

Third Party Transparency Audit Report of

NEW INDIA ASSURANCE CO. LTD.

Address:

New India Assurance Bldg. 87, M.G. Road, Fort, Mumbai- 400001

By

MD. ABDUR RAJJAQUE

Deputy Registrar

&

Nodal Officer-RTI

YEAR
2024 - 25



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Ghani Khan Choudhury Institute of Engineering and Technology

गनी खान चौधरी इंजीनियरिंग और प्रौद्योगिकी संस्थान

(A Centrally Funded Technical Institute (CFTI) under Ministry of Education, Govt. of India) (निक्षा मंत्रालय, भारत सरकार के तहत सीएफटीआई)

Narayanpur, Malda, West Bengal-732141

Third Party Audit Report of NEW INDIA ASSURANCE CO. LTD.

Address: New India Assurance Bldg. 87, M.G. Road, Fort, Mumbai-400001

Year: 2024-25

Audit Summary

To minimize the necessity for citizens to file formal RTI applications, **Section 4(2) of the Right to Information Act, 2005** mandates that every **Public Authority (PA)** proactively disseminate comprehensive information to the public at regular intervals. This dissemination should leverage diverse communication platforms, with a particular emphasis on accessibility through the **internet**.

In alignment with the **Department of Personnel and Training (DoPT)** guidelines, as referenced in **OM No. 1/6/2011-IR dated 07/11/2019**, all Public Authorities are required to undergo an **annual Third-Party Audit** of their proactive disclosure practices under **Section 4 of the RTI Act**. This mechanism serves to enhance institutional **accountability, openness, and citizen empowerment** by fostering greater transparency in governance.

The following thematic areas are expected to be addressed comprehensively in the proactive disclosure content available on the Public Authority's official website:

- 1. Details of Organizational Structure and Functional Mandate**
 - Information about the institution's vision, mission, duties, and organizational hierarchy.
- 2. Financial Information and Programme Implementation**
 - Budget allocations, financial statements, and status of schemes and projects.
- 3. Public-Oriented Information Dissemination**
 - Communication in formats and languages that are easily understandable and widely accessible to all citizens.
- 4. E-Governance and Digital Initiatives**
 - Details of online services, ICT applications, and digitization efforts undertaken by the authority.
- 5. Statutory Disclosures Prescribed by the Authority**
 - Any additional disclosures mandated under internal policies or governing regulations.
- 6. Voluntary Disclosure of Information**
 - Proactive publication of information without waiting for formal requests, reflecting a culture of openness.

Audit Objectives:

The principal objectives of conducting this Third-Party RTI Transparency Audit are as follows:

- ❖ To review and assess the nature, scope, and accuracy of information proactively disclosed by the Public Authority in accordance with the provisions of the Right to Information Act, 2005.
- ❖ To evaluate the adequacy, clarity, and accessibility of the disclosed information vis-à-vis the statutory requirements laid down under Section 4 of the RTI Act.
- ❖ To identify existing gaps, deficiencies, or inconsistencies in the current proactive disclosure practices that may hinder transparency or public access to information.
- ❖ To provide actionable recommendations and strategic guidance aimed at strengthening compliance with Section 4 obligations, thereby enhancing institutional transparency and accountability.

Audit Methodology:

The audit process was conducted based on a thorough review of the **Self-Appraisal Report (SAR)** submitted by **NEW INDIA ASSURANCE CO. LTD.**, along with a comprehensive evaluation of the content available on its official public portal. The assessment was carried out in accordance with the **guidelines prescribed by the Central Information Commission (CIC), New Delhi**, specifically focusing on compliance with the proactive disclosure requirements outlined under **Sections 4(1), 4(2), 4(3), and 4(4) of the RTI Act, 2005**.

Each relevant component of the **NEW INDIA ASSURANCE CO. LTD.** 's website was critically examined during the **online transparency audit**, and structured feedback was provided on the presentation, completeness, and accessibility of the disclosed information. The audit further entailed a gap analysis to pinpoint areas requiring enhancement.

