

Self appraisal report for Year (2021-22)

Auditor Agency: National Productivity Council

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Industrial Policy & Promotion

Public Authority Name: Office of the Controller General of Patents, Designs and Trade Marks

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	http://www.ipindia.nic.in/contact-us.htm	Fully Met	1.28	http://www.ipindia.nic.in/contact-us.htm
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://www.ipindia.nic.in/contact-us.htm	Fully Met	1.28	http://www.ipindia.nic.in/contact-us.htm
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.ipindia.nic.in/vision-mission-rg.htm http://www.ipindia.nic.in/vision-mission-tm.htm http://www.ipindia.nic.in/vision-patent.htm http://www.ipindia.nic.in/vision-mission-gi.htm	Fully Met	1.28	http://www.ipindia.nic.in/vision-mission-rg.htm http://www.ipindia.nic.in/vision-mission-tm.htm http://www.ipindia.nic.in/vision-patent.htm http://www.ipindia.nic.in/vision-mission-gi.htm
1.1.4	Function and duties	Fully Met	1.28	1.28	http://www.ipindia.nic.in/vision-mission-gi.htm	Fully Met	1.28	http://www.ipindia.nic.in/vision-mission-gi.htm

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ndia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organization al_Structure_of_office_of_CGPDTM.pdf http://www.ipindia.nic.in/workflow-chart.htm			ndia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organization al_Structure_of_office_of_CGPDTM.pdf http://www.ipindia.nic.in/workflow-chart.htm
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organization al_Structure_of_office_of_CGPDTM.pdf http://www.ipindia.nic.in/workflow-chart.htm	Fully Met	1.28	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organization al_Structure_of_office_of_CGPDTM.pdf http://www.ipindia.nic.in/workflow-chart.htm
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	http://www.ipindia.nic.in/history-of-indian-patent-system.htm https://ipindia.gov.in/writeread	Fully Met	1.28	http://www.ipindia.nic.in/history-of-indian-patent-system.htm https://ipindia.gov.in/writeread

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					<p>data/Portal/Images/pdf/1959-Justice_N_R_Ayyangar_committee_report.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2006-2009_National_Knowledge_Commission_Report_including_recommendation_in_IPR.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2008-Department_related_Parliamentary_Standings_Committee_Report.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2008-Justice_Allah_Rahman_Committee</p>			<p>data/Portal/Images/pdf/1959-Justice_N_R_Ayyangar_committee_report.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2006-2009_National_Knowledge_Commission_Report_including_recommendation_in_IPR.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2008-Department_related_Parliamentary_Standings_Committee_Report.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2008-Justice_Allah_Rahman_Committee</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_Report-new.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2016-National_IPR_Policy-2016__English_and_Hindi.pdf			_Report-new.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/2016-National_IPR_Policy-2016__English_and_Hindi.pdf
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	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf
1.2.3	Rules/ orders under which powers and duty are	Fully Met	1.54	1.54	http://www.ipi	Fully Met	1.54	http://www.ipi

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	derived and				ndia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf			ndia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf
1.2.4	Exercised	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf
1.2.5	Work allocation	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf	Fully Met	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_i_ii_iii_iv_Organizational_Structure_of_office_of_CGPDTM.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writ	Fully Met	1.54	http://www.ipindia.nic.in/writ

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1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf	Fully Met	1.54	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://ipindia.gov.in/acts-patents.htm https://ipindia.gov.in/rules-patents.htm https://ipindia.gov.in/manual-patents.htm https://ipindia.gov.in/guidelines-patents.htm https://ipindia.gov.in/acts-	Fully Met	1.54	https://ipindia.gov.in/acts-patents.htm https://ipindia.gov.in/rules-patents.htm https://ipindia.gov.in/manual-patents.htm https://ipindia.gov.in/guidelines-patents.htm https://ipindia.gov.in/acts-

