

Self appraisal report for Year (2020-21)

Auditor Agency: IIMC

Ministry Name: Ministry of Information & Broadcasting

Department Name:

Public Authority Name: National Film Archives of India (NFAI)

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	National Film Archive of India	Fully Met	1.28	Okay
1.1.2	Head of the organization	Fully Met	1.28	1.28	Director	Fully Met	1.28	Okay
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	1. To trace, acquire and preserve for posterity the heritage of National cinema and build up a representative collection of World Cinema; 2. To classify and document data related to film,	Fully Met	1.28	Okay

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					undertake and encourage research on cinema and publish and distribute them; 3. To act as a centre for dissemination of film culture in the country and to ensure the cultural presence of Indian cinema abroad.			
1.1.4	Function and duties	Fully Met	1.28	1.28	1) Acquisition, Digitization and preservation of Indian and International film classics, books, journals and other ancillary material relating to Cinema. 2) Classification and document	Fully Met	1.28	Okay

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					<p>ation of the material required. 3) Publication of books/pamphlets/monographs/filmographies/programme notes on Cinema. 4) Conducting periodical courses, seminars, lectures on Film Appreciation for the spread of film culture among university students and general public. 5) Building up an audio-video oral history of Indian Cinema by interviewing eminent film personalities</p>			

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					<p>and others concerned with the development of Cinema in the country and recording their interviews on audio and video tapes.</p> <p>6) Servicing film-training institutions in the country with a regular supply of film classics and ancillary material required for their academic use.</p> <p>7) Instituting fellowship/study grants for encouraging film scholarship.</p> <p>8) Circulation of film classics to film</p>			

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					<p>societies/film clubs/educational institutions for non-commercial study, screenings through the Archive Distribution Library at Pune and other centers. 9) Extending facilities to filmmakers, research scholars and students of Cinema for preview/study of rare films in the Archive collection within the premises. 10) Providing guidance and advisory service to individuals and</p>			

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					organizations interested in film research and film study activities. 11) Preserving the heritage of national Cinema for the sake of posterity and extending service to filmmakers, distributors etc. for repair of their old negatives or video copying and also preparing compilation films, using extracts, clips from archival material for academic use.			
1.1.5	Organization Chart	Fully Met	1.28	1.28	Yes	Fully Met	1.28	Okay
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	Fully Met	1.28	1.28	Director is the top-most post in the Organization.	Fully Met	1.28	Okay

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	been dealt				He is the Head of Department and is responsible for proper and efficient management of the affairs of NFAI. Director as Head of Department has been delegated powers as per the Delegation of Financial Powers Rules, 1978.			
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	1.54	1.54	Director is the top-most post in the Organization. He is the Head of Department and is responsible for proper and efficient	Fully Met	1.54	Okay

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					management of the affairs of NFAI. Director as Head of Department has been delegated powers as per the Delegation of Financial Powers Rules, 1978.			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	The Administrative Officer has been delegated the DDO powers to carry out the financial transactions. Employees follow the govt. rules and regulations and orders of the Director.	Fully Met	1.54	Okay
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Central Civil Services (Leave)	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rules, 1972 3. Central Civil Services (Pension) Rules, 1972. 4. Central Civil Services (Commutation of Pension) Rules, 1981 5. Central Govt. Employees' Group Insurance Scheme, 1980 6. Fundamental Rules and Supplementary Rules 7. Central Services (Medical Attendance) Rules, 1944 8. Central Civil Services (Classification, Control & Appeal) Rules, 1965 9. Central Civil			

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					Services (Conduct) Rules, 1964 10. General Provident Fund(Central Services) Rules, 1960 11. General Financial Rules, 2005 12. Delegation of Financial Power Rules, 1978 13. Central Civil Services (Revised Pay) Rules, 1997 14. Central Civil Services (Temporary Service) Rules, 1965 15. Central Administrative Tribunal Act, 1985 and Rules framed thereunder. 16. Central Government A			

