



INDIAN RUBBER MATERIALS RESEARCH INSTITUTE (IRMRI)

Formerly known as IRMRA

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of Cochin Special Economic Zone

In accordance with the directives of the **Central Information Commissioner (CIC)** and the **Department of Personnel & Training (DoPT)** outlined in **OM No. 1/6/2011-IR dated 15.04.2013** and **OM No. 1/34/2013-IR dated 30.06.2016**, every Public Authority is required to **conduct an annual third-party audit** of its proactive disclosure package. This audit must be carried out by the designated training institutes associated with each Public Authority and subsequently submitted to the **Central Information Commission**.

The Indian Rubber Materials Research Institute conducted a **Third-Party Audit** of the **Proactive Disclosure** of **Cochin Special Economic Zone** under the RTI Act, 2005 from **27 to 28 July, 2026**. This assessment followed the **Guidelines on suo motu disclosure** under **Section 4** of the RTI Act issued by the **Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (DoPT)**. The audit adhered to the **Standard Operating Procedure** outlined for third-party audits on suo motu disclosures (**Para 4.4 & 4.5 of DoPT's OM No. 1/6/2011-IR dated 15.04.2013 & Para 6 of DoPT's OM No. 1/34/2013-IR dated 30.06.2016**).

Objectives of the Audit:

The audit aimed to **evaluate compliance** with the Guidelines on suo motu disclosure under **Section 4** of the RTI Act and assess the **effectiveness of its implementation and control mechanisms**. Specifically, the evaluation examined the **Self-Appraisal Report of Cochin Special Economic Zone for 2025-26** and its official website (<https://csez.com/>) to ensure adherence to prescribed guidelines for **Central Government Ministries & Departments**, including:

- **Expanding suo motu disclosure** under Section 4.
- **Guidelines for digital publication** of proactive disclosures.
- **Detailed disclosure compliance** with Sections **4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), and 4(1)(b)(xiv)**.
- **Establishment of a structured compliance mechanism** for proactive disclosure under the RTI Act, 2005.

Key Parameters Assessed During the Audit:

1. **Organization and Functions**
2. **Budget and Programme**
3. **Publicity and Public Interface**
4. **E-Governance**
5. **Prescribed Information Disclosure**
6. **Proactive Information Disclosure (Self-Initiated)**

This audit plays a crucial role in enhancing **transparency, accountability, and public accessibility** of information, ensuring that proactive disclosures align with government-mandated guidelines.

Key Findings and Priority Recommendations

We commend the **Cochin Special Economic Zone** for its commitment to transparency by making essential information accessible on its website. However, the audit has highlighted areas that require **greater clarity and comprehensive disclosure**, including:

1. Enhancing the prominence of information under **Section 4(b) of the RTI Act**.
2. Providing detailed historical insights into the department's **formation, leadership changes, and committees/commissions constituted over time**. Additionally, information regarding the **channels of supervision and accountability** should be included.

3. Conducting regular programs to promote awareness and understanding of the RTI Act.
4. Expanding details under the Citizen's Charter, **Result Framework Document (RFD)**, and six-monthly performance reports.
5. Clearly **displaying the last update date** for each webpage in DD/MM/YY format.
6. Ensuring **suo-motu disclosures** are easily accessible through a dedicated RTI heading or linked section.

IRMRI would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.

Date: 28 July, 2026



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Govt. of India



Self appraisal report for Year (2025-26)

