

Self appraisal report for Year (2020-21)

Ministry Name: Ministry of Law & Justice

Department Name: Department of Legal Affairs

Public Authority Name: Branch Sectt. Kolkata

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	http://legalaffairs.gov.in
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://legalaffairs.gov.in
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://legalaffairs.gov.in
1.1.4	Function and duties	Fully Met	1.28	1.28	http://legalaffairs.gov.in
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://legalaffairs.gov.in
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				
1.2	Power and duties of its officers and employees[Section 4(1) (b)(iii)]				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	http://legalaffairs.gov.in . Also, as defined in CCS(CCA) Rules and CCS(Conduct) Rules
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.2.3	Rules/ orders under which powers and duty are derived and Exercised	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.2.4		Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.2.5	Work allocation	Fully Met	1.54	1.54	http://legalaffairs.gov.in
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://legalaffairs.gov.in
1.3.2	Final decision making authority	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	http://legalaffairs.gov.in

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1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	http://legalaffairs.gov.in
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://legalaffairs.gov.in
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	http://legalaffairs.gov.in
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://legalaffairs.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	http://legalaffairs.gov.in
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://legalaffairs.gov.in
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://legalaffairs.gov.in
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	http://legalaffairs.gov.in
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://legalaffairs.gov.in
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://legalaffairs.gov.in
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 Applicable0	0	0	empty
1.7.2	Composition	Not Applicable0	0	0	empty
1.7.3	Dates from which constituted	Not Applicable0	0	0	empty
1.7.4	Term/ Tenure	Not Applicable0	0	0	empty
1.7.5	Powers and functions	Not Applicable0	0	0	empty
1.7.6	Whether their meetings are open to the public?	Not Applicable0	0	0	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable0	0	0	empty
1.7.8	Place where the minutes if open to the public are available?	Not Applicable0	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	http://legalaffairs.gov.in
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://legalaffairs.gov.in
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	Not Applicable0	0	0	empty
1.9.2	System of compensation as provided in its regulations	Not Applicable0	0	0	empty
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]				
10.1	Name and designation of the public information officer (PIO), Assistant	Fully Met	3.85	3.85	http://legalaffairs.gov.in