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					ccouns(Recei pts and Payments) Rules, 1983 17. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc. 18. Handbook for Establishment Officers 19. Vigilance Manual (Vol. I & II) 20. Civil Accounts Manual 21. Handbook on Recruitment Rules			
1.2.4	Exercised	Fully Met	1.54	1.54	Yes	Fully Met	1.54	Okay
1.2.5	Work allocation	Fully Met	1.54	1.54	Administration Section 1. Purchase of Stationery items/ miscellaneous	Fully Met	1.54	Okay

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					cleaning items. 2. Purchase and maintenance of AC's /Water Coolers/furniture/fixture etc. 3. Printing of books/ forms/ letter heads etc. 4. Procurement and maintenance of computers/ printers/ photocopier machine/ fax/ telephone instruments/ staff cars etc. 5. Reimbursement of telephone bills 6. Procurement of POL 7. Outsourcing of manpower for cleanliness etc. 8.			

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					<p>Modernization of Govt. offices under plan scheme. Film Section Acquisition, Digitization and preservation of Indian and International film classics, books, journals and other ancillary material relating to Cinema. Servicing film-training institutions in the country with a regular supply of film classics and ancillary material required for their academic use. Circulation of film classics to</p>			

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					<p>film societies/film clubs/educational institutions for non-commercial study, screenings through the Archive Distribution Library at Pune and other centers. Preserving the heritage of national Cinema for the sake of posterity and extending service to filmmakers, distributors etc. for repair of their old negatives or video copying and also preparing compilation films, using</p>			

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					<p>extracts, clips from archival material for academic use. Documentation Section Classification and documentation of the material required. 3) Publication of books/pamphlets/monographs/filmographies/programme notes on Cinema. Conducting periodical courses, seminars, lectures on Film Appreciation for the spread of film culture among university students and general public.</p>			

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					Building up an audio-video oral history of Indian Cinema by interviewing eminent film personalities and others concerned with the development of Cinema in the country and recording their interviews on audio and video tapes.			
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	The matters are put up to the Competent Authority for decision making process.	Fully Met	1.54	Okay
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Decision on activities performed at NFAI is taken	Fully Met	1.54	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<p>by Director.</p> <p>Central Civil Services (Leave) Rules, 1972 3. Central Civil Services (Pension) Rules, 1972. 4. Central Civil Services (Commutation of Pension) Rules, 1981 5. Central Govt. Employees' Group Insurance Scheme, 1980 6. Fundamental Rules and Supplementary Rules 7. Central Services (Medical Attendance) Rules, 1944 8. Central Civil Services (Classification,</p>	Fully Met	1.54	Okay

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					Control & Appeal) Rules,1965 9. Central Civil Services (Conduct) Rules,1964 10. General Provident Fund(Central Services) Rules, 1960 11. General Financial Rules, 2005 12. Delegation of Financial Power Rules, 1978 13. Central Civil Services (Revised Pay) Rules, 1997 14. Central Civil Services (Temporary Service) Rules, 1965 15. Central Administrative Tribunal Act, 1985 and			

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					Rules framed thereunder. 16. Central Government Accounts (Receipts and Payments) Rules, 1983 17. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc. 18. Handbook for Establishment Officers 19. Vigilance Manual (Vol. I & II) 20. Civil Accounts Manual 21. Handbook on Recruitment Rules			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	3 Days from the date of putting up	Fully Met	1.54	Okay

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1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Director-Deputy Director-Administrative Officer	Fully Met	1.54	Okay
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	1) Acquisition, Digitization and preservation of Indian and International film classics, books, journals and other ancillary material relating to Cinema. 2) Classification and documentation of the material required. 3) Publication of books/pamphlets/monographs/filmographies/programme notes on Cinema. 4) Conducting periodical	Fully Met	1.54	Okay

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					<p>courses, seminars, lectures on Film Appreciation for the spread of film culture among university students and general public. 5) Building up an audio-video oral history of Indian Cinema by interviewing eminent film personalities and others concerned with the development of Cinema in the country and recording their interviews on audio and video tapes. 6) Servicing</p>			

