

Self appraisal report for Year (2024-25)

Auditor Agency: Pradeep Kumar L(Sushma Swaraj Institute of Foreign Services, Ministry of External Affairs.)

Ministry Name: Ministry of External Affairs

Department Name:

Public Authority Name: High Commission of India, Abuja, Nigeria

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://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.28	Available
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://www.hciabuja.gov.in/emptyages/MjMy		Partially Met	0.64	Partially Available
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://www.hciabuja.gov.in/emptyages/MjMy		Fully Met	1.92	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.92	Available
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.92	Available
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.92	Available
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://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
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://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	1.54	Available
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://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	2.60	Available
1.5.2	List of Acts, rules, regulations,	Fully Met	2.6	2.60	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	2.60	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	instructions, manuals and records.				ages/MjMy				
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.hciabuja.gov.in/pempty ages/MjMy		Fully Met	2.60	Available
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://www.hciabuja.gov.in/pempty ages/MjMy		Fully Met	3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.hciabuja.gov.in/pempty ages/MjMy		Fully Met	3.85	Available
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.	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.2	Composition	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.5	Powers and functions	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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://www.hciabuja.gov.in/pempty ages/MjMy		Fully Met	3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.hciabuja.gov.in/pempty ages/MjMy		Fully Met	3.85	Available
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	Fully Met	3.85	3.85	https://www.hciabuja.gov.in/pempty		Fully Met	3.85	Available

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4(1)(b)(xi)]									
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	10.00	Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.hciabuja.gov.in/pemptyages/MjMy		Partially Met	5.00	Partially Available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	10.00	Available
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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://www.hciabuja.gov.in/list/Mw,,	empty	Fully Met	10.00	Available
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://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	20.00	Available
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	Fully Met	20	20.00	https://www.hciabuja.gov.in/pemptyages/MjMy		Fully Met	20.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	number of members in the official delegation, (d) Expenditure on the visit								
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	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty	Not Applicable	0	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not 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	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.5.2	For each concessions, permit or	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	cable					cable		
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.	Not Appli cable	0	0	empty	empty	Fully Met	50.00	If there is no CAG or PAC para, please provide the same information on the website.
Total			80	80			140	125	
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	https://www.hciabuja.gov.in/pemptyages/MjMy		Not Appli cable	0	Not Applicable
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	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	RTI applicants								
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty	Not Applicable	0	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	empty	Not Applicable	0	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	empty	Not Applicable	0	Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty	Not Applicable	0	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	empty	Not Applicable	0	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	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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year								
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.hciabuja.gov.in	empty	Fully Met	50.00	Available
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://www.hciabuja.gov.in/	empty	Fully Met	25.00	Available
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://www.hciabuja.gov.in/	empty	Fully Met	25.00	Available
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://www.hciabuja.gov.in/	empty	Fully Met	25.00	Available
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://www.hciabuja.gov.in/	empty	Fully Met	25.00	Available
Total			163	163			150	150	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 Applicable	0	0	empty	empty	Fully Met	9.52	Available
4.1.2	English	Fully Met	9.52	9.52	https://www.hciabuja.gov.in/	empty	Fully Met	9.52	Available
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://www.hciabuja.gov.in/	empty	Fully Met	9.52	Available
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://www.hciabuja.gov.in/	empty	Fully Met	28.57	Available
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]								
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://www.hciabuja.gov.in/	empty	Fully Met	9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.hciabuja.gov.in/	empty	Fully Met	9.52	Available
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.hciabuja.gov.in/	empty	Fully Met	9.52	Available
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://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	7.14	Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	7.14	Available
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	7.14	Available
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://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	4.10	Available
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Not Applicable	0	Not Applicable
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
4.5.4	Details of all contracts entered into including name of the contractor,	Fully Met	4.1	4.10	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	4.10	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	amount of contract and period of completion of contract								
4.5.5	Annual Report	Not Applicable	0	0	empty	empty	Fully Met	4.10	Available
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.hciabuja.gov.in/	empty	Fully Met	4.10	Available
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	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
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://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	14.29	Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	14.29	Available
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]								
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
Total			150	150			163	159	
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://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	20.00	Available
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://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	20.00	Available
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name &	Fully Met	20	20.00	https://www.hciabuja.gov.in/pemtyages/MjMy	empty	Fully Met	20.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Designation of the officers								
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
Total			60	60			60	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	https://www.hciabuja.gov.in/pemptyages/MjMy		Partially Met	12.50	Partially Available
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	Fully Met	12.5	12.50	https://www.hciabuja.gov.in/pemptyages/MjMy		Not Met	0	Not Available
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.hciabuja.gov.in/pemptyages/MjMy		Not Met	0	Not Available
Total			50	50			50	13	
Grand Total			570	570			630	572	