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	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function								
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]								
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://csez.com/rti/documents/about_csez.pdf	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://csez.com/rti/php/contact.php	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	(https://csez.com/rti/documents/about_csez.pdf):	empty	Fully Met	1.28	URLs cited by the Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									"Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://csez.com/rti/documents/OCCSEZ.pdf	empty	Fully Met	1.28	URLs cited by the 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	https://csez.com/rti/index.php ; https://csez.com/rti/documents/about_csez.pdf ; https://csez.com/rti/php/meetings.php ; https://csez.com/rti/documents/31032026-0.pdf	empty	Partially Met	0.64	URLs cited by the Authority is correct. Category "Partially Met"
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category "Fully Met"
1.2.4	Work allocation	Fully Met	1.92	1.92	https://csez.com/rti/php/est_transfer.php	empty	Fully Met	1.92	URLs cited by the Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									"Fully Met"
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/php/norms.php	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
									"Fully Met"
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://csez.com/rti/php/norms.php	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://sezonline-ndml.co.in/ https://www.nsws.gov.in/ https://www.dgft.gov.in/CP/	empty	Fully Met	1.54	URLs cited by the Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Partially Met	0.77	URLs cited by the Authority is correct. Category "Partially Met"
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://csez.com/rti/documents/31032026-0.pdf	empty	Partially Met	0.77	URLs cited by the Authority is correct. Category "Partially Met"
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	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 ; RTI Manuals: https://csez.com/rti/php/circulars.php ; Bulletin	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Board: https://csez.com/rti/php/bulletin.php ; Publications: https://csez.com/rti/php/publications.php ;				
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	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 ; 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 ;	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	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 ; 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 ;	empty	Fully Met	2.60	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	3.85	URLs cited by the 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	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	0.96	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	0.96	URLs cited by the 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.	empty	Fully Met	0.96	URLs cited by the 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	https://csez.com/rti/php/meetings.php	empty	Fully Met	0.96	URLs cited by the 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	https://csez.com/rti/php/meetings.php , 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 https://csez.com/rti/php/meetings.php	empty	Fully Met	0.96	URLs cited by the 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	https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm	empty	Fully Met	3.85	URLs cited by the Authority