The findings from this evaluation have been synthesized to develop a set of **conclusions and actionable recommendations**, aimed at improving the **NEW INDIA ASSURANCE CO. LTD.** 's adherence to the statutory transparency norms.

Observations and Recommendations:

The audit reveals that **NEW INDIA ASSURANCE CO. LTD.** has made commendable efforts in aligning its website content with the **Central Information Commission (CIC) Guidelines** pertaining to proactive disclosure under the RTI Act. A substantial amount of relevant information is accessible through the **NEW INDIA ASSURANCE CO. LTD.** 's public portal. However, there remains **scope for enhancement** to ensure more comprehensive transparency and ease of information access. The following observations and recommendations are submitted for consideration:

- **Uniform Link Disclosure in SAR:**

It has been observed that the **Self-Appraisal Report (SAR)** submitted by the **NEW INDIA ASSURANCE CO. LTD.** To enhance clarity and traceability, it is recommended that **distinct and directly relevant hyperlinks** be provided **against each parameter**, as per the RTI audit framework.

- **Improved Norms and Standards Disclosure:**

To strengthen internal transparency and public accountability, the **NEW INDIA ASSURANCE CO. LTD.** is advised to **publish detailed information regarding operational norms, procedures, and standards** followed in service delivery. Additionally, **priority should be given to providing content in the local/vernacular language** to promote inclusivity and accessibility for diverse user groups.

- **Employee Directory Completeness (Parameter 1.8.2):**

The directory of employees currently lacks essential contact information such as **telephone numbers, fax numbers, and email IDs**. This information should be prominently included to meet disclosure norms and facilitate direct communication with stakeholders.

- **Salary Disclosure Clarity (Parameter 1.9.1):**

The list of employees with details of **gross monthly remuneration** should be presented in a **clear, transparent, and accessible format**, ensuring that the information is easily comprehensible to the public.

Date: 24.06.2025



(MD. ABDUR RAJJAQUE)

Deputy Registrar & Nodal Officer-RTI
Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET)
Narayanpur, Malda, West Bengal 732141

Self appraisal report for Year (2024-25)

Auditor Agency: Md Abdur Rajjaque(Ghani Khan Choudhury Institute of Engineering (GKCEIT), Malda)

Ministry Name: Ministry of Finance

Department Name: Department of Financial Services

Public Authority Name: The New India Assurance Company Ltd.

