

Self appraisal report for Year (2025-26)

Ministry Name: UT of Jammu and Kashmir

Department Name:

Public Authority Name: General Administration Department UT of J & k

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
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://jkgad.nic.in/gadDynamic/contact-us.aspx	empty
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://jkgad.nic.in/gadDynamic/contact-us.aspx	empty
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.jkgad.nic.in/PDF/Citizen_Charter.pdf	empty
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.jkgad.nic.in/PDF/Citizen_Charter.pdf	empty
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.jkgad.nic.in/En/Organization_Chart.aspx	empty
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://jkgad.nic.in/En/Subjects_Assigned_to_GAD.aspx	empty
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]					
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	https://www.jkgad.nic.in/PDF/Citizen_Charter.pdf	empty
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.jkgad.nic.in/PDF/Citizen_Charter.pdf	empty
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://jkgad.nic.in/common/showOrder.aspx?actCode=N37378	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.jkgad.nic.in/En/Officers_GAD.aspx	empty
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://jkgad.nic.in/common/showOrder.aspx?actCode=O11324	empty
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://jkgad.nic.in/common/showOrder.aspx?actCode=O11324	empty
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/StatutoryOrders.aspx	empty
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://jkgad.nic.in/common/showOrder.aspx?actCode=O11324	empty
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://jkgad.nic.in/common/showOrder.aspx?actCode=O11324	empty
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]					
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/JKSG.aspx	empty
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/JKSG.aspx	empty
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/JKSG.aspx	empty
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/JKSG.aspx	empty
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.jkgad.nic.in/En/JKSG.aspx	empty
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]					
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	https://www.jkgad.nic.in/En/StatutoryOrders.aspx	empty
1.5.2	List of Acts, rules, regulations, instructions, manuals and	Fully Met	2.6	2.60	https://www.jkgad.nic.in/En/StatutoryOrders.aspx	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
	records.				tatutoryOrders.aspx	
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.jkgad.nic.in/En/SemptytatutoryOrders.aspx	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]					
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://www.jkgad.nic.in	empty
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.jkgad.nic.in	empty
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]					
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://www.jkgad.nic.in/En/Semptysubjects_Assigned_to_GAD.aspx	
1.7.2	Composition	Fully Met	0.96	0.96	https://www.jkgad.nic.in/En/Semptysubjects_Assigned_to_GAD.aspx	
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.jkgad.nic.in/En/Semptysubjects_Assigned_to_GAD.aspx	
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.jkgad.nic.in/En/Semptysubjects_Assigned_to_GAD.aspx	
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.jkgad.nic.in/En/Semptysubjects_Assigned_to_GAD.aspx	
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Minutes being confidential are not public, however, advertisement notices, merit list, provisional selection list

