

Self appraisal report for Year (2025-26)

Auditor Agency: Pradeep Kumar L(Sushma Swaraj Institute of Foreign Services, Ministry of External Affairs.)

Ministry Name: Ministry of External Affairs

Department Name:

Public Authority Name: High Commission of India, Suva, Fiji islands

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://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	0.64	Partially Available
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.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	0.64	Partially Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.92	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.92	Available
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.92	Available
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	0.96	Partially Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	1.54	Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	2.60	Available
1.5.2	List of Acts, rules, regulations,	Fully Met	2.6	2.60	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	2.60	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	instructions, manuals and records.				age/right-to-information/				
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Fully Met	2.60	Available
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.indianfiji.gov.in/p age/right-to-information/	empty	Fully Met	3.85	Available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Met	0	Not Available
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.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.2	Composition	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	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://www.indianfiji.gov.in/p age/right-to-information/	empty	Fully Met	3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Fully Met	3.85	Available
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	Fully Met	3.85	3.85	https://www.indianfiji.gov.in/p	empty	Fully Met	3.85	Available

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Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	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://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	AvNot Available ailable
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	empty	empty	Not Met	0	Not Available
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
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.	Partially Met	10	5.00	https://www.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	5.00	Partially Available
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://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
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,	Not Applicable	0	0	empty	empty	Not Met	0	Not Available

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	(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	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	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	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	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	empty	Not Applicable	0	Not Applicable

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	Not Applicable
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	Fully Met	50.00	Available
Total			60	55			140	55	
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	Not Applicable
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	Not Applicable
3.1.3	Public- Private Partnerships (PPP)-	Not Applicable	0	0	empty	empty	Not Applicable	0	Not Applicable

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	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	Not Applicable
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Not Applicable
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Not Applicable
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	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 Appli cable	0	0	empty	empty	Not Appli cable	0	Not Applicable
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Appli cable	0	0	empty	empty	Not Appli cable	0	Not Applicable
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	Not Applicable
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	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	Fully Met	16.67	16.67	https://www.indianfiji.gov.in/p age/right-to-information/	empty	Not Appli cable	0	Not Applicable

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.1.1	Hindi	Fully Met	9.52	9.52	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
4.1.2	English	Fully Met	9.52	9.52	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	28.57	Available
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.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	9.52	Available
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://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	7.14	Available
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	7.14	Available
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	7.14	Available
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://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	4.10	Available
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Applicable	0	Not Applicable
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	4.1	4.10	https://www.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	2.05	Partially Met
4.5.5	Annual Report	Fully Met	4.1	4.10	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	4.10	Available
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://www.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	2.05	Partially Available
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://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
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://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	14.29	Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	14.29	Available
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	Not Applicable	0	Not Applicable
Total			172	172			163	155	
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.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	10.00	Partially Available
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	https://www.indianfiji.gov.in/page/right-to-information/	empty	Fully Met	20.00	Available
5.1.3	Appointment of Nodal Officers not	Not Applicable	0	0	empty	empty	Not Met	0	Not Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	URL	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	cable							
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	Not Applicable	0	Not Applicable
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	empty	Not Applicable	0	Not Applicable
Total			40	40			60	30	
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.indianfiji.gov.in/page/right-to-information/	empty	Partially Met	12.50	Partially Available
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, Public Grievance and Pensions, Govt. Of India)								
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://www.indianfiji.gov.in/page/right-to-information/	empty	Not Met	0	Not Available
Total			50	50			50	13	
Grand Total			569	564			630	459	