

Self appraisal report for Year (2025-26)

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 Tourism

Department Name:

Public Authority Name: IHM PUSA

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://ihmpusa.net/?page_id=1650	empty	Fully Met	1.28	ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://ihmpusa.net/	empty	Fully Met	1.28	ok
1.1.4	Function and duties	Fully Met	1.28	1.28	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.28	ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://ihmpusa.net/wp-content/uploads/2025/06/Organization-Chart-of-IHM-Pusa.pdf	empty	Fully Met	1.28	ok
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and	Fully Met	1.92	1.92	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.92	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	judicial)								
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.92	ok
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.92	ok
1.2.4	Work allocation	Fully Met	1.92	1.92	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.92	ok
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://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]								
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://ihmpusa.net/?page_id=3079	empty	Fully Met	1.54	ok
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]								
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://ihmpusa.net/?page_id=3079	empty	Fully Met	2.60	ok

[illegible]

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]								
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
2.1.6	Information related to procurements-(a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	10	10.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	10.00	ok
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://ihmpusa.net/?page_id=3079	empty	Fully Met	20.00	ok
2.2.2	Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.- (a) Places visited,	Fully Met	20	20.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	20.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(b) The period of visit, (c) The 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	ok
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]								
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
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	ok
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]								
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]								
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Fully Met	50	50.00	https://ihmpusa.net/?page_id=3079	empty	Fully Met	50.00	ok
Total			150	150			150	150	
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	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
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	empty	Not Applicable	0	ok
3.1.3	Public- Private Partnerships (PPP)-	Not Applicable	0	0	empty	empty	Not Applicable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Details of Special Purpose Vehicle (SPV), if any	cable					cable		
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]								
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more	Not Appli cable	0	0	empty	empty	Not Appli cable	0	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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	ok
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	empty	Not Applicable	0	ok
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://ihmpusa.net/	empty	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	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	25.00	ok
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	25.00	ok
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	25.00	ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nts__Manuals-1.pdf				
Total			150	150			150	150	
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	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	9.52	ok
4.1.2	English	Fully Met	9.52	9.52	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	9.52	ok
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	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	Fully Met	28.57	28.57	https://ihmpusa.net/	empty	Fully Met	28.57	ok
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://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf	empty	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]								
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	https://ihmpusa.net/?page_id=1650	empty	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://ihmpusa.net/?page_id=3079	empty	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://ihmpusa.net/?page_id=3079	empty	Fully Met	7.14	ok

[illegible]

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Personnel, Public Grievance and Pensions, Govt. Of India)								
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	empty	Not Met	0	update
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	empty	Not Met	0	update
Total			25	25			50	25	
Grand Total			688	688			713	688	



INDIAN INSTITUTE OF PUBLIC ADMINISTRATION PUDUCHERRY REGIONAL BRANCH, PUDUCHERRY.

Third Party Transparency Audit under the RTI Act, 2005

IHM Pusa

Summary Report- 2025-2026

All the public authorities should proactively disclose the information under the Right to Information Act. Section 4, which will help bring transparency in the administration.

IHM Pusa, is duly acknowledged for its commendable efforts in ensuring transparency by proactively disseminating relevant information on its official website, in alignment with the provisions of the RTI Act, 2005

During Auditing it is observed that the information related to few areas have to be shared on the website:

- ✦ The information required under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory. Website is being used as an effective medium for Dissemination of information.
- ✦ Overall, IHM Pusa has demonstrated a satisfactory level of compliance with the proactive disclosure requirements under the RTI Act, 2005. The institution's efforts towards transparency are noteworthy and reflect a positive organizational culture of openness and accountability.
- ✦ To strengthen transparency and institutional accountability, the Public Authority should implement a systematic mechanism for the periodic and automated updating of proactive disclosures. Further, the RTI Manual hosted on the official website should prominently display the date of the last update and the next scheduled update to enhance public confidence and ensure information remains current and reliable.
- ✦ IIPA Puducherry extend our sincere congratulations to IHM Pusa, for achieving an audit score of 96.4% in the RTI Third Party Audit for the year 2025–26, is reflecting an improvement 16.65 % over last year's performance. This notable progress demonstrates the Public Authority's continued commitment to transparency, proactive disclosure, and compliance with the provision of RTI Act, 2005.

It is recommended that the Public Authority of the IHM Pusa Initiate appropriate measures to ensure the disclosure of the aforementioned information on its official website, in strict compliance with the provisions of Section 4 of the RTI Act, 2005.

30th June, 2026



Dr. R. D. JAYAVIJAYAN
NODAL OFFICER, RTI - CELL,
Indian Institute of Public Administration,
Puducherry Regional Branch, Puducherry.