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	THE INDIA ASSURANCE CO. LTD., HEAD OFFICE, 87 M. G. ROAD, FORT, MUMBAI – 400001, UNDER https:// newindia.co.in>home about us	Fully Met	1.28	OK
1.1.2	Head of the organization	Fully Met	1.28	1.28	Ms. Girja Subramanian, Chairman-cum-Managing Director. https:// newindia.co.in>home	Fully Met	1.28	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	>about us https:// newindia.co.in>home >about us>Profile>Ethos>Citizens' Charter	Fully Met	1.28	OK
1.1.4	Function and duties	Fully Met	1.28	1.28	https:// newindia.co.in>home >Legal Section>Right to Information >compliance under Sec.4(1)(b)>Point no. 1.1.4	Fully Met	1.28	OK
1.1.5	Organization Chart	Fully Met	1.28	1.28	https:// newindia.co.in>home >about us>Our Offices	Fully Met	1.28	OK
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https:// newindia.co.in>home >About us>Financial >Annual Reports	Fully Met	1.28	OK
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:// newindia.co.in>home >Legal Section>Right	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					to Information >compliance under Sec.4(1) (b)>Point no. 1.2 sub point 1.2.1			
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https:// newindia.co.in>home >Legal Section>Right to Information >compliance under Sec.4(1) (b)>Point no. 1.2 sub point 1.2 .2	Fully Met	1.92	OK
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https:// newindia.co.in>home >Legal Section>Right to Information >compliance under Sec.4(1) (b)>Point no. 1.2 sub point 1.2.3	Fully Met	1.92	OK
1.2.4	Work allocation	Fully Met	1.92	1.92	https:// newindia.co.in>home >Legal Section>Right to Information >compliance	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under Sec.4(1)(b)>Point no. 1.2.5			
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://newindia.co.in>home>Legal Section>Right to Information>compliance under Sec.4(1)(b)>Point no. 1.3 sub Point 1.3.1	Fully Met	1.54	OK
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://newindia.co.in>home>Legal Section>Right to Information>compliance under Sec.4(1)(b)>Point no. 1.3 sub point 1.3.2	Fully Met	1.54	OK
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://newindia.co.in>home>Legal Section>Right to Information>compliance under Sec.4(1)(b)>Point no.	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					1.3 sub point 1.3.3			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https:// newindia.co.in>home>Profile>Bench Mark>Ethos>Citizen's Charter for servicing	Fully Met	1.54	OK
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	compliance under Sec.4(1)(b)>Point no. 1.3 sub point 1.3.5.">https:// newindia.co.in>home >Legal Section>Right to Information >compliance under Sec.4(1)(b)>Point no. 1.3 sub point 1.3.5.	Fully Met	1.54	OK
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Products">https:// newindia.co.in>home >Products	Fully Met	1.54	OK
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	information and help->Policy for protection of Policy holder's interest">https:// newindia.co.in>home > information and help->Policy for protection of Policy holder's interest	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https:// newindia.co.in>home	Fully Met	1.54	OK
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https:// newindia.co.in>home >About us->Profile->ethos->citizens charter	Fully Met	1.54	OK
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https:// newindia.co.in>home >Suggestion and complaints>Grievance Redressal	Fully Met	1.54	OK
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.5 sub point 1.5.1.	Fully Met	2.60	OK
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.5 sub point	Fully Met	2.60	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	1.5.2. https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.5 sub point 1.5.3.	Fully Met	2.60	OK
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.6 sub point 1.6.1	Fully Met	3.85	OK
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.6 sub point 1.6.2	Fully Met	3.85	OK
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https:// newindia.co.in>Legal	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.1. AND https:// newindia.co.in>About Us>Financials >Annual Report			
1.7.2	Composition	Fully Met	0.96	0.96	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.2. AND https:// newindia.co.in>About Us>Financials >Annual Report	Fully Met	0.96	OK
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					)(b)-Point no 1.7 sub point 1.7.3. and AboutUs>Financials>AnnualReport">https:// newindia.co.in>About Us>Financials >Annual Report			
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	LegalSection>RighttoInformation>complianceunderSec.4(1)(b)-Pointno1.7subpoint1.7.4.https://newindia.co.in>AboutUs>Financials>AnnualReportAsperdirectionofCMD">https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.4. https:// newindia.co.in >About Us>Fi nancials>Ann ual Report As per direction of CMD	Fully Met	0.96	OK
1.7.5	Powers and functions	Fully Met	0.96	0.96	AboutUs>Financials>AnnualReportFY2023-2024pg.no.55to65">https:// newindai.co.in>Abo ut Us>Financi als>Annual Report FY 2023-2024 pg. no. 55 to 65	Fully Met	0.96	OK
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Legal">https:// newindia.co.in>Legal	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.6.			
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.7.	Fully Met	0.96	OK
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no 1.7 sub point 1.7.8.	Fully Met	0.96	OK
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Details of Officers at Head Office and Other Offices are uploaded	Partially Met	1.93	FULLY REQUIRED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					under https:// newindia.co.in >Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.8 sub point 1.8.1 AND https:// newindia.co.in >Home>About us>our offices.			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Details of Officers at Head Office and Other Offices are uploaded under https:// newindia.co.in >Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.8 sub point 1.8.2 AND https:// newindia.co.in	Partially Met	1.93	FULLY REQUIRED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ewindai.co.in> Home>About us>our offices.			
