

Self appraisal report for Year (2024-25)

Ministry Name: Ministry of Housing & Urban Affairs

Department Name:

Public Authority Name: Housing and Urban Development 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	1. www.hudco.org.in/About Us/Human Resource/Registered and Corporate Office 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i)
1.1.2	Head of the organization	Fully Met	1.28	1.28	1. www.hudco.org.in/Board of Directors 2. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i) Point 3
1.1.4	Function and duties	Fully Met	1.28	1.28	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i) Point 2
1.1.5	Organization Chart	Fully Met	1.28	1.28	1. www.hudco.org.in/About

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Us/Human Resource/Organogram
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	1. www.hudco.org.in/About Us 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i) 3. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities 4. www.hudco.org.in/Investors/Annual Report* 5. www.hudco.org.in/About Us/Human Resource/Delegation of Powers (* Annual Report 2023-24 is available in the HUDCO Website. Annual Report 2024-25 will be available following the AGM of HUDCO in the month of September, 2025)
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (ii) 2. www.hudco.org.in/About Us/Human Resource/Organogram 3. www.hudco.org.in/Contact

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Us/Directory 4. www.hudco.org.in/AboutUs/Human Resource/Key Officers with their Responsibilities
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (ii) 2. www.hudco.org.in/About Us/Human Resource/Organogram 3. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities 4. www.hudco.org.in/About Us/Human Resource/ Recruitment and Promotion Rules
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	1. www.hudco.org.in/Investors/Memorandum of Association and Articles of Association 2. www.hudco.org.in/About Us/Human Resource/Organogram 3. www.hudco.org.in/About Us/Human Resource/ Recruitment and Promotion Rules
1.2.4	Work allocation	Fully Met	1.92	1.92	1. www.hudco.org.in/About

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					Us/Human Resource/Organogram 2. www.hudco.org.in/AboutUs/Human Resource/Key Officers with their Responsibilities
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iii) 2. 2. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities 3. 3. www.hudco.org.in/About Us/Human Resource/Organogram
1.3.2	Final decision making authority	Fully Met	1.54	1.54	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iii) 2. 2. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities 3. 3. www.hudco.org.in/About Us/Human Resource/Organogram
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	1. www.hudco.org.in/Statutory Requirement/RTI/Section

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					4(1)(b) (iv)
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	1. MoU is signed with Ministry of Housing and Urban Affairs and monitored on regular basis. 2. www.hudco.org.in/About us/MoU with Parent Ministry
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	There is a functional organogram in HUDCO with defined level of performance and Supervision and there is a flowchart to monitor it. 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iii) 2. www.hudco.org.in/About Us/Human Resource/Organogram
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i) 2. www.hudco.org.in/About Us/Human Resource/Key Officers with their Responsibilities
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i)
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	1.

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					www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (i)
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	MoU is signed with Ministry of Housing and Urban Affairs and monitored on regular basis 1. www.hudco.org.in/About us/MoU with Parent Ministry
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	HUDCO is having Grievance Redressal Committee 1. www.hudco.org.in/Statutory Requirement/Grievances Redressal 2. www.hudco.org .in/Aboutus/Human Resource/ Sexual Harassment Grievances
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	All manual of HUDCO is available on line 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (v)
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	All manual of HUDCO is available on line 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	All manual of HUDCO is available on line 1. www.hudco.org.in/Statutory Requirement/RTI/Section

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					4(1)(b) (iv)
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	Process is defined in ISO Documents and system procedure maintained as per delegation 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	HUDCO is ISO 9001:2015 certified and documentation as per Delegation of Power 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (v) concerned department
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (viii) 2. www.hudco.org.in/Investors/Memorandum of Association and Articles of Association
1.7.2	Composition	Fully Met	0.96	0.96	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (viii) 2. www.hudco.org.in/Investors/Memorandum of Association and Articles of Association

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1.7.3	Dates from which constituted	Fully Met	0.96	0.96	HUDCO was established in year 1970 1. www.hudco.org.in/Investors/Annual Report
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	The term/Tenure of all position are available in Memorandum of Association and Articles of Association. 1. www.hudco.org.in/Investors/Annual Report 2. www.hudco.org.in/About Us/Human Resource/Recruitment and Promotion Rules
1.7.5	Powers and functions	Fully Met	0.96	0.96	1. www.hudco.org.in/Investors/Memorandum of Association and Articles of Association 2. www.hudco.org.in/Investors/Annual Report
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Meetings are not open to public as in the Board meeting business decision of sanctioning of loan to various category of the borrowers, terms and condition including Rate of Interest are taken which are of commercial confidence as HUDCO is in the financial market where there is stiff competition

