

Self appraisal report for Year (2024-25)

Auditor Agency: Dr R R Dhanapal(Indian Institute of Public Administration, IIPA, Puducherry Regional Branch, A Training Institute of Govt. of India.)

Ministry Name: Ministry of Textiles

Department Name:

Public Authority Name: Office of Jute Commissioner

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	of Textiles, Govt. of India, Patsan Bhawan, CF Block, 7th & 8th Floor, Action Area-I, Newtown, Kolkata – 700156,Tel: (D) (033) 2202-0850/52 FAX: 2337-69 72/6974/6975. Email-jcoffice @jutecomm.g ov.in Web-ww w.jutecomm.g ov.in	Fully Met	1.28	https://www.jutecomm.gov.in/Contact_Us.html

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1.1.2	Head of the organization	Fully Met	1.28	1.28	Shri Moloy Chandan Chakraborty, Jute Commissioner	Fully Met	1.28	https://www.jutecomm.gov.in/Who's_Who.html
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	The Commissioner looks after orderly development and promotion of the jute industry in India. He has been discharging both regulatory and developmental functions. This not only includes jute mills, but covers right from raw jute marketing up to the finishing stage of jute goods production including development	Fully Met	1.28	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					of machineries and accessories used in jute manufacturing units. The Jute Commissioner exercises regulatory powers under Jute and Jute Textiles Control Order, 2016 and Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and orders issued thereunder.			
1.1.4	Function and duties	Fully Met	1.28	1.28	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	1.28	https://www.jutecomm.gov.in/Functions.html

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1.1.5	Organization Chart	Fully Met	1.28	1.28	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	1.28	https://www.jutecomm.gov.in/Organizational_Setup.html
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	As directed by the Ministry of Textiles Government of India, Jute Commissioner is declared as HoD for the office.	Fully Met	1.28	https://www.jutecomm.gov.in/Know_Jute.html
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	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	1.92	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	1.92	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.2.3	Rules/ orders under which powers and duty	Fully Met	1.92	1.92	Delegation of	Fully Met	1.92	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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	derived and exercised				financial power vested under Rule 13(2) and Rule 13(4) of DFPR, 1978 and as determined by HoD. Regulatory powers of Jute Commissioner under Jute and Jute Textiles Control Order, 2016 and Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and orders issued thereunder. Incompliance with the functions mandated, the existing staff			tecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					and officers of O/o JC exercise their power in performing their activities.			
1.2.4	Work allocation	Fully Met	1.92	1.92	The work allocation for each grade has been defined by Head of Department in accordance with functional requirements of organization.	Fully Met	1.92	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	Issues are being pursued from lower tier to appropriate Competent Authority, generally Deputy Jute Commissioner or Jute Commissioner.	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Jute Commissioner.	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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								n/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Jute Packaging Materials (Compulsory use in Packing Commodities)Act, 1987 and Jute and Jute Textiles Control Order, 2016 are enclosed in Annexure-4(Uploded in the RTI section of the official website of the O/o the Jute Commissioner.)	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	Jute Commissioner / Deputy Jute Commissioner ensure that the sections follow the timelines. The concerned sections are accountable with the strict implementation of the decision. Heads of the sections are supervising the activities achieve desired goal.	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Issue of Production cum Supply Orders to jute mills for manufacture of jute bags required for packing foodgrains for	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					distribution through Public distribution System. Declaration of B-Twill price. Payment to jute mills against supply of jute bags. Carry out Joint Inspection agencies as inspection charges. To help the Bureau of Indian Standards of develop appropriate quality standards for different items of jute goods. To enforce the compulsory jute packaging order as per JPM Act, 1987.			

