## Ministry Name: Ministry of Home Affairs

## Department Name: Department of Home

## Public Authority Name: Repatriates Cooperative Finance and Development Bank Limited

| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | 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://www.repcobank.com/l ocate us.php |
| 1.1.2 | Head of the organization | Fully Met | 1.28 | 1.28 | https://www.repcobank.com/ managing_director.php |
| 1.1.3 | Vision, Mission and Key objectives | Fully Met | 1.28 | 1.28 | https://www.repcobank.com/ visionmession.php |
| 1.1.4 | Function and duties | Fully Met | 1.28 | 1.28 | https://www.repcobank.com/r ti_act.php |
| 1.1.5 | Organization Chart | Fully Met | 1.28 | 1.28 | https://www.repcobank.com/ pdf/Organisational_Structure .pdf |
| 1.1.6 | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt | Fully Met | 1.28 | 1.28 | https://www.repcobank.com/ about.php |
| 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 | https://www.repcobank.com/r ti_act.php |
| 1.2.2 | Power and duties of other employees | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.2.3 | Rules/ orders under which powers and duty are derived and | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.2.4 | Exercised | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r |


| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | ti_act.php |
| 1.2.5 | Work allocation | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] |  |  |  |  |
| 1.3.1 | Process of decision making Identify key decision making points | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.3.2 | Final decision making authority | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.3.3 | Related provisions, acts, rules etc. | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.3.4 | Time limit for taking a decisions, if any | Partially Met | 1.54 | 0.77 | Under updation - https://www .repcobank.com/rti_act.php |
| 1.3.5 | Channel of supervision and accountability | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 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.repcobank.com/r ti_act.php |
| 1.4.2 | Norms/ standards for functions/ service delivery | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.4.3 | Process by which these services can be accessed | Fully Met | 1.54 | 1.54 | https://www.repcobank.com/r ti_act.php |
| 1.4.4 | Time-limit for achieving the targets | Partially Met | 1.54 | 0.77 | Under updation -https://www.repcobank.com/ |
| 1.4.5 | Process of redress of grievances | Partially Met | 1.54 | 0.77 | Under updation -https://www.repcobank.com/ |
| 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 | https://www.repcobank.com/r ti_act.php |
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | Fully Met | 1.92 | 1.92 | https://www.repcobank.com/r ti_act.php |
| 1.5.3 | Acts/ Rules manuals etc. | Fully Met | 1.92 | 1.92 | https://www.repcobank.com/r ti_act.php |


| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1.5.4 | Transfer policy and transfer orders | Not Applic | 0 | 0 | empty |
| 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.repcobank.com/r ti_act.php |
| 1.6.2 | Custodian of documents/categories | Fully Met | 3.85 | 3.85 | https://www.repcobank.com/r ti_act.php |
| 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.repcobank.com/r ti_act.php |
| 1.7.2 | Composition | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/ about.php |
| 1.7.3 | Dates from which constituted | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/ about.php |
| 1.7.4 | Term/ Tenure | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/ about.php |
| 1.7.5 | Powers and functions | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/r ti_act.php |
| 1.7.6 | Whether their meetings are open to the public? | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/r ti_act.php |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Fully Met | 0.96 | 0.96 | https://www.repcobank.com/r ti_act.php |
| 1.7.8 | Place where the minutes if open to the public are available? | Not Applic | 0 | 0 | empty |
| 1.8 | Directory of officers and employees[Section 4(1) (b) (ix)] |  |  |  |  |
| 1.8.1 | Name and designation | Fully Met | 3.85 | 3.85 | https://www.repcobank.com/ pdf/rti_new.pdf |
| 1.8.2 | Telephone, fax and email ID | Fully Met | 3.85 | 3.85 | https://www.repcobank.com/r ti_act.php |
| 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 | https://www.repcobank.com/ pdf/rti new.pdf |
| 1.9.2 | System of compensation as provided in its regulations | Fully Met | 3.85 | 3.85 | https://www.repcobank.com/r ti_act.php |


| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | https://www.repcobank.com/ pio.php |
| 1.10 .2 | Address, telephone numbers and email ID of each designated official. | Partially Met | 3.85 | 1.93 | Under Updation - https://ww w.repcobank.com/pio.php |
| 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 | Not Applicable | 0 | 0 | empty |
| 1.11 .2 | (ii) Finalised for Minor penalty or major penalty proceedings | Not Applicable |  | 0 | empty |
| 1.12 | Programmes to advance understanding of RTI(Section 26) |  |  |  |  |
| 1.12.1 | Educational programmes | Partially Met | 1.92 | 0.96 | Under updation - https://www .repcobank.com/pdf/about_rt .pdf |
| 1.12 .2 | Efforts to encourage public authority to participate in these programmes | Partially Met | 1.92 | 0.96 | Under updation - https://www .repcobank.com/pdf/about_rt .pdf |
| 1.12 .3 | Training of CPIO/APIO | Partially Met | 1.92 | 0.96 | Under updation - https://www .repcobank.com/pdf/about_rt .pdf |
| 1.12 .4 | Update \& publish guidelines on RTI by the Public Authorities concerned | Fully Met | 1.92 | 1.92 | https://www.repcobank.com/ pdf/about_rti.pdf |
| 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] | Not Applicable |  | 0 | empty |
| Total |  |  | 82 | 75 |  |
| 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 | Not Applicable |  | 0 | empty |
| 2.1.2 | Budget for each agency and plan \& programmes | Not Applicable |  | 0 | empty |
| 2.1.3 | Proposed expenditures | Not Applicable |  | 0 | empty |
| 2.1.4 | Revised budget for each agency, if any | Not Applicable |  | 0 | empty |
| 2.1.5 | Report on disbursements made and place where the related reports are | Not Applicable |  | 0 | empty |