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					https://ipindia.gov.in/rules-designs.htm https://ipindia.gov.in/manual-designs.htm https://ipindia.gov.in/guidelines-tm.htm https://ipindia.gov.in/acts-rules-tm.htm https://ipindia.gov.in/Rules-trademark.htm https://ipindia.gov.in/manual-tm.htm https://ipindia.gov.in/guidelines-gi.htm https://ipindia.gov.in/acts-gi.htm https://ipindia.gov.in/manual-gi.htm https://ipindia.gov.in/resources.htm #Manuals			https://ipindia.gov.in/rules-designs.htm https://ipindia.gov.in/manual-designs.htm https://ipindia.gov.in/guidelines-tm.htm https://ipindia.gov.in/acts-rules-tm.htm https://ipindia.gov.in/Rules-trademark.htm https://ipindia.gov.in/manual-tm.htm https://ipindia.gov.in/guidelines-gi.htm https://ipindia.gov.in/acts-gi.htm https://ipindia.gov.in/manual-gi.htm https://ipindia.gov.in/resources.htm #Manuals
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writ	Fully Met	1.54	http://www.ipindia.nic.in/writ

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					ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf			ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf	Fully Met	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf	Fully Met	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Portal/Images/pdf/4_1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Por	Fully Met	1.54	http://www.ipi ndia.nic.in/writ ereaddata/Por

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1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://ipindiaonline.gov.in/epatentfiling/goForLogin/doLogin https://pct.wipo.int/ePCT/ https://ipindiaonline.gov.in/trademarkfiling/user/frmLoginNew.aspx https://ipindiaonline.gov.in/eGIR/Login/LoginNew.aspx https://ipindiaonline.gov.in/eDesign/goForLogin/doLogin https://ipindiaonline.gov.in/eAgentfiling/goForLogin/doLogin	Fully Met	1.54	https://ipindiaonline.gov.in/epatentfiling/goForLogin/doLogin https://pct.wipo.int/ePCT/ https://ipindiaonline.gov.in/trademarkfiling/user/frmLoginNew.aspx https://ipindiaonline.gov.in/eGIR/Login/LoginNew.aspx https://ipindiaonline.gov.in/eDesign/goForLogin/doLogin https://ipindiaonline.gov.in/eAgentfiling/goForLogin/doLogin
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	http://www.ipindia.nic.in/writ	Fully Met	1.54	http://www.ipindia.nic.in/writ

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					ereaddata/Portal/Images/pdf/4__1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf			ereaddata/Portal/Images/pdf/4__1__b__i__ii__iii__iv__Organization al_Structure_of_office_of_C GPDTM.pdf
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://www.ipindia.nic.in/right-to-information.htm http://www.pgportal.gov.in/	Fully Met	1.54	http://www.ipindia.nic.in/right-to-information.htm http://www.pgportal.gov.in/
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://ipindia.gov.in/acts-patents.htm https://ipindia.gov.in/rules-patents.htm https://ipindia.gov.in/manual-patents.htm https://ipindia.gov.in/guidelines-patents.htm https://ipindia.gov.in/acts-designs.htm https://ipindia.gov.in/rules-	Fully Met	1.92	https://ipindia.gov.in/acts-patents.htm https://ipindia.gov.in/rules-patents.htm https://ipindia.gov.in/manual-patents.htm https://ipindia.gov.in/guidelines-patents.htm https://ipindia.gov.in/acts-designs.htm https://ipindia.gov.in/rules-

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1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_	Fully Met	1.92	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_

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1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://www.ipi ndia.nic.in/writ ereaddata/Por tal/Images/pdf /4__1__b__ v__vi__xiv__x v_-_Dolicy__f acilities_to_th e_public_1.pd f	Fully Met	1.92	http://www.ipi ndia.nic.in/writ ereaddata/Por tal/Images/pdf /4__1__b__ v__vi__xiv__x v_-_Dolicy__f acilities_to_th e_public_1.pd f
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://ipindia. gov.in/writere addata/Portal/ Images/pdf/20 052022__Tra nsfer_Deputat ion_Order_Pa tent_Office__ Since_2015.p df https://ipindi a.gov.in/writer eaddata/Porta l/Images/pdf/2 0052022Trans fer_Deputatio n_Orders_Tra demarks_Regi	Fully Met	1.92	https://ipindia. gov.in/writere addata/Portal/ Images/pdf/20 052022__Tra nsfer_Deputat ion_Order_Pa tent_Office__ Since_2015.p df https://ipindi a.gov.in/writer eaddata/Porta l/Images/pdf/2 0052022Trans fer_Deputatio n_Orders_Tra demarks_Regi