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	Statement showing monthly pay scale of officers and staff are uploaded on https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.9 sub point 1.9.1.	Partially Met	1.93	FULLY REQUIRED
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https:// newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.9 sub point 1.9.2.	Fully Met	3.85	OK
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the Public Information	Fully Met	3.85	3.85	https:// newind	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority				ia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.10 sub point 1.10.1 AND https:// newindai.co.in> Legal Section>Right to Information			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https:// newindai.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.10 sub point 1.10.2 AND https:// newindai.co.in> Legal Section>Right to Information	Fully Met	3.85	OK
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https:// newindai.co.in>Legal Section>Right to Information	Fully Met	3.85	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					>compliance under Sec.4(1)(b)-Point no.1.11 sub point 1.11.1			
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.11 sub point 1.11.2.	Fully Met	3.85	OK
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.12 sub point 1.12.1.	Fully Met	1.92	OK
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://newindia.co.in>Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.12 sub	Fully Met	1.92	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	point 1.12.2. https:// newindia.co.in >Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no.1.12 sub point 1.12.3.	Fully Met	1.92	OK
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Uploaded information in the form of Guidelines, RTI Act, Manuals, SC Judgements etc. under http ://newindia.co. in >home>legal section>Right to Information	Fully Met	1.92	OK
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https:// newindia.co.in >Legal Section>Right to Information >compliance under Sec.4(1)(b)-Point no. 1.13 sub point	Fully Met	7.69	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					1.13.1			
Total			100	100		100	94	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://newindia.co.in>home>legal section.4(1)(b) Point no. 2.1 sub point 2.1.1	Fully Met	10.00	OK
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://newindia.co.in>home>legal section.4(1)(b) Point no. 2.1 sub point 2.1.2	Fully Met	10.00	OK
2.1.3	Proposed expenditures	Not Met	10	0	empty	Fully Met	10.00	OK
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	OK
2.1.5	Report on disbursements made and place where the related reports are available	Not Met	10	0	empty	Fully Met	10.00	OK
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	10	10.00	https://newindia.co.in>home>legal section.4(1)(b) Point no. 2.2 sub point 2.2.3 website path http://newindia.co.in>h	Fully Met	10.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ome>information and help>tender notice			
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://newindia.co.in>home>legal section.4(1)(b) Point no. 2.2 sub point 2.2.1	Fully Met	20.00	OK
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	20	20.00	https://newindia.co.in>home>legal section.4(1)(b) Point no. 2.2 sub point 2.2.2	Fully Met	20.00	OK
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	OK
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	OK
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	OK
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	OK
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Fully Met	50	50.00	https://newindia.co.in>home>about us>Financials>Annual Report	Fully Met	50.00	OK
Total			140	120		140	140	
3	Publicity and Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	LegalSection>RightToInformation>Complianceunder4(1)(B)>PointNo.3.1subpoint3.1.1">https://newindia.co.in>LegalSection>Right To Information>Compliance under 4(1)(B)>Point No. 3.1 sub point 3.1.1	Fully Met	12.50	OK
3.1.2	a) Arrangements for consultation with or	Fully Met	12.5	12.50	https://newindia.co.in	Fully Met	12.50	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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				a.co.in>Legal Section>Right To Information >Compliance under 4(1)(B)>Point No. 3.1 sub point 3.1.2			
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	OK
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	OK
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	OK
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	OK
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	OK
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Fully Met	16.67	16.67	https://newindi	Fully Met	16.67	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year				a.co.in>Legal Section>Right To Information >Compliance under 4(1)(B)>Point No. 3..2 sub point 3.2.1			
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	https://newindi a.co.in>Legal Section>Right To Information >Compliance under 4(1)(B)>Point No. 3.2 sub point 3.2.2	Fully Met	16.67	OK
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	https://newindi a.co.in>Legal Section>Right To Information >Compliance under 4(1)(B)>Point No. 3.2 sub point 3.2.3	Fully Met	16.67	OK
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	Our website, h ttps://newindia .co.in	Fully Met	50.00	OK
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in	Fully Met	25	25.00	Yes	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	electronic format							