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					<p>film-training institutions in the country with a regular supply of film classics and ancillary material required for their academic use.</p> <p>7) Instituting fellowship/study grants for encouraging film scholarship.</p> <p>8) Circulation of film classics to film societies/film clubs/educational institutions for non-commercial study, screenings through the Archive Distribution Library at Pune and</p>			

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					<p>other centers. 9) Extending facilities to filmmakers, research scholars and students of Cinema for preview/study of rare films in the Archive collection within the premises. 10) Providing guidance and advisory service to individuals and organizations interested in film research and film study activities. 11) Preserving the heritage of national Cinema for the sake of posterity and extending</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					service to filmmakers, distributors etc. for repair of their old negatives or video copying and also preparing compilation films, using extracts, clips from archival material for academic use.			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	As per mandate	Fully Met	1.54	Okay
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	The general public may contact NFAI to avail the services at NFAI	Fully Met	1.54	Okay
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	The targets are achieved in a short possible time	Fully Met	1.54	Okay
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Director, NFAI being the Head of Department has been	Fully Met	1.54	Okay

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					designated as Grievance Officer. All grievances have been redressed as per the government rules and norms.			
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	a. Film reels b. Posters, Pamphlets, song booklets, scripts, books	Fully Met	1.92	Okay
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Central Civil Services (Leave) Rules, 1972 3. Central Civil Services (Pension) Rules, 1972. 4. Central Civil Services (Commutation of Pension) Rules, 1981 5. Central Govt. Employees' Group	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Insurance Scheme, 1980 6. Fundamental Rules and Supplementary Rules 7. Central Services (Medical Attendance) Rules, 1944 8. Central Civil Services (Classification, Control & Appeal) Rules, 1965 9. Central Civil Services (Conduct) Rules, 1964 10. General Provident Fund (Central Services) Rules, 1960 11. General Financial Rules, 2005 12. Delegation of Financial			

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					Power Rules, 1978 13. Central Civil Services (Revised Pay) Rules, 1997 14. Central Civil Services (Temporary Service) Rules, 1965 15. Central Administrative Tribunal Act, 1985 and Rules framed thereunder. 16. Central Government Accounts(Receipts and Payments) Rules, 1983 17. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					18. Handbook for Establishment Officers 19. Vigilance Manual (Vol. I & II) 20. Civil Accounts Manual 21. Handbook on Recruitment Rules			
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Central Civil Services (Leave) Rules, 1972 3. Central Civil Services (Pension) Rules, 1972. 4. Central Civil Services (Commutation of Pension) Rules, 1981 5. Central Govt. Employees' Group Insurance Scheme, 1980 6. Fundamental	Fully Met	1.92	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rules and Supplementary Rules 7. Central Services (Medical Attendance) Rules, 1944 8. Central Civil Services (Classification, Control & Appeal) Rules, 1965 9. Central Civil Services (Conduct) Rules, 1964 10. General Provident Fund(Central Services) Rules, 1960 11. General Financial Rules, 2005 12. Delegation of Financial Power Rules, 1978 13. Central Civil Services			

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					(Revised Pay) Rules, 1997 14. Central Civil Services (Temporary Service) Rules, 1965 15. Central Administrative Tribunal Act, 1985 and Rules framed thereunder. 16. Central Government Accounts (Receipts and Payments) Rules, 1983 17. Compendium on Reservations and Concessions for SCs and STs and OBCs, etc. 18. Handbook for Establishment Officers 19.			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Vigilance Manual (Vol. I & II) 20. Civil Accounts Manual 21. Handbook on Recruitment Rules			
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	As per government rules	Fully Met	1.92	Okay
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	a. Film reels b. Posters, Pamphlets, song booklets, scripts, books	Fully Met	3.85	Okay
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Documents are preserved and their custody is with respective sections.	Fully Met	3.85	Okay
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	High level committee under National Film Heritage Mission	Fully Met	0.96	Okay
1.7.2	Composition	Fully Met	0.96	0.96	a. Secretary,	Fully Met	0.96	Okay