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					Declaration of Minimum Support Price for raw jute.			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	As per the Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	In order to carry out the entire work smoothly, this office has developed and end-to-end web-based platform for procurement, inspection and despatch of jute bags which is	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					transparent, rule based, simple to use and real time. The software application has been named “Jute-SMART” for Jute Sacking Supply Management & Requisition Tool.			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Ensuring supply of jute bags to the state agencies is a time bound issue. Time limit is achieved as per plan provided by the state agencies.	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	If there are any grievances, these are being sorted out as per	Fully Met	1.54	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2020

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					guidelines/by the Jute Commissioner in consultation with the concerned stake holders.			24-25.pdf
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	JC office performs through following specific sections: 1.Administration & Establishment . 2.Technical Section 3.Economic & Statistical Section 4.Payment Section 5.Marketing Section 6.Costing Section All these departments maintain their specific records and	Fully Met	2.60	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					policy files for implementation of their specific activities.			
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	Jute Packaging Materials (Compulsory use in Packing Commodities) Rules, 1987, Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016	Fully Met	2.60	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	As per the Jute Packaging Materials (Compulsory use in Packing	Fully Met	2.60	https://www.jutecomm.gov.in/Acts.html https://www.jutecomm.gov.in/Rules.html

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					commodities) Rules, 1987, Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016			
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	Respective sections	Not Met	0	ok
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Respective sections	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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1.7.2	Composition	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.7.5	Powers and functions	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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								0PARTY%20AUDIT%202024-25.pdf
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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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	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	This office always pays monthly remuneration to officers and employees on the regular basis as per the policy of Government of India.	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	1.Shri.Amir Akhtar Assistant Director (Cost) Central Public Information Officer. 2.Shri. Hemanth Prasad Upper Division Clerk Assistant	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					Public Information Officer. 3.Shri. Neeraj Kulhari Deputy Jute Commissioner First Appellate Authority			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	1.Shri.Amir Akhtar Phone: 033 2202 0858. amirakhtar.91@gov.in 2.Shri. Hemanth Prasad Phone: 033 2202 0907 hemanth.prasad@gov.in 3.Shri. Neeraj Kulhari 033 2202 0855 neeraj.kulhari@nic.in Office of the Jute Commissioner, Ministry of Textiles, Govt. of India, Patsan Bhawan, CF	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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					Block, 7th & 8th Floor, Action Area-I, Newtown, Kolkata – 700156, Web- www.jutecom.m.gov.in			
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Fully Met	3.85	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	NIL	Fully Met	3.85	ok
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	The officers are encouraged to attend orientation and refresher	Fully Met	1.92	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2020

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2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Total Budget for F.Y. 2024-25 was Rs. 12.58 cr.	Fully Met	10.00	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2024-25.pdf
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2024-25.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	Total expenditure for F.Y. 2024-2025 was Rs. 12.03 cr.	Fully Met	10.00	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2024-25.pdf
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2024-25.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%2024-25.pdf

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								0PARTY%20AUDIT%202024-25.pdf
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	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	10.00	https://www.jutecomm.gov.in/Tenders.html
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	Domestic tour (2024-25) Rs. 42 Lakh Foreign tour (2024-25) Rs. 10 Lakh/-	Fully Met	20.00	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	20	20.00	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	20.00	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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								0PARTY%20 AUDIT%2020 24-25.pdf
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

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								tecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20

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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	Jute Packaging Materials (Compulsory use in Packing Commodities) Rules, 1987, Jute Packaging Materials (Compulsory use in Packing Commodities) Act, 1987 and Jute and Jute Textiles Control Order, 2016	Fully Met	12.50	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/