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
						and final result list are hosted in the official websites of JKPSC, JKSSB etc. https://jkgad.nic.in/En/Subjects_Assigned_to_GAD.aspx
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Minutes being confidential are not public, however, advertisement notices, merit list, provisional selection list and final result list are hosted in the official websites of JKPSC, JKSSB etc. https://jkgad.nic.in/En/Subjects_Assigned_to_GAD.aspx
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.jkgad.nic.in/common/printList.aspx?listCD=1&listCD1=S https://www.jkgad.nic.in/common/printList.aspx?listCD=2	empty
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.jkgad.nic.in/En/T elephone_Directory.aspx	empty
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	Nil	empty
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Nil	empty
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	https://www.jkgad.nic.in/En/J K_RTI_ACT.aspx	empty
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.jkgad.nic.in/En/J K_RTI_ACT.aspx	empty
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	www.jkgad.nic.in/En/Prosecution_sanction.aspx	empty
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	www.jkgad.nic.in/En/Prosecution_sanction.aspx	empty
1.12	Programmes to advance understanding of RTI(Section 26)					
1.12.1	Educational programmes	Fully Met	1.92	1.92	www.jkgad.nic.in/En/IMPASpx	empty
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	www.jkgad.nic.in/En/IMPASpx	empty
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	www.jkgad.nic.in/En/IMPASpx	empty
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://jkgad.nic.in/PDF/JK-RTI-Act-2005.PDF	empty
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://www.jkgad.nic.in/common/showOrder.aspx?actCode=O9462 https://www.jkgad.nic.in/En/OrderCircular.aspx?ordType=O	empty
Total			100	97		
2	Budget and Programme					
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]					
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
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://jkgad.nic.in/PDF/dem01.pdf	empty
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://jkgad.nic.in/PDF/dem01.pdf	empty
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)	Fully Met	20	20.00	https://jkgad.nic.in/PDF/dem01.pdf	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
	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
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	empty
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	https://jkgad.nic.in/PDF/dem01.pdf	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://jkgad.nic.in/PDF/dem01.pdf	empty
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
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
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]					
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	Not Applicable	0	0	empty	empty
Total			150	150		
3	Publicity and Public interface					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
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	https://www.jkgad.nic.in/En/StatutoryOrders.aspx	empty
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
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	empty
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	empty
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	empty
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	empty
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	empty
3.1.8	Public- Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	empty
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	empty
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	empty
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	empty
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/	Not Applicable	0	0	empty	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
	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
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
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]					
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.jkgad.nic.in/	empty
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]					
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://www.jkgad.nic.in/PDF/Handbook.pdf	empty
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	https://www.jkgad.nic.in/PDF/Handbook.pdf	empty
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]					
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://www.jkgad.nic.in/PDF/Handbook.pdf	empty
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	empty
Total			138	138		
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	Partially Met	9.52	4.76	https://www.jkgad.nic.in/PDF/Handbook.pdf	Under updation
4.1.2	English	Fully Met	9.52	9.52	https://www.jkgad.nic.in/PDF/Handbook.pdf	Under updation
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	empty
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]					
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://www.jkgad.nic.in/PDF/Handbook.pdf	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
					/Handbook.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	https://www.jkgad.nic.in/En/HomeEng.aspx	
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.jkgad.nic.in/En/HomeEng.aspx	
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.jkgad.nic.in/En/HomeEng.aspx	
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]					
4.4.1	Name & location of the facility	Not Applicable	0	0	empty	empty
4.4.2	Details of information made available	Not Applicable	0	0	empty	empty
4.4.3	Working hours of the facility	Not Applicable	0	0	empty	empty
4.4.4	Contact person & contact details (Phone, fax, email)	Not Applicable	0	0	empty	empty
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)					
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://samadhan.jk.gov.in/lo gin Pukaar Cell: 0194-2506114, 0194-2506115, 0194-2506102, 0194-2506111, 0194-2506112	empty
4.5.2	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	empty
4.5.3	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	empty
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable	0	0	empty	empty
4.5.5	Annual Report	Not Applicable	0	0	empty	empty
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://rtionline.jk.gov.in/	empty
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Fully Met	4.1	4.10	https://jkgad.nic.in/pdf/Citizen_Charter.pdf	empty
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://rtionline.jk.gov.in/	Present with every public authority (RTI portal)
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://rtionline.jk.gov.in/	empty
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]					
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	empty	empty
Total			117	112		
5	Information as may be prescribed					
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]					
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://www.jkgad.nic.in/En/JK_RTI_ACT.aspx	empty
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 Applicable	0	0	empty	empty
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	Fully Met	20	20.00	rtionline.jk.gov.in	Nodal officers are appointed in every public authority
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	empty
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	https://www.jkgad.nic.in/En/JK_RTI_ACT.aspx	empty
Total			60	60		
6	Information Disclosed on own Initiative					
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information [Section 4(2)]					
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://www.jkgad.nic.in/En/OrderCirculer.aspx	empty
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					

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks
Personnel, Public Grievance and Pensions, Govt. Of India)						
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	As confirmed from the officials of National Informatics Centre, Jammu & Kashmir who have designed and are hosting the official website of GAD.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	As confirmed from the officials of National Informatics Centre, Jammu & Kashmir who have designed and are hosting the official website of GAD.
Total			50	25		
Grand Total			615	582		