.7.1 in the following link	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://csez.com/rti/documents/31032025-0.pdf			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Approval Committee: https://csez.com/rti/php/meetings.php ; Other committees refer section 1.7.1 in the following link https://csez.com/rti/documents/31032025-0.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Approval Committee: https://csez.com/rti/php/meetings.php ; Other committees refer section 1.7.1 in the following link https://csez.com/rti/documents/31032025-0.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.5	Powers and functions	Fully Met	0.96	0.96	Approval Committee: ht	Fully Met	0.96	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://csez.com/rti/php/meetings.php; Other committees refer section 1.7.1 in the following link https://csez.com/rti/documents/31032025-0.pdf			Authority is correct. Category "Fully Met"
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	The meetings are open only for members.	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Minutes of Approval Committees of SEZ and EOUs are open to public and available at: https://csez.com/rti/php/meetings.php ; https://csez.com/rti/php/circulars.php	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	It available at: https://csez.com/rti/php/meetings.php	Fully Met	0.96	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					m/rti/php/meetings.php;			Authority is correct. Category "Fully Met"
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Telephone, fax and email ID https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm ; Section: 1.8.2 of the document in link https://csez.com/rti/documents/31032025-0.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Telephone, fax and email ID https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm ; Section: 1.8.2 of the document in link https://csez.com/rti/documents/31032025-0.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	The Monthly Remuneration of officials in CSEZ and Private SEZs in Kerala and Karnataka is available in link bellow: https://csez.com/rti/documents/PD/2425/pay.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	The Monthly Remuneration of officials in CSEZ and Private SEZs in Kerala and Karnataka is available in link bellow: https://csez.com/rti/documents/PD/2425/pay.pdf refer section: 1.9.2 in https://csez.com/rti/documents/31032025-0.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Detail is given below (https://csez.com/rti/index.php): a) Shri Boni Prasada Rao, CPIO & Deputy Development Commissioner (ddccochinsez@gmail.com; Tel No.91-484-2413111 Ext. 203; Fax No.91-484-2413074) b) Shri S. Pramodu, APIO & ADC and Secretary in Charge CSEZ Authority (pramodcsez@gmail.com; c) Shri T M Thomas, APIO & Jr. Hindi Transalator (thomascsez@gmail.com; d)	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Shri P Hemalatha, IAS, First Appellate Authority and Development Commissioner (dc@csez.gov.in) Address: Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	refer 1.10.2 above	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	NIL	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								“Fully Met”
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	There is a separate Room/Office for RTI Cell to handle these matters at Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin. The organization organizes RTI Awareness Programmes for employees from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2024 for employees of the institute.	Not Met	0	Category Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Cochin Special	Partially Met	0.96	URLs cited by the Public

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					Economic Zone (CSEZ), Kakkanad, Cochin issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.			Authority is correct. Category "Partially Met"
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Last 2 year no training has given to CPIO/APIO	Not Met	0	Category Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Cochin Special Economic Zone (CSEZ),	Fully Met	1.92	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					Kakkanad, Cochin updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website on 31.03.2025			Category "Fully Met"
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin subordinate office under the Ministry of Commerce and Industry, Department of Commerce, Govt. of India, as such no external transfers are made. There is no Transfer Policy. However,	Fully Met	7.69	URLs cited by the Public Authority is correct. Category "Fully Met"

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					internal transfers are made depending on need & requirements. Transfer orders are available at: https://csez.com/rti/php/rules.php ;			