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					stry__Since_2016.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Transfer_Policy_for_Group__A__amp;__B__officers_of_Trade_Mark_Registry__amp;__Geographical_Indications.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/OFFICE_MEMORANDUM.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_15_of_2021_Sensitive_Posts_0001.pdf			stry__Since_2016.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Transfer_Policy_for_Group__A__amp;__B__officers_of_Trade_Mark_Registry__amp;__Geographical_Indications.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/OFFICE_MEMORANDUM.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_15_of_2021_Sensitive_Posts_0001.pdf
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	http://www.ipindia.nic.in/writereaddata/Port	Fully Met	3.85	http://www.ipindia.nic.in/writereaddata/Port

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					tal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf			tal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf	Fully Met	3.85	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.2	Composition	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.3	Dates from which constituted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.4	Term/ Tenure	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.5	Powers and functions	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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://ipindia.gov.in/writereaddata/Portal/	Fully Met	3.85	https://ipindia.gov.in/writereaddata/Portal/

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					<p>Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf https://ipindia.gov.in/writereaddata/Portal/Images/p</p>			<p>Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf https://ipindia.gov.in/writereaddata/P</p>

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					df/Employees_details_of_Officers_and_Staff_RGNIIPM.pdf			df/Employees_details_of_Officers_and_Staff_RGNIIPM.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_TMR.pdf https://ipindia.gov.in/writereaddata/Portal/Imag	Fully Met	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.pdf https://ipindia.gov.in/writereaddata/Portal/Imag

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1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.pdf https://ipindia.gov.in/wri	Fully Met	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_Patent_14022022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Employees_details_of_Officers_and_Staff_copyright.pdf https://ipindia.gov.in/wri

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1.9.2	System of compensation as provided in its regulations	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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://ipindia.gov.in/writereaddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf	Fully Met	3.85	https://ipindia.gov.in/writereaddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					http://www.ipindia.nic.in/right-to-information.htm			http://www.ipindia.nic.in/right-to-information.htm
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://ipindia.gov.in/writeraddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf http://www.ipindia.nic.in/right-to-information.htm	Fully Met	3.85	https://ipindia.gov.in/writeraddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf http://www.ipindia.nic.in/right-to-information.htm
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	https://ipindia.gov.in/writeraddata/Portal/Images/pdf/New_Disciplinary_action_against_employees_as_on_12_08_2022.pdf	Fully Met	3.85	https://ipindia.gov.in/writeraddata/Portal/Images/pdf/New_Disciplinary_action_against_employees_as_on_12_08_2022.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://ipindia.gov.in/writeraddata/Portal/Images/pdf/New_Disciplinary_action_against_employees	Fully Met	3.85	https://ipindia.gov.in/writeraddata/Portal/Images/pdf/New_Disciplinary_action_against_employees

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URLs
					s_as_on_12_08_2022.pdf			s_as_on_12_08_2022.pdf
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Fully Met	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Fully Met	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/12082022_RTI_prog._at_RGN_IIPM_till_date.pdf	Partially Met	0.96	Partially Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/DOPT_guidel	Fully Met	1.92	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/DOPT_guidel

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ines_on_RTI.pdf http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/RTI_Act_&_Rules_as_amended.pdf http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/rti_logo_guidelines_english.pdf			ines_on_RTI.pdf http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/RTI_Act_&_Rules_as_amended.pdf http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/rti_logo_guidelines_english.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]	Fully Met	7.69	7.69	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/20052022_Transfer_Deputation_Order_Patent_Office_Since_2015.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/20052022Transfer_Deputation_Orders_Tra	Fully Met	7.69	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/20052022_Transfer_Deputation_Order_Patent_Office_Since_2015.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/20052022Transfer_Deputation_Orders_Tra

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					demarks_Registry__Since_2016.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Transfer_Policy_for_Group__A__amp;__B__officers_of_Trade_Mark_Registry__amp;__Geographical_Indications.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/OF FICE_MEMORANDUM.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_15_of_2021_Sensitive_Posts_0001.pdf			demarks_Registry__Since_2016.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Transfer_Policy_for_Group__A__amp;__B__officers_of_Trade_Mark_Registry__amp;__Geographical_Indications.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/OF FICE_MEMORANDUM.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Office_Order_15_of_2021_Sensitive_Posts_0001.pdf
Total			88	88		88	88	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Fully Met	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Fully Met	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf	Fully Met	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ages/pdf/BE_2022-23.pdf			ages/pdf/BE_2022-23.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Fully Met	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf	Fully Met	10.00	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf
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	For most of the programmes conducted by foreign organizations, the payment	Fully Met	16.67	For most of the programmes conducted by foreign organizations, the payment