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Printout available in the office of CPIO	Fully Met	25.00	OK
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Annual Report, Financial Standing Order, Manual, Product Information etc. Can be downloaded free of cost from company's website https://newindia.co.in	Fully Met	25.00	OK
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	Annual Report, Financial Standing Order, Manual, Product Information etc. Can be downloaded	Fully Met	25.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					free of cost from company's website https://newindia.co.in The hard copy of above material can be obtained by paying reasonable fee.			
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	Hindi. Can be accessed on website https://newindia.co.in	Fully Met	9.52	OK
4.1.2	English	Fully Met	9.52	9.52	English. Can be accessed on website https://newindia.co.in	Fully Met	9.52	OK
4.1.3	Vernacular/ Local Language	Partially Met	9.52	4.76	HINDI	Partially Met	4.76	FULLY REQUIRED
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	As required from time to time	Fully Met	28.57	OK
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Annual Report, Financial Standing Order, Manual, Product Information etc. Can be accessed on website https://newindia.co.in . Can be downloaded free of cost from company's website.	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Annual Report, Financial Standing Order, Manual, Product Information etc. Can be accessed on website https://newindia.co.in . Can be downloaded	Fully Met	9.52	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					free of cost from company's website.			
4.3.3	Location where available	Fully Met	9.52	9.52	Can be accessed on website https://newindia.co.in	Fully Met	9.52	OK
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Information available on our website https://newindia.co.in >home>Legal Section>Right To Information>compliance under 4(1)(b) under Point no. 4.1 sub point 4.1.1 AND also under Home>Suggestion and Complaints>Grievance Redressal	Fully Met	7.14	OK
4.4.2	Details of information made available	Fully Met	7.14	7.14	Information available on our website https://newindia.co.in	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://newindia.co.in>home>Legal Section>Right To Information>compliance under 4(1)(b) under Point no. 4.4.2			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	As per Point no. 4.4.3	Fully Met	7.14	OK
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Information available on our website http://newindia.co.in>home>Legal Section>right to information and also under Home>suggestion and complaints>grievance redressal	Fully Met	7.14	OK
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	As per point no. 4.4.1 and also Information available on our website ht	Fully Met	4.10	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tps://newindia.co.in>home>Suggestion and Complaints>Grievance Redressal			
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	OK
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	OK
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	Information available on https://newindia.co.in>Tender Notice	Fully Met	4.10	OK
4.5.5	Annual Report	Fully Met	4.1	4.10	Information available on http://newindia.co.in>Home>About us>Financials>Annual Report	Fully Met	4.10	OK
4.5.6	Frequently Asked Question (FAQs)	Partially Met	4.1	2.05	https://newindia.co.in>Home>Information & help -> FAQ	Partially Met	2.05	FULLY REQUIRED
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	Information on http://newindia.co.in>Home>About us>Profile	Fully Met	4.10	OK
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Information	Fully Met	14.29	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					available on https://newindia.co.in >home:Legal Section>Compliance under 4(1)(b) under Point no. 4.6			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://newindia.co.in >home:Legal Section>Compliance under 4(1)(b) under Point no. 4.6	Fully Met	14.29	OK
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Information available on https://newindia.co.in >home:Legal Section>Compliance under 4(1)(b) under Point no. 4.7.1 .	Fully Met	28.57	OK
Total			192	185		192	185	
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	Information available on our website https://newindia.co.in	Fully Met	20.00	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					co.in>Home>Legal Section>Right To Information >compliance under 4(1)(b)>Point no. 5.1 sub point 5.1.1			
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	Information available on our website Legal Section>Right to Information >compliance u/s 4(1)(b)>Point no. 5.1 sub point 5.1.2">https://newindia.co.in/home>Legal Section>Right to Information >compliance u/s 4(1)(b)>Point no. 5.1 sub point 5.1.2	Fully Met	20.00	OK
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Applicable	0	OK
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	REQUIRED
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information	Not Met	20	0	empty	Not Met	0	REQUIRED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers							
Total			80	40		80	40	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Information available on our website https://newindia.co.in >home>Legal Section>Right to Information >compliance u/s 4(1)(b)>Point no. 6.1 sub point 6.1.1	Fully Met	25.00	OK
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	Partially Met	12.5	6.25	Information available on our website : https://newindia.co.in >home>Legal Section>Right to Information >compliance u/s 4(1)(b)>Point	Partially Met	6.25	FULLY REQUIRED

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					no. 6.2 sub point 6.2.1			
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	REQUIRED
Total			50	31		50	31	
Grand Total			787	701		787	715	