Total			100	100		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	Fund Allocation for the Year 2024-25: https://csez.com/rti/php/est_grants.php ; https://csez.com/rti/documents/PD/2425/BAE2425.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	The budget is proposed by the HoD/Section Incharge	Fully Met	10.00	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					based on their requirement which is then evaluated by the organization level committee and finally submitted to Approval Committee for consideration and approval. The activities approved by the Committee are carried out and budget allocated for activities are utilized by the sections/departments			"Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	As detailed under 2.1.1 above	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	As detailed	Fully Met	10.00	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under 2.1.1 above			the Public Authority is correct. Category "Fully Met"
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Report on disbursement are made available in Annual Report of 2023-24 () and the same is uploaded on https://csez.com/rti/php/est_funds.php ;	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Notice/tender are issued and available at: (https://csez.com/rti/php/tenders.php). In addition, the purchases are also made through GEM portal. https://csez.com/rti/php/est_procurement.php ;	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Services are being made through GEM portal for the year 2024-2025 Goods and Services purchase for Rs. 40,48,864/- refer section:2.2.3 in https://csez.com/rti/documents/31032025-0.pdf			
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://csez.com/rti/php/est_grants.php ; https://csez.com/rti/documents/PD/2425/BAE2425.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://csez.com/rti/documents/tours1920.pdf	Not Met	0	Information related 2024-25 is not Uploaded By PA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Fully Met	25	25.00	Not Applicable as Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin does not allocate any Discretionary and non-discretionary grants to State Govt./ NGOs/other in	Not Applicable	0	Category Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					stitutions/recipient.php			
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Fully Met	25	25.00	Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin has made available the requisite information at: https://csez.com/rti/php/recipient.php	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	25	25.00	Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin has made available the requisite information at: https://csez.com/rti/php/recipient.php	Not Met	0	Category Not Met
2.6	CAG & PAC paras [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
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	CAG Audit for the financial year 2022-23 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2022-23 is uploaded on web portal. It is available in Audit and Annual Reports: https://csez.com/rti/php/est_cag.php ;	Not Met	0	URL Cited by PA is Blank
Total			225	225		200	105	
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	Various appropriate forms/ committees'	Fully Met	12.50	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. The list of Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens is available under 1.5.1 and 1.6.1 above			Category "Fully Met"
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	Fully Met	12.5	12.50	The organization needs support, cooperation and suggestions of citizens of the country. Thus,	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>the organization encourages public participation and guidance through members representing them in Approval Committee. The Approval Committee of Cochin Special Economic Zone (CSEZ), Kakkanad Day & time allotted for visitors: From 09.30AM to 05.00PM Contact details of Information & Facilitation Counter (IFC) to provide publications frequently</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>sought by RTI applicants: Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority Shri Boni Prasada Rao, CPIO & Deputy Development Commissioner (ddccochinsez@gmail.com; Tel No.91-484-2413111 Ext. 203; Fax No.91-484-2413074) refer section 3.1.1-2 in link https://csez.com/rti/documents/31032025-0.pdf</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category 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	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category Not Applicable
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	Rules: https://csez.com/rti/php/rules.php ; Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php ; Instructions: h	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://csez.com/rti/php/instructions.php ; Circulars: https://csez.com/rti/php/circulars.php ; RTI Manuals: https://csez.com/rti/php/circulars.php ; Bulletin Board: https://csez.com/rti/php/bulletin.php ; Publications: https://csez.com/rti/php/publications.php			
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	Rules: https://csez.com/rti/php/rules.php ; Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php ; Instructions: https://csez.com/rti/php/instructions.php ; Circulars: https://csez.com/rti/php/circulars.php	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://csez.com/r i/php/circulars. php; RTI Manuals: http s://csez.com/r i/php/circulars. php; Bulletin Board: https:// csez.com/r/i/p hp/bulletin.ph p; Publications: https://csez.co m/r/i/php/publi cations.php;			