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					Ministry of Information and Broadcasting b. Additional Secretary & Financial Advisor c. Joint Secretary, Films d. FTII e. CFSI f. SRFTI g. NFDC h. Director, DFF i. Director General, Films Division j. Director, NFAI k. Shri. Jahnu Barua l. Shri. Rajeev Mehrotra m. Shri. Santosh Sivan			
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	20 may 2016	Fully Met	0.96	Okay
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	6 years	Fully Met	0.96	Okay
1.7.5	Powers and functions	Fully Met	0.96	0.96	Monitoring progress of the Mission Approval of fund allocation	Fully Met	0.96	Okay

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					<p>within sub heads of budget Approval of standards for conservation and restoration of films and for preservation vaults Periodically assess and review targets laid down keeping in mind technological changes and market rates and ensuring optimum utilization of NFHM funds Research and identification of films to be restored and preserved. Conduct and monitor training</p>			

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					workshops Ensure adherence of technical parameters for construction of preservation facilities.			
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	NO	Fully Met	0.96	Okay
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	NO	Fully Met	0.96	Okay
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	NO	Fully Met	0.96	Okay
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	1) Director A Shri. Prakash Magdum 2) Deputy Director-cum-Curator A Smt. Kirti Tiwari 3) Officer on Special Duty, NFHM A Shri. Santosh Ajmera 4) Regional Officer-Kolkata A Post is	Fully Met	3.85	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					vacant. 5) Regional Officer- Thiruv ananthapuram A Post is vacant. 6) Administrative Officer B Shri. D.K. Sharma 7) Film Preservation Officer B Shri Kiran A. Dhiwar 8) Jr.Hindi Translator (NG) B Post is vacant. 9) Library & Information Asstt. -3 C Smt. A.V. Karkhanis, Smt. V.M. Kshirsagar. 10) Accountant C Shri P. P. Bhosale 11) Stenographer Gr.II C Smt. M.M. Advani			

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					12) Film Library Asstt. C Post is vacant. 13) Projectionist C Post is vacant. 14) Upper Division Clerk-3 C Smt. Reema Murthi 15) Computer Operator C Smt. S.S. Vartak 16) Jr. Librarian C Post is vacant. 17) Lower Division Clerk -4 C Shri A.B. Lokhande 18) Asstt. Projectionist C Post is vacant 19) Driver C Post is vacant 20) Sr.Film Checker C Post is vacant 24) MTS C			

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					Shri N.S. Marwad, Shri P.Venkatesh, Shri K. K. Davis, Shri D.N.More, Shri D.A. Kokate, Shri. Arabinda Mayur at RO- Kolkata, Shri K. Gopakumar at RO- Thiruvananthapuram ; Shri A.T. Limbare, Shri A.M. Mali, Shri. Dalbir Seherawat, Shri Pankaj Wagh, Shri Akshay Jadhav, Shri Deepak Kokane Shri Narendra Ingale, Shri. Dhiraj Konge, Smt. Manali M. Sawant 26) MTS C 06 Posts are			

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					vacant.			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Director 020-29802259 Administrative Officer 020-29809379 Film Preservation Officer 020 29808253	Fully Met	3.85	Okay
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	The list is available on the website.	Fully Met	3.85	Okay
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Not Applicable	Fully Met	3.85	Okay
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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	Sr. No. Information about Public Information Officers Address/Telephone No. etc. 1) Administrative Officer, (Central Public Information Officer) National Film Archive of	Fully Met	3.85	Okay

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					<p>India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Tel: 020-25659379 Fax: 020-25670027 2) Smt. A.V. Karkhanis, Library & Information Asstt. (Asstt. CPIO) National Film Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Tel: 020-25658253 Fax: 020-25670027</p>			

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					3) Director, NFAI,Pune. (Appellate Authority) National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25652259 Fax: 020-25670027			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Sr. No. Information about Public Information Officers Address/Telephone No. etc. 1) Administrative Officer, (Central Public Information Officer) National Film	Fully Met	3.85	Okay