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					is made through the Ministry of External Affairs. Payments made by MEA are reimbursed as and when the bills are raised. https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf			is made through the Ministry of External Affairs. Payments made by MEA are reimbursed as and when the bills are raised. https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_and_RE_2021-22.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/BE_2022-23.pdf
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_Foreign_travel14082022.pdf	Fully Met	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_Foreign_travel14082022.pdf
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any	Fully Met	16.67	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_Foreign_travel14082022.pdf	Fully Met	16.67	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_Foreign_travel14082022.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.				addata/Portal/Images/pdf/Information_related_Procurement.pdf			addata/Portal/Images/pdf/Information_related_Procurement.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	Not Applicable
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	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Applicable	0	Not Applicable
Total			100	100		100	100	
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 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	Fully Met	12.5	12.50	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf http://www.ipindia.nic.in/form-and-fees.htm https://ipindia.gov.in/form.htm http://www.ipindia.nic.in/forms-gi.htm http://www.ipindia.nic.in/form-and-fees-tm.htm	Fully Met	12.50	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4_1_b_v_vi_xiv_xv_-_Dolicy_facilities_to_the_public_1.pdf http://www.ipindia.nic.in/form-and-fees.htm https://ipindia.gov.in/form.htm http://www.ipindia.nic.in/forms-gi.htm http://www.ipindia.nic.in/form-and-fees-tm.htm
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day	Fully Met	12.5	12.50	https://ipindia.gov.in/latest-news.htm http://www.ipindia.nic.in/form-and-fees-tm.htm	Fully Met	12.50	https://ipindia.gov.in/latest-news.htm http://www.ipindia.nic.in/form-and-fees-tm.htm

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	<p data-bbox="212 164 884 316">& time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>				<p data-bbox="1400 164 1601 1441">://www.ipindia.nic.in/newsdetail.htm?505/Last+date+extended+to+31032019+for+sending+suggestions+on+Draft+Manual+of+Patent+Office+Practice+and+Procedure+2019+published+by+Office+of+the+Controller+General+of+Patents+Designs+and+Trade+Marks http://www.ipindia.nic.in/newsdetail.htm?595/Suggestion+is+invited+from+stakeholders+in+regard+to+various+technical+issues+and+problems+with+regard+to+processing+of+trademar</p>			<p data-bbox="1960 164 2161 1441">://www.ipindia.nic.in/newsdetail.htm?505/Last+date+extended+to+31032019+for+sending+suggestions+on+Draft+Manual+of+Patent+Office+Practice+and+Procedure+2019+published+by+Office+of+the+Controller+General+of+Patents+Designs+and+Trade+Marks http://www.ipindia.nic.in/newsdetail.htm?595/Suggestion+is+invited+from+stakeholders+in+regard+to+various+technical+issues+and+problems+with+regard+to+processing+of+trademar</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>k+applications ++Forms+by+ Trade+Marks +Registry http: //www.ipindia. nic.in/manuals .htm?Album_7 3/Stakeholder s+Meetings+o n+Draft+Manu al+of+Patent+ Practice+and+ Procedure htt p://www.ipindi a.nic.in/tender detail.htm?19 4/Extension+o f+Date+of+Su bmission+of+ Request+for+ Proposal+RF P+for+Making +use+of+Artifi cial+Intelligen ce+in+Patent+ Processing+s ystem+of+IPO Regular meetings are held with stakeholders. https://ipindia.</p>			<p>k+applications ++Forms+by+ Trade+Marks +Registry http: //www.ipindia. nic.in/manuals .htm?Album_7 3/Stakeholder s+Meetings+o n+Draft+Manu al+of+Patent+ Practice+and+ Procedure htt p://www.ipindi a.nic.in/tender detail.htm?19 4/Extension+o f+Date+of+Su bmission+of+ Request+for+ Proposal+RF P+for+Making +use+of+Artifi cial+Intelligen ce+in+Patent+ Processing+s ystem+of+IPO Regular meetings are held with stakeholders. https://ipindia.</p>