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	Rules: https:// csez.com/r/i/p hp/rules.php; Recruitment Rules: https:// csez.com/r/i/p hp/recruitment _rule.php; Instructions: h ttps://csez.co m/r/i/php/instr uctions.php; Circulars: http s://csez.com/r i/php/circulars. php; RTI Manuals: http	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://csez.com/r i/php/circulars. php; Bulletin Board: https:// csez.com/rti/p hp/bulletin.ph p; Publications: https://csez.co m/rti/php/publi cations.php;			
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	Rules: https:// csez.com/rti/p hp/rules.php; Recruitment Rules: https:// csez.com/rti/p hp/recruitment _rule.php; Instructions: h ttps://csez.co m/rti/php/instr uctions.php; Circulars: http s://csez.com/rt i/php/circulars. php; RTI Manuals: http s://csez.com/rt i/php/circulars. php; Bulletin	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Board: https://csez.com/rti/php/bulletin.php ; Publications: https://csez.com/rti/php/publications.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	Yes, it is available in the website of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin: (https://csez.com/rti/index.php);	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Yes, the printed format of Information manual/handbook is available in the office of F AA/CPIO/API O Link: https://csez.com/rti/documents/31032025-0.pdf ;	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://csez.com/rti/			
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	<p>Following documents are available free of cost from the website.</p> <p>Rules: https://csez.com/rti/php/rules.php;</p> <p>Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php;</p> <p>Instructions: https://csez.com/rti/php/instructions.php;</p> <p>Circulars: https://csez.com/rti/php/circulars.php;</p> <p>RTI Manuals: https://csez.com/rti/php/circulars.php;</p> <p>Bulletin Board: https://csez.com/rti/php/bulletin.ph</p>	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					p; Publications: https://csez.com/rti/php/publications.php			
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			225	225		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	The website support Hindi Language (https://csez.com/rti/index.php);	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.2	English	Fully Met	9.52	9.52	Yes, it is uploaded in the website (https://csez.com/rti/index.php); /31032025-0.pdf https://csez.com/rti/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	Refer: https://csez.com/rti/documents/31032025-0.pdf https://csez.com/rti/	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	31.03.2025	Fully Met	28.57	URLs cited by the Public Authority is correct. Category "Fully Met"
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	The information can be accessed at the organization's website: https://csez.com/rti/index.php ; Also Refer in : https://csez.com/rti/documents/31032025-0.pdf ; Rules: https://csez.com/rti/php/rules.php ; Recruitment	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rules: https://csez.com/rti/php/recruitment_rule.php ; Instructions: https://csez.com/rti/php/instructions.php ; Circulars: https://csez.com/rti/php/circulars.php ; RTI Manuals: https://csez.com/rti/php/circulars.php ; Bulletin Board: https://csez.com/rti/php/bulletin.php ; Publications: https://csez.com/rti/php/publications.php			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Refer: https://csez.com/rti/documents/31032025-0.pdf https://csez.com/rti/ Rules: https://csez.com/rti/php/rules.php	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>p; Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php; Instructions: https://csez.com/rti/php/instructions.php; Circulars: https://csez.com/rti/php/circulars.php; RTI Manuals: https://csez.com/rti/php/circulars.php; Bulletin Board: https://csez.com/rti/php/bulletin.php; Publications: https://csez.com/rti/php/publications.php</p>			
4.3.3	Location where available	Fully Met	9.52	9.52	Refer: https://csez.com/rti/documents/31032025-0.pdf https://csez.com/rti/ Rules: http	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL	
					<p>s://csez.com/r ti/php/rules.ph p; Recruitment Rules: https:// csez.com/rti/p hp/recruitment _rule.php; Instructions: h ttps://csez.co m/rti/php/instr uctions.php; Circulars: http s://csez.com/rt i/php/circulars. php; RTI Manuals: http s://csez.com/rt i/php/circulars. php; Bulletin Board: https:// csez.com/rti/p hp/bulletin.ph p; Publications: https://csez.co m/rti/php/publi cations.php</p>				
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	There is RTI Cell at the Cochin	Fully Met	7.14	URLs cited by the Public Authority is	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Special Economic Zone (CSEZ), Kakkanad, Cochin. Information pertaining to activities dealt by the organization is provided to the users who demand the information. Office Address: Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin. The information is also uploaded on the website of the institute, i.e., https://csez.com/rti/index.php for general reference.</p>			<p>correct. Category "Fully Met"</p>