| Sr. No | Details of disclosure | Category M | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | available |  |  |  |  |
| 2.2 | Foreign and domestic tours(F.No. 1/8/2012-IR dt. 11.9.2012) |  |  |  |  |
| 2.2.1 | Budget | Not Applicable0 |  | 0 | 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) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit | Not Applicable0 |  | 0 | empty |
| 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. | Not Applicable0 |  | 0 | empty |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] |  |  |  |  |
| 2.3.1 | Name of the programme of activity | Not Applicable0 |  | 0 | empty |
| 2.3.2 | Objective of the programme | Not Applicable0 |  | 0 | empty |
| 2.3.3 | Procedure to avail benefits | Not Applicable0 |  | 0 | empty |
| 2.3.4 | Duration of the programme/ scheme | Not Applicable0 |  | 0 | empty |
| 2.3.5 | Physical and financial targets of the programme | Not Applicable0 |  | 0 | empty |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | Not Applicable0 |  | 0 | empty |
| 2.3.7 | Eligibility criteria for grant of subsidy | Not Applicable0 |  | 0 | empty |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable0 |  | 0 | 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 | Not Applicable0 |  | 0 | empty |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable0 |  | 0 | 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 | Fully Met 25 | 25 | 25.00 | https://www.repcobank.com/r ti_act.php |
| 2.5.2 | For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of | Fully Met 25 | 25 | 25.00 | https://www.repcobank.com/r ti_act.php |


| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations |  |  |  |  |
| 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 | empty |
| Total |  |  | 50 | 50 |  |
| 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] |  |  |  |  |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Fully Met | 12.5 | 12.50 | https://www.repcobank.com/r ti_act.php |
| 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 | https://www.repcobank.com/r ti_act.php |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any | Not Applicable |  | 0 | empty |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs) | Not Applicable |  | 0 | empty |
| 3.1 .5 | Public- private partnerships (PPP)- Concession agreements. | Not Applicable |  | 0 | empty |
| 3.1 .6 | Public- private partnerships (PPP)- Operation and maintenance manuals | Not Applicable0 |  | 0 | empty |
| 3.1.7 | Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP | Not Applicable |  | 0 | 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 | empty |
| 3.1.9 | Public- private partnerships (PPP) -Information relating to outputs and outcomes | Not Applicable0 |  | 0 | empty |
| 3.1 .10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | Not Applicable |  | 0 | empty |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable |  | 0 | empty |



| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 4.4.2 | Details of information made available | Fully Met | 7.14 | 7.14 | https://www.repcobank.com/ |
| 4.4.3 | Working hours of the facility | Fully Met | 7.14 | 7.14 | https://www.repcobank.com/ |
| 4.4.4 | Contact person \& contact details (Phone, fax email) | Fully Met | 7.14 | 7.14 | https://www.repcobank.com/ |
| 4.5 | Such other information as may be prescribed under Section 4(i) (b)(xvii) |  |  |  |  |
| 4.5.1 | Grievance redressal mechanism | Partially Met | 3.57 | 1.79 | Under updation -https://www.repcobank.com/ |
| 4.5.2 | Details of applications received under RTI and information provided | Partially Met | 3.57 | 1.79 | Maintained manually |
| 4.5.3 | List of completed schemes/ projects/ Programmes | Not Applicable | 0 | 0 | empty |
| 4.5.4 | List of schemes/ projects/ programme underway | Not Applicable |  | 0 | empty |
| 4.5.5 | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Not Applicable |  | 0 | empty |
| 4.5.6 | Annual Report | Fully Met | 3.57 | 3.57 | https://www.repcobank.com/f inancial_performace.php |
| 4.5.7 | Frequently Asked Question (FAQs) | Not Met | 3.57 | 0 | empty |
| 4.5.8 | Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter | Partially Met | 3.57 | 1.79 | Under updation -https://www.repcobank.com/ |
| 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 | Partially Met | 14.29 | 7.15 | Maintained manually |
| 4.6 .2 | Details of appeals received and orders issued | Partially Met | 14.29 | 7.15 | Maintained manually |
| 4.7 | Replies to questions asked in the parliament[Section 4(1)(d)(2)] |  |  |  |  |
| 4.7.1 | Details of questions asked and replies given | Not Applicable |  | 0 | empty |
| Total |  |  | 146 | 123 |  |
| 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.repcobank.com/ pio.php |
| 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 | Under updation - https://www .repcobank.com/pio.php |
| 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 | empty |


| Sr. No | Details of disclosure | Category | Marks | Obtained Mark | Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | Partially Met | 20 | 10.00 | Under updation - https://www .repcobank.com/rti_act.php |
| 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 | Partially Met | 20 | 10.00 | Under updation - https://www .repcobank.com/rti_act.php |
| Total |  |  | 80 | 50 |  |
| 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 | https://www.repcobank.com/ |
| 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 | Not Applicable0 |  | 0 empty |  |
| 6.2.2 | Does the website show the certificate on the Website? | Not Applicable0 |  | 0 empty |  |
| Total |  |  | $25 \quad 25$ |  |  |
| Grand Total |  |  | 483 | 423 |  |

