

Self appraisal report for Year (2020-21)

Ministry Name: Ministry of Agriculture

Department Name: Department of Agriculture & Cooperation

Public Authority Name: National Seeds Corporation Ltd.

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	National Seeds Corporation Limited, Beej Bhawan, Pusa Complex, New Delhi-110012.
1.1.2	Head of the organization	Fully Met	1.28	1.28	Shri V.K. Gaur, Chairman cum Managing Director
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Uploaded on the website i.e. https://www.indiaseeds.com/citizen-charter.html
1.1.4	Function and duties	Fully Met	1.28	1.28	Available on the website at https://www.indiaseeds.com/duties.html
1.1.5	Organization Chart	Fully Met	1.28	1.28	Available on the website at https://www.indiaseeds.com/organisationalchart.html
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	Any material information is uploaded on the website from time to time.
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	Duties and responsibilities of employees are uploaded on the website of Corporation at

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					https://www.indiaseeds.com/dutyres.html
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Details are uploaded on the website as mentioned in 1.2.1
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	The HR rules are available on the website at https://www.indiaseeds.com/hrrules.html .
1.2.4	Exercised	Fully Met	1.54	1.54	Fully Met.
1.2.5	Work allocation	Fully Met	1.54	1.54	Fully Met.
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	Fully Met. (However, not specifically available on website.)
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Fully Met.(As per the provision of applicable laws, rules and guidelines)
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Fully Met.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Fully Met. (As prescribed in the applicable laws, rules and guidelines)
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Fully Met
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	Fully met
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Fully Met.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Fully Met
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Fully Met. (As prescribed in the applicable laws, rules and guidelines)
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Fully Met. The process is already available on the

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					website and through CPGRAM. Moreover, there is a Complaint Box in all the Units and Head Office. (CPGRAM is only for Ministries, Departments, States and Uts, not for PSUs).
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	Fully Met
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Fully Met
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Fully Met. Available on the website of the Corporation.
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	Fully Met. Available on the website of the Corporation at https://www.indiaseeds.com/hrrules.html
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	Fully Met. The published public documents in relation to NSC and the documents referred to above in the points foregone are available on the website of the Corporation. Land documents are available on the GLIS portal of GOI. Certain documents which are confidential in nature are kept by the Corporation under safe custody under supervision of the Officers

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					concerned.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Fully met. The documents are kept under the custody of Unit Heads/HODs and Officials in charge.
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	Fully Met. 1. Board of Directors, Audit Committee, Nomination and Remuneration Committee, 1st Tier CSR and Sustainability Committee of the Board of Directors under the provisions of the Companies Act, 2013. 2. Other Committees under the applicable rules and regulations.
1.7.2	Composition	Fully Met	0.96	0.96	Fully Met as per the applicable provisions.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Fully Met. These are the continuing bodies and were constituted as per the applicable provisions. In case of Board of Directors of the Company it was constituted since incorporation of organisation and other Committees have been constituted on need basis from time to time.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Fully Met as prescribed

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					under the applicable guidelines.
1.7.5	Powers and functions	Fully Met	0.96	0.96	Fully met. In respect of Board of Directors, the various powers have been delegated by the Articles of Association as well as under the Companies Act subject to changes from time to time. In respect of Committees of Directors, powers are assigned by the Board of Directors and under the applicable laws, rules and guidelines.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Fully Met. In regard to the Shareholders Meeting, Minutes are opened to the General Public as per the Companies Act, 2013. In regard to the Board and other Committee Meetings, these are available only to persons specified under the Companies Act, 2013 and Rules thereunder. (As per provisions of Act, the Minutes shall be opened for inspection only to the members of the Company).
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Fully Met. The above

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					Minutes are available at Registered Office of the Corporation.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	Fully Met	3.85	3.85	Fully Met.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Fully Met.
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	Fully Met.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Fully Met the rules and regulations are uploaded on the website of the Company.
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	Fully Met.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Fully Met.
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	Fully Met.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Fully Met, details are disclosed in the Annual report of the Corporation.
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	Fully Met	1.92	1.92	Fully met. Training programmes conducted from time to time. Besides,periodic lecture is condcted for Unit Heads, HODs and CPIOs/APIOs in every Regional Managers Conference held every year. Moreover, all the new recruitees are also imparted

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					with training.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Fully Met.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Fully Met.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Fully Met.
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	Fully met. Policies are uploaded on the website under Human Resource section.
Total			99	99	
2	Budget and Programme				
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]				
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	The budget estimates for the Financial Year 2019-20: (I) Total revenue Rs. 122392.94 Lakhs. (II) Total Expense Rs. 112717.43 Lakhs (III) Total CAPEX Rs. 11727.50 Lakhs (IV) PBT Rs. 9675.51 Lakhs
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Fully Met. The Budget is consolidated for all the Units and Head Office of the Corporation.
2.1.3	Proposed expenditures	Fully Met	10	10.00	Proposed expenditure for the F.Y. 2019-20 is Rs. 110673.66 Lakhs.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	The consolidated revised Budget for the F.Y. 2019-20 are as under (Rs. in Lakhs) (I) Total revenue Rs. 115150.75 (II) Total