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gov.in/newsdetail.htm?767/			gov.in/newsdetail.htm?767/
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Fully Met	16.67	16.67	https://ipindia.gov.in/latest-news.htm	Fully Met	16.67	https://ipindia.gov.in/latest-news.htm
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which	Fully Met	16.67	16.67	https://ipindia.gov.in/latest-	Fully Met	16.67	https://ipindia.gov.in/latest-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	affect public to make the process more interactive - Outline the Public consultation process				news.htm			news.htm
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	Fully Met	16.67	16.67	https://ipindia.gov.in/latest-news.htm	Fully Met	16.67	https://ipindia.gov.in/latest-news.htm
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	http://www.ipindia.nic.in/index.htm Information is disseminated widely through our website in such form and manner which is easily accessible to the public http://ipindia.gov.in/journal.htm https://ipindia.gov.in/annual-reports-ipo.htm https://ipindia.gov.in/CG's-Newsletter.htm https://ipindia.gov.in/e-gateways.htm https://ipindia.gov.in/e-gateways.htm	Fully Met	50.00	http://www.ipindia.nic.in/index.htm Information is disseminated widely through our website in such form and manner which is easily accessible to the public http://ipindia.gov.in/journal.htm https://ipindia.gov.in/annual-reports-ipo.htm https://ipindia.gov.in/CG's-Newsletter.htm https://ipindia.gov.in/e-gateways.htm

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					a.gov.in/writer eaddata/Porta l/Images/pdf/P ENDENCY_R EPORT_IN_T HE_OFFICE_ OF_CGPDTM _31-07-2022. pdf https://ipin dia.gov.in/writ ereaddata/Port al/Images/pdf /PERFORMA NCE_OF_INT ELLECTUAL_ PROPERTY_ OFFICE_2020 -21.pdf			a.gov.in/writer eaddata/Porta l/Images/pdf/P ENDENCY_R EPORT_IN_T HE_OFFICE_ OF_CGPDTM _31-07-2022. pdf https://ipin dia.gov.in/writ ereaddata/Port al/Images/pdf /PERFORMA NCE_OF_INT ELLECTUAL_ PROPERTY_ OFFICE_2020 -21.pdf
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	http://www.ipi ndia.nic.in/res ources.htm#G uidelines http:/ /www.ipindia.n ic.in/writeread data/Portal/Im ages/pdf/4__1 __b__v__vi __xiv__xv_-_ Dolicy__faciliti es_to_the_pu blic_1.pdf	Fully Met	25.00	http://www.ipi ndia.nic.in/res ources.htm#G uidelines http:/ /www.ipindia.n ic.in/writeread data/Portal/Im ages/pdf/4__1 __b__v__vi __xiv__xv_-_ Dolicy__faciliti es_to_the_pu blic_1.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes, available in library at all Office locations.	Fully Met	25.00	Yes, available in library at all Office locations.
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	http://www.ipindia.nic.in/annual-reports-ipo.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy_facilities_to_the_public_1.pdf	Fully Met	25.00	http://www.ipindia.nic.in/annual-reports-ipo.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy_facilities_to_the_public_1.pdf
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
Total			200	200		200	200	
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	https://ipindia.gov.in/index.htm	Fully Met	14.29	https://ipindia.gov.in/index.htm
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	contents of website available in Hindi also http://www.ipindia.nic.in/index-	Fully Met	14.29	contents of website available in Hindi also http://www.ipindia.nic.in/index-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					hi.htm			hi.htm
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	Information on website is updated on a regular basis Last updated on 15/08/2022	Fully Met	28.57	Information on website is updated on a regular basis Last updated on 15/08/2022
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	http://www.ipindia.nic.in/index.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf	Fully Met	9.52	http://www.ipindia.nic.in/index.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://www.ipindia.nic.in/index.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf	Fully Met	9.52	http://www.ipindia.nic.in/index.htm http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/4__1__b__v__vi__xiv__xv_-_Dolicy__facilities_to_the_public_1.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	blic_1.pdf http://www.ipindia.nic.in/index.htm	Fully Met	9.52	blic_1.pdf http://www.ipindia.nic.in/index.htm
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	http://www.ipindia.nic.in/index.htm	Fully Met	7.14	http://www.ipindia.nic.in/index.htm
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.ipindia.nic.in/e-gateways.htm#public-search	Fully Met	7.14	http://www.ipindia.nic.in/e-gateways.htm#public-search
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	9:30 AM- 6 PM	Fully Met	7.14	9:30 AM- 6 PM
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://www.ipindia.nic.in/e-gateways.htm#public-search	Fully Met	7.14	http://www.ipindia.nic.in/e-gateways.htm#public-search
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	Grievances registered through PG Portal- http://www.pgportal.gov.in/ are duly addressed. Grievances related to RTI matters are addressed by First Appellate Authority,	Fully Met	3.57	Grievances registered through PG Portal- http://www.pgportal.gov.in/ are duly addressed. Grievances related to RTI matters are addressed by First Appellate Authority,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					details of which are given on the website at: http://www.ipindia.nic.in/right-to-information.htm http://www.ipindia.nic.in/right-to-information.htm http://www.pgpportal.gov.in			details of which are given on the website at: http://www.ipindia.nic.in/right-to-information.htm http://www.ipindia.nic.in/right-to-information.htm http://www.pgpportal.gov.in
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf	Fully Met	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf
4.5.3	List of completed schemes/ projects/ Programmes	Not Met	3.57	0	empty	Not Met	0	Not Met
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/List_of_Scheme_Projects.pdf	Fully Met	3.57	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/List_of_Scheme_Projects.pdf
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	Not Met
4.5.6	Annual Report	Fully Met	3.57	3.57	http://www.ipi	Fully Met	3.57	http://www.ipi