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					<p>Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Tel: 020-25659379 Fax: 020-25670027</p> <p>2) Smt. A.V. Karkhanis, Library & Information Asstt. (Asstt. CPIO) National Film Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Tel: 020-25658253 Fax:</p>			

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					020-25670027 3) Director, NFAI,Pune. (Appellate Authority) National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25652259 Fax: 020-25670027			
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Not Applicable	Fully Met	3.85	Okay
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Sr. No. Information about Public Information Officers Addre ss/Telephone No. etc. 1) Administrative Officer,	Fully Met	3.85	Okay

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					(Central Public Information Officer) National Film Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Tel: 020-25659379 Fax: 020-25670027 2) Smt. A.V. Karkhanis, Library & Information Asstt. (Asstt. CPIO) National Film Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College			

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					Road, Pune-411 004 Tel: 020-25658253 Fax: 020-25670027 3) Director, NFAI,Pune. (Appellate Authority) National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004 Tel: 020-25652259 Fax: 020-25670027			
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Training programmes are organised from time to time	Fully Met	1.92	Okay
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	All efforts are made to	Fully Met	1.92	Okay

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					encourage public authority			
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	3 training programmes attended	Fully Met	1.92	Okay
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Yes	Fully Met	1.92	Okay
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	As per government rules	Fully Met	7.69	Okay
Total			100	100			100	
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	Rs. 43.14 crore	Fully Met	10.00	Okay
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Major Head “2220”-Information & Publicity Establishment Central Sector Schemes Revenue 9.48 Capital 13.56.	Fully Met	10.00	Okay
2.1.3	Proposed expenditures	Fully Met	10	10.00	Implementation of activities under NFHM Upgradation of	Fully Met	10.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					infrastructure of NFAI			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Not Applicable	Not Applicable	0	Okay
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Not Applicable	Not Applicable	0	Okay
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	Rs. 22 Lakh	Fully Met	16.67	Okay
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	16.67	16.67	1) To attend the Retrospective of Indian Silent Films, organized by Fondation Jerome Pathe, Paris from March 19th to March 23rd 2019. 2) To attend the 4th BRICS Film Festival organized by the Ministry of Citizenship of Federal Government of Brazil, in Niteroi, Brazil from September 30th to	Fully Met	16.67	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					October 3rd, 2019. 3) To attend the 3rd Pingyao Crouching Tiger Hidden Dragon International Film Festival (PYIFF) hosted by Pingyao Film Festival Co., Ltd and Actively supported by Pingyao Government, from October 10th to October 14th 2019.			
2.2.3	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	16.67	16.67	The information is available on website	Fully Met	16.67	Okay
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	Not Applicable	Not Applicable	0	Okay
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	Not Applicable	Not Applicable	0	Okay
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	Not Applicable	Not Applicable	0	Okay
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	Not Applicable	Not Applicable	0	Okay
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25	25.00	Not Applicable	Not Applicable	0	Okay
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	No such paras	Fully Met	50.00	Okay
Total			300	300			130	
3	Publicity Band 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]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Not Applicable	Not Applicable	0	Okay
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	Not Applicable	Not Applicable	0	Okay
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
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	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	Not Applicable	Not Applicable	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Partially Met	16.67	8.34	Yes	Partially Met	8.34	Okay
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	Partially Met	16.67	8.34	Yes	Partially Met	8.34	Okay
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 Met	16.67	0	empty	Not Met	0	Okay
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	All documents and information related to NFAI is disseminated widely through website and internet	Fully Met	50.00	Okay
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	Yes	Fully Met	25.00	Okay
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes	Fully Met	25.00	Okay
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	Yes	Fully Met	25.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Yes	Fully Met	25.00	Okay
Total			250	217			167	
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	English	Fully Met	14.29	14.29	English	Fully Met	14.29	Okay
4.1.2	Vernacular/ Local Language	Not Met	14.29	0	empty	Not Met	0	Okay
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	30 December 2018	Fully Met	28.57	Okay