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								RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	- Policy decisions/ legislations taken in the previous one year							RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	www.jutecom m.gov.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 electronic format	Fully Met	25	25.00	www.jutecom m.gov.in	Not Met	0	ok
3.4.2	Information manual/handbook available in printed format	Not Met	25	0	empty	Not Met	0	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	www.jutecom m.gov.in	Fully Met	25.00	ok
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	ok
Total			138	113		163	88	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	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	Fully Met	9.52	9.52	www.jutecom m.gov.in	Fully Met	9.52	ok
4.1.2	English	Fully Met	9.52	9.52	www.jutecom m.gov.in	Fully Met	9.52	ok
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	www.jutecom m.gov.in	Fully Met	9.52	ok
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	Partially Met	28.57	14.29	March 2025	Partially Met	14.29	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	JCO Website (Jute Smart Portal)	Fully Met	9.52	https://jutecomm.gov.in/Jute_Smart.html
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	JCO Website (Jute Smart Portal)	Fully Met	9.52	https://jutecomm.gov.in/Jute_Smart.html
4.3.3	Location where available	Fully Met	9.52	9.52	www.jutecom m.gov.in	Fully Met	9.52	https://jutecomm.gov.in/Jute_Smart.html
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	JCO Website	Not Met	0	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	All Information relating to Raw Jute and Jute Mills in	Fully Met	7.14	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					India			0PARTY%20AUDIT%202024-25.pdf
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	As per the Central Govt. Rules	Partially Met	3.57	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Shri. Amir Akhtar Assistant Director (Cost) Central Public Information Officer. Tel: 033 22020858 Fax: Email: a mirakhtar.91@gov.in	Fully Met	7.14	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	CPGRAMS are generally replied within stipulated timeline. Further, an Appeal Module has been	Fully Met	4.10	https://www.jutecomm.gov.in/Grievances.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					incorporated in CPGRAMS portal and an Appellate Authority for CPGRAMS has been appointed in the Ministry, to which applicant not satisfied with initial reply may file an appeal.			
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	Uploaded in the RTI section of the	Fully Met	4.10	https://www.jutecomm.gov.in/Documents/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					official website of the O/o the Jute Commissioner.			RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
4.5.5	Annual Report	Fully Met	4.1	4.10	Uploaded in the RTI section of the official website of the O/o the Jute Commissioner.	Fully Met	4.10	ok
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	Promptly attended	Fully Met	4.10	https://jutecomm.gov.in/FAQ.html
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	Not Met	0	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	99 RTI Application received and disposed during the year 2022-23 75 RTI Application received and disposed During the year 2023-24 27 RTI	Fully Met	14.29	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Application received and disposed During the year 2024-25			
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	First Appeal Received 2 in 2022-23, First Appeal received 5 and in 2023-24 First Appeal received 1 in 2024-25	Fully Met	14.29	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
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	All the RTI Applications received by JCO are promptly replied directly to the Applicant with an intimation to Ministry. The details which is uploaded in Official website.	Fully Met	28.57	ok
Total			188	174		192	163	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	(a)Shri Amir Akhtar, Assistant Director (Cost) Central Public Information Officer and Shri. NeerajKulhari Deputy Jute Commissioner (b)Shri.T.kMondal, Deputy Director,(Mktg .) Central Public Information Officer and Shri. M.C Chakraborty, Jute Commissioner, FAAs	Partially Met	10.00	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Partially Met	20	10.00	For the year 2023-24, the Self Appraisal form was successfully uploaded in CIC Portal but Audit could	Not Met	0	https://www.jutecomm.gov.in/Documents/RTI/THIRD%20PARTY%20AUDIT%202024-25.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					not be carried on due to non-availability of Auditors For 2024-25 the Audit procedure is as per the timeline issued by CIC. Will be completed within timeframe.			
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 Met	0	Appointment of Nodal 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	Not Met	0	Consultancy committee of key stake holders for advice on suo-motu disclosure
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	Ministry of Textiles	Not Met	0	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information under RTI
Total			60	50		100	10	
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	In the RTI tab of our Official Website we have update the suo moto disclosure as per Sec 4(1)(b) of the Right To Information Act, 2005	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	The Security Audit of Official website is at advance stage of process with STQC	Partially Met	6.25	ok
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	yes	Fully Met	12.50	ok
Total			50	44		50	44	
Grand Total			639	580		766	500	