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ndia.nic.in/annual-reports-ipo.htm			ndia.nic.in/annual-reports-ipo.htm
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/Final_FREQUENTLY_ASKED_QUESTIONS_-PATENT.pdf http://www.ipindia.nic.in/faq-designs.htm https://ipindia.gov.in/faq-tm.htm	Fully Met	3.57	http://www.ipindia.nic.in/writereaddata/Portal/Images/pdf/Final_FREQUENTLY_ASKED_QUESTIONS_-PATENT.pdf http://www.ipindia.nic.in/faq-designs.htm https://ipindia.gov.in/faq-tm.htm
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	Not Met	3.57	0	empty	Not Met	0	Not Met
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	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf	Fully Met	14.29	https://ipindia.gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://ipindia.	Fully Met	14.29	https://ipindia.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf			gov.in/writereaddata/Portal/Images/pdf/RTI_Quarterly_Return_Report100822.pdf
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	0	empty	Not Applicable	0	Not Applicable
Total			171	161		171	161	
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	http://www.ipindia.nic.in/right-to-information.htm https://ipindia.gov.in/writereaddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_old_CPIO_CAPIO_06.07.2022.pdf	Fully Met	20.00	http://www.ipindia.nic.in/right-to-information.htm https://ipindia.gov.in/writereaddata/Portal/Images/Details_of_CPIO_FAA_as_on_06.07.2022.pdf https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Details_of_old_CPIO_CAPIO_06.07.2022.pdf
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	National Productivity Council (NPC)	Fully Met	20.00	National Productivity Council (NPC)

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					entrusted with the task and audit process for FY 2020-21 is going on. Audit report of 2018-19 and 2019-20 is uploaded on the website. https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Audit_Report_for_Office_of_CG_PDTM_for_RT_I_Third_Party_Audit_of_suo_moto_disclosure_under_section_4b_of_RTI_Act_2005.pdf			entrusted with the task and audit process for FY 2020-21 is going on. Audit report of 2018-19 and 2019-20 is uploaded on the website. https://ipindia.gov.in/writereaddata/Portal/Images/pdf/Audit_Report_for_Office_of_CG_PDTM_for_RT_I_Third_Party_Audit_of_suo_moto_disclosure_under_section_4b_of_RTI_Act_2005.pdf
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	Ms. Poonam Singh, Director, O/o CGPDTM appointed as Nodal Officer on 08.01.2020	Fully Met	20.00	Ms. Poonam Singh, Director, O/o CGPDTM appointed as Nodal Officer on 08.01.2020

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					http://www.ipindia.nic.in/right-to-information.htm			http://www.ipindia.nic.in/right-to-information.htm
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	Not Met
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	Not Applicable	0	0	empty	Not Met	0	Not Met
Total			60	60		100	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							
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://ipindia.gov.in/index.htm http://www.ipindia.nic.in/right-to-information.htm Details related to technical matters, Patents, Designs, TM, GI etc (published applications) are available on the website so that public	Fully Met	25.00	https://ipindia.gov.in/index.htm http://www.ipindia.nic.in/right-to-information.htm Details related to technical matters, Patents, Designs, TM, GI etc (published applications) are available on the website so that public

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	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 Met	12.5	0	empty	Not Met	0	Not Met
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	Not Met
Total			50	25		50	25	
Grand Total			670	634		710	633	