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	Handbooks and Manuals	Fully Met	9.52	Okay
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	GFR 2017 Office Procedure manual Disclosure under RTI Act, All Rules and Regulations as per government of India	Fully Met	9.52	Okay
4.3.3	Location where available	Fully Met	9.52	9.52	NFAI	Fully Met	9.52	Okay
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	NATIONAL FILM ARCHIVE OF INDIA	Fully Met	7.14	Okay
4.4.2	Details of information made available	Fully Met	7.14	7.14	The information as	Fully Met	7.14	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					asked by public has been provided on timely basis.			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	9.30AM TO 6 PM	Fully Met	7.14	Okay
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Director 020 29809379	Fully Met	7.14	Okay
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Director is the Grievance Officer	Fully Met	3.57	Okay
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	102 Applications received and replied	Fully Met	3.57	Okay
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Upgradation of infrastructure of NFAI including Jayakar Bungalow	Fully Met	3.57	Okay
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	National Film Heritage Mission	Fully Met	3.57	Okay
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Not Met	0	Okay
4.5.6	Annual Report	Fully Met	3.57	3.57	Annual report has been	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					timely submitted by NFAI			
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	To which Public Authority can I file a request through this portal? How do I write my application for seeking the information as per RTI Act 2005? How do I make the payment for RTI fee? Do I get any receipt for online filing of RTI application? What will happen to my application if I select a wrong Public Authority in the RTI request form? Will I be	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>informed about the additional fee (if any) is required to pay? How do I file an appeal with First Appellate Authority? Do I need to make any payment for filing an appeal? Do I get any SMS from RTI Online Portal? What should I do when my browser show certificate error while opening RTI online portal? Is it mandatory to create user account on RTI online web portal? What should I</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>do if I forgot my password for the user account? What should I do if my password is not working? Can I file RTI application for state public authorities through this portal? What should I do when RTI online portal asks for activation key on first login? What should I do if amount is deducted from my account but registration number is not generated? What should I do when portal is not allowing me to</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>file the first appeal? While registering a user account many dots appear after entering password? Can I file online first appeal for any RTI application filed physically in the first place ? Why RTI application filed by me is not reflecting in my user account history? Why I have received multiple RTI registration numbers, even though I have filed single RTI application ? How can I</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					View Status/Reply of my RTI Application or First Appeal? What if the Registration Number is not received on my Email or Mobile No. even after 48 working Hours? How to upload a supporting document if an alert comes as "SUPPORTING DOCUMENTS REQUIRED FROM APPLICANT"? What queries can be raised with Helpline Email helprtionline-dopt(at)nic(dot)in ?			
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD),	Fully Met	3.57	3.57	Yes	Fully Met	3.57	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter							
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	102	Fully Met	14.29	Okay
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	8	Fully Met	14.29	Okay
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Questions related to various issues are asked and replies have also been given within time lines.	Fully Met	28.57	Okay
Total			200	182			182	
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	DK Sharma- CPIO National Film Archive of India, Ministry of Information & Broadcasting, Govt. of India, Law College Road, Pune-411 004 Director, NFAI,Pune. (Appellate	Fully Met	20.00	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Authority) National Film Archive of India, Ministry of Information & Broadcasting, Govt.of India, Law College Road, Pune-411 004			
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty	Fully Met	20.00	TPA was carried by the IIMC in the year 2019-2020. You are kindly requested to update the information on the website.
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 Met	20	0	empty	Not Met	0	Okay
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	Okay
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)	Not Met	20	0	empty	Not Met	0	Okay

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Name & Designation of the Officers							
Total			100	20			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							
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	All information is available on website under Disclosures as per RTI Act	Fully Met	25.00	Okay
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Yes	Not Met	0	Pls get it issued from the MEITY
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Yes	Not Met	0	pls, get it issued from the MEITY.
Total			50	50			25	
Grand Total			1000	869				644