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					Expenses Rs. 110673.66 (III) Total CAPEX Rs. 4018.77 and (IV) PBT Rs. 4477.09.
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	empty
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	Fully Met. NSC is a commercial organization, therefore, only need base business tours are undertaken by the Functional Directors and Heads of Divisions in a year. Hence no budget for Foreign Exchange is made out.
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	During financial year 2019-20, the following Foreign Exchange have been incurred by NSC: 1. Foreign Travel Rs. 4.11 Lakhs and 2. Membership Fee Rs. 4.47 Lakhs. Total foreign exchange outflow is Rs. 8.58 Lakhs. Note: The details of Foreign exchange of earnings and outgo are inserted in the Annual Report of NSC every year which is uploaded on the website of the Corporation.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the	Fully Met	16.67	16.67	Fully Met.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	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.				
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Fully Met. However NSC is only a nodal agency and subsidy programmes are executed by the Administrative Ministry.
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Fully Met.
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Fully Met.
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Fully Met.
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	Fully Met.
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	Fully Met.
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	Fully Met.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	Fully Met.
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
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	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	25.00	Fully met. NSC is being granted subsidies for boosting production of Seeds and distribution thereof to the Growers and Farmers, the details of such Schemes are available on the website of the Corporation.
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility	Not Applicable	0	0	empty

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	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				
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.	Fully Met	50	50.00	Fully met. This is forming part of Annual Report of NSC, which is uploaded on the website of the Corporation.
Total			215	215	
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	Fully met. (i) NSC is a Government of India Undertaking incorporated under the Companies Act, 1956. Its Memorandum and Articles of Association are available on the website. (ii) As per the Companies Act, 2013, NS C has been pursuing its CSR Policy which is available on the website of the Corporation (iii) The Annual Report of NSC is uploaded every year on the website of the Corporation. (iv) All Notices for recruitment, tenders, EOI and other general Notices

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					including AGM etc. are uploaded on the website. (v) Other Notices, Common Notification, Circulars, Instructions etc. are uploaded on the website of the Corporation for information of the general public and other concerned.
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	Internal Policies of NSC are formulated by the Corporation are in accordance with the applicable laws, rules, regulations and guidelines issued in thse respect by the GOI with the prior approval of the Board of Directors and Competent Authority.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	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	0	empty
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty
3.1.10	Public- private partnerships (PPP) - The process of the selection of the	Not Applicable	0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	private sector party (concessionaire etc.)				
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]				
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	As elaborated in para 3.1
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	As elaborated in para 3.1
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	As elaborated in para 3.1
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	The website of the Corporation is updated on regular basis with material information.
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	Fully met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Fully met
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	Everything available on the website of the Corporation is free of cost unless otherwise provided specifically.
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Everything available on the website of the Corporation is free of cost unless otherwise provided specifically.
Total			225	225	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
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	The website of Corporation is in bilingual format. Further the materials in English and Hindi languages are uploaded on the website from time to time.
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	The website of Corporation is in bilingual format. Further the materials in English and Hindi languages are uploaded on the website from time to time.
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	The information available on the website updated from time to time as and when required.
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	All details as required under RTI Act, Companies Act and other applicable laws and guidelines of DPE.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Fully Met. As mentioned in para 3.1 are available on the website of the Corporation.
4.3.3	Location where available	Fully Met	9.52	9.52	Fully met. www.indiaseeds.com
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	Website, Head Office, Regional offices and Central

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					State Farms.
4.4.2	Details of information made available	Fully Met	7.14	7.14	Fully met. The information available on the website of the Corporation is available free of cost to all the citizen of India unless otherwise provided in the case where a specific fee is required.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Fully met. As available on the website of the Corporation.
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	List of CPIOs, APIOs are available on the website of Corporation i.e. https://www.indiaseeds.com/RTI/Chapters/C8RTI0419.pdf .
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	Fully met. Public can send their grievances on the Centralized Public Grievance Redressal And Monitoring System (CPGRAMS). The can also write letters to the CMD, Company Secretary and Chief Vigilance Officer about their grievances. They can also seek the reasons for non-redressal of their Grievance under RTI Act, 2005.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Fully met. Quarterly Returns are regularly submitted to

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					CIC online.
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Fully met. Already stated in the paras foregone.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Fully met. Already stated in the paras foregone.
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	0	empty
4.5.6	Annual Report	Fully Met	3.57	3.57	Fully met. This is made available on the website of the Corporation after the Shareholders adopt the documents at their Annual General Meeting.
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	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	Fully Met	3.57	3.57	Fully met. Available on the website of the Corporation.
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	Fully met. As per the quarterly report submitted with CIC.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Fully met. As per the quarterly report submitted with CIC.
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
Total			164	164	
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	Fully met. Available on the website of the Corporation.
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit	Not Applicable	0	0	empty

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	carried out , (b) Report of the audit carried out				
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	Available on the website of the Corporation.
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	Fully Met	20	20.00	Fully met. Every Divisional Heads and Unit Heads are updating the information relating to them which includes suo-moto disclosure.
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
Total			60	60	
6	Information Disclosed on own Initiative				
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information				
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	Fully met. Information is uploaded on the website of the Corporation.
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 Applicable	0	0	empty
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty
Total			25	25	
Grand Total			788	788	