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL	
									is correct. Category "Fully Met"	
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]									
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://csez.com/rti/documents/PD/2526/pay.pdf	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"	
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"	
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://csez.com/rti/	empty	Fully Met	3.85	URLs cited by the Authority is correct. Category "Fully Met"	
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://csez.com/rti/documents/31032026-0.pdf	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	3.85	URLs cited by the 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	https://csez.com/rti/documents/31032026-0.pdf	empty	Not Met	0	Category Not Met	
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://csez.com/rti/documents/31032026-0.pdf	empty	Not Met	0	Category Not Met	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI(Section 26)								
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://csez.com/rti/documents/31032026-0.pdf	empty	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	https://csez.com/rti/documents/31032026-0.pdf	empty	Not Met	0	Category Not Met
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://csez.com/rti/documents/31032026-0.pdf	empty	Partially Met	0.96	URLs cited by the Authority is correct. Category "Partially Met"
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	1.92	URLs cited by the Authority is correct. 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	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	7.69	URLs cited by the Authority is correct. Category "Fully Met"
Total			100	100			100	85	
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://csez.com/rti/php/est_grants.php ; https://csez.com/rti/documents/PD/2526/BAE2526.pdf https://csez.com/rti/documents/PD/2526/BAE2526.pdf	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.2	Budget for each agency and plan &	Fully Met	10	10.00	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	10.00	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	programmes				ts/PD/2526/BAE2526.pdf				the Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://csez.com/rti/documen ts/PD/2526/BAE2526.pdf	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://csez.com/rti/documen ts/PD/2526/BAE2526.pdf	empty	Fully Met	10.00	URLs cited by the 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	https://csez.com/rti/documen ts/PD/2526/BAE2526.pdf	empty	Fully Met	10.00	URLs cited by the 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	http://csez.com/rti/php/tender s.php	empty	Fully Met	10.00	URLs cited by the Authority is correct. Category "Fully Met"
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/tours	empty	Fully Met	20.00	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.php				the 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/php/tours.php	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
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	empty	Not Applicable	0	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	grants/ allocations to State Govt./ NGOs/other institutions	cable					cable		Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	empty	Not Applicable	0	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	https://csez.com/rti/php/recipients.php	empty	Fully Met	25.00	URLs cited by the 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	https://csez.com/rti/php/recipients.php	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/documents/PD/2526/CAG2526.pdf	empty	Fully Met	50.00	URLs cited by the Authority is correct. Category "Fully Met"
Total			200	200			200	200	
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	Fully Met	12.5	12.50	https://csez.com/rti/documents	empty	Fully Met	12.50	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	other documents which are normally accessed by citizens				ts/31032026-0.pdf				the Authority is correct. 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	https://csez.com/rti/documen ts/31032026-0.pdf	empty	Fully Met	12.50	URLs cited by the Authority is correct. Category "Fully Met"
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Appli cable	0	0	empty	empty	Not Appli cable	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 Appli cable	0	0	empty	empty	Not Appli cable	0	Category Not Applicable
3.1.9	Public- Private Partnerships (PPP)	Not Appli	0	0	empty	empty	Not Appli	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	-Information relating to outputs and outcomes	cable					cable		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	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	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: 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 ;	empty	Fully Met	16.67	URLs cited by the Authority is correct. Category "Fully Met"
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 ; RTI	empty	Fully Met	16.67	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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 ;				
3.2.3	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/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 ; 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 ;	empty	Fully Met	16.67	URLs cited by the Authority is correct. Category "Fully Met"
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	Website: https://csez.com/rti/index.php Facebook: https://www.facebook.com/CochinSEZ/ Twitter: https://x.com/OfCsez	empty	Fully Met	50.00	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/index.php	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://csez.com/rti/index.php	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
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	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 ; 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 ;	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	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 ; RTI Manuals: https://csez.com/rti/php/circulars.php ; Bulletin Board: https://csez.com/rti/php/bulletin.php ; Publications:	empty	Fully Met	25.00	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://csez.com/rti/php/publications.php ;				
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	Not Met	9.52	0	empty	empty	Not Met	0	Category Not Met
4.1.2	English	Fully Met	9.52	9.52	https://csez.com/rti/index.php	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	empty	Not Met	0	Category Not 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	https://csez.com/rti/index.php	empty	Fully Met	28.57	URLs cited by the 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	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 ; RTI Manuals: https://csez.com/rti/php/circulars.php ; Bulletin Board: https://csez.com/rti/ph	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					p/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	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 ; 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	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://csez.com/rti	empty	Fully Met	9.52	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	Rules: https://csez.com/rti/php/rules.php ; Recruitment Rules: https://csez.com/rti/php/recruitment_rule.php ;	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					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				"Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	7.14	URLs cited by the Authority is correct. Category "Fully Met"
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	7.14	URLs cited by the 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	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.3	List of schemes/ projects/	Fully Met	4.1	4.10	Zero Liquid Discharge Plant	empty	Fully Met	4.10	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	programme underway				with Reverse Osmosis system, Standard Design Factory Building,				the 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	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	4.10	URLs cited by the Authority is correct. Category "Fully Met"
4.5.5	Annual Report	Not Applicable	0	0	empty	empty	Not Met	0	Category Not Met
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	4.10	URLs cited by the 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	https://csez.com/rti/php/norms.php	empty	Partially Met	2.05	URLs cited by the Authority is correct. Category "Partially Met"
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://csez.com/rti/documents/PD/2526/RTI2526.pdf	empty	Fully Met	14.29	URLs cited by the Authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://csez.com/rti/documents/PD/2526/RTI2526.pdf	empty	Fully Met	14.29	URLs cited by the Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://csez.com/rti/documents/PD/2526/RTI2526.pdf	empty	Fully Met	28.57	URLs cited by the Authority is correct. Category "Fully Met"
Total			196	177			200	175	
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/documents/31032025-1.pdf	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
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://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
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	Fully Met	20	20.00	https://csez.com/rti/documents/31032026-0.pdf	empty	Fully Met	20.00	URLs cited by the Authority is correct. Category "Fully Met"
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under	Fully Met	20	20.00	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure	empty	Fully Met	20.00	URLs cited by the Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers				includes Deputy Development Commissioner, CSEZ Assistant Development Commissioner (Admin), Secretary CSEZ Authority and APIO				Category "Fully Met"
Total			100	100			100	100	
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://csez.com/ ; https://csez.com/rti/index.php	empty	Fully Met	25.00	URLs cited by the 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	empty	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://csez.com	empty	Not Met	0	Category Not Met
Total			50	38			50	25	
Grand Total			871	840			875	810	