4.4.2	Details of information made available	Fully Met	7.14	7.14	As listed	Fully Met	7.14	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>under 1.5.1 and 1.6.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: ddccocheinsez@gmail.com seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per</p>			<p>the Public Authority is correct. Category "Fully Met"</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	09:30 AM to 6:00 PM from Monday to Friday (except Public Holidays)	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax,	Fully Met	7.14	7.14	Shri Boni	Fully Met	7.14	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	email)				Prasada Rao, CPIO & Deputy Development Commissioner (ddccochinsez @gmail.com; Tel No.91-484 -2413111 Ext. 203; Fax No.9 1-484-241307			the Public Authority is correct. Category "Fully Met"
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	Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. An Internal Complaint Committee constituted under Sexual Harassment of Women at Work Place is available at: https://csez.com/rti/uploads/circulars/171748012534.pdf ;			
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	Zero Liquid Discharge Plant with Reverse Osmosis system, Standard	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Design Factory Building,			
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	No Scheme or project or programme underway	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. Refer: https://csez.com/rtd	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					documents/31032025-0.pdf			
4.5.5	Annual Report	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	Refer Annexure – I: https://csez.com/rti/documents/31032025-0.pdf	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
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	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/ Stakeholders, Specification of Time Frame for each service being rendered by the institute. It is available at: https://csez.com/rti/php/norms.php ;			
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	Refer: https://csez.com/rti/php/rti_queries.php	Not Met	0	URL is updated Till 2029, No Information is available for 2024-25
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Refer: https://csez.com/rti/php/rti_queries.php	Not Met	0	URL is updated Till 2029, No

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					php			Information is available for 2024-25
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	Refer: https://csez.com/rti/php/rti_queries.php	Not Met	0	Category Not Met
Total			196	196		200	135	
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	Current CPIO & FAA: Detail is given below (https://csez.com/rti/index.php): a) Shri Boni Prasada Rao, CPIO & Deputy Development Commissioner (ddccochinsez@gmail.com; Tel No.91-484-2413111 Ext. 203; Fax No.91-484-2413074) b) Shri S. Pramodu, APIO & ADC and Secretary	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>in Charge CSEZ Authority (pra modcsez@gm ail.com; c) Shri T M Thomas, APIO & Jr. Hindi Transalator (t homascsez@ gmail.com; d) Shri P Hemalatha, IAS, First Appellate Authority and Development Commissioner (dc@csez.gov .in) Earlier CPIO & FAA: Earlier CPIOs and FAAs are given at https: //csez.com/rti</p>			
5.1.2	<p>Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out</p>	Fully Met	20	20.00	<p>Not applicable as Third Party Audit of Cochin Special Economic</p>	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Zone (CSEZ), Kakkanad, Cochin is being carried out for the first time by the Auditor, Indian Rubber Materials Research Institute for the year 2024-25.			
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	Deputy Development Commissioner is posted as the nodel officer for co ordination of works related to RTI. The name and designation is NS Dev, Deputy Development Commissioner , CSEZ, Kakkanad.	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Fully Met	20	20.00	Shri. Boni Prasada Rao	Partially Met	10.00	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	which constituted, (b) Name & Designation of the officers				Deputy Development Commissioner , Shri. E V Gokulnath CSEZ Assistant Development Commissioner (Admin), Smt. Maheswariama R Secretary CSEZ Authority and Shri. Thomas TM APIO			Authority is correct. Category "Partially Met"
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	Shri. Boni Prasada Rao Deputy Development Commissioner , Shri. E V Gokulnath CSEZ Assistant Development Commissioner (Admin), Smt. Maheswariama R Secretary	Partially Met	10.00	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					CSEZ Authority and Shri. Thomas TM APIO			
Total			100	100		100	60	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Item / information, is disclosed in the website of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin which is updated on regular intervals (http://csez.com/ ; https://csez.com/rti/index.php);	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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 Applicable	0	Category Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Applicable	0	Category Not Applicable
Total			50	25		25	25	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Grand Total			896	871		850	643	