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					amongst the lenders to grab the business. Therefore, disclosure of this information in general is exempted under Section 8(1)(d) of the RTI Act.
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	These are submitted to Statutory bodies like SEBI/ROC/NHB/RBI etc. Information pertaining to Commercial Confidence are exempted u/s 8(1)(d) of the RTI Act, 2005 as Business Decision of sanctioning of loan to various category of the borrowers, terms and condition including rate of interest etc. which are of commercial confidence as HUDCO is in the financial market where there is a stiff competition among the lenders to grab the business.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	These are maintained by Company Secretary, HUDCO 1. The minutes of the meeting are not open to public as in the Board meeting business decision of sanctioning of loan to various category of the borrowers, terms and condition including

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					Rate of Interest are taken which are of commercial confidence as HUDCO is in the financial market where there is stiff competition amongst the lenders to grab the business. Therefore, disclosure of this information in general is exempted under Section 8(1)(d) of the RTI Act. 2. www.hudco.org.in/Statutory Requirement/RTI/4(1)(c) List of items exempted from disclosure (Confidential) Point 4
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	Fully Met	3.85	3.85	1. www.hudco.org.in/About Us/Human Resource/Key Officers 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (ix)
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	1. www.hudco.org.in/About Us/Human Resource/Key Officers 2. www.hudco.org.in/ Homepage/Contact us
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section

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1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	4(1)(b) (x) HUDCO follow DPE guidelines 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (x)
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 Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	1. Shri Shailesh Prakash Tripathi, Sr. ED/FAA (Under the RTI Act) 2. Shri M R Sharma, GM(Law)/CPIO(Under the RTI Act) 3. 21 CAPIOs in Regional Office of HUDCO 4. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	1. www.hudco.org.in/Homepage/Contact us 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)				
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	The list is available on : www.hudco.org.in/Homepage/ Vigilance
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	The list is available on : www.hudco.org.in/Homepage/ Vigilance
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	Fully Met	1.92	1.92	HUDCO Conducts regular

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					education program through (Human Settlement Management Institute) HSMI 1. www.hudco.org.in/HSMI-Research and Training Wing/R&T Activities
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Enough Publicity is done through Stake Holders of HUDCO at All India Level. Circulars are issued and Emails are sent to stake Holders. 1. www.hudco.org.in/HSMI-Research and Training Wing/R&T Activities
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	HUDCO'S Training Institute Human Settlement Management Institute(HSMI) conduct regular programmes including on RTI matters. 1. www.hudco.org.in/HSMI-Research and Training Wing/R&T Activities
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	1 www.hudco.org.in/Statutory Requirements/RTI 2. www.hudco.org.in/HSMI-Research and Training Wing/R&T Activities
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	Transfer Policy and Transfer Orders are

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					available on : 1. www.hudco.org.in/Statutory Requirement/Policies/Transfer Policy 2. 2. www.hudco.org.in/About Us/Human Resource/Transfer Order
Total			100	100	
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xi) 2. 2. www.hudco.org.in/Invertors/Financial Results
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xi) 2. 2. www.hudco.org.in/Invertors/Financial Results
2.1.3	Proposed expenditures	Fully Met	10	10.00	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xi) 2. 2. www.hudco.org.in/Invertors/Financial Results
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xi) 2. 2. www.hudco.org.in/Invertors/Financial Results

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					4(1)(b) (xi) 2. www.hudco.org.in/Invertors/Financial Results
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	1. www.hudco.org.in/Investors/Annual Report 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xi) 3. www.hudco.org.in/Invertors/Financial Results
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.	Fully Met	10	10.00	Tenders posted by HUDCO on various portals only e-tenders through Gem Portal www.hudco.org.in/Tenders
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	1. www.hudco.org.in/Investors/Annual Report 2. www.hudco.org.in/Invertors/Financial Results
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	20	20.00	1. www.hudco.org.in/Investors/Annual Report 2. www.hudco.org.in/Invertors/Financial Results
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
2.3.2	Objective of the programme	Not Applicable	0	0	empty
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not 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	Not Applicable	0	0	empty
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
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	1. www.hudco.org.in/Investors/Annual Report 2. www.hudco.org.in/Investors/Annual Report - comments of CAG
Total			150	150	
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 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	Not Applicable	0	0	empty
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
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
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 private sector party (concessionaire etc.)	Not Applicable	0	0	empty
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	Not Applicable	0	0	empty
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	Not Applicable	0	0	empty
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	Not Applicable	0	0	empty
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	www.hudco.org.in
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	www.hudco.org.in
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	www.hudco.org.in Yes, it is available
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	yes, free of cost.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					www.hudco.org.in/homepage - Publications
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	Material can be obtained free of cost www.hudco.org.in/homepage - Publications from Public Relation Wing/Administration Wing
Total			150	150	
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	Hindi	Fully Met	9.52	9.52	Yes, www.hudo.org.in/homepage - Publications
4.1.2	English	Fully Met	9.52	9.52	Yes, www.hudo.org.in/homepage - Publications
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	Yes, www.hudo.org.in/homepage - Publications
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	Yes, www.hudo.org.in/homepage last updated on 16.05.2025
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv) 2. www.hudco.org.in/About us 3. www.hudco.org.in/Investor s/Annual Reports 4.

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					www.hudco.org.in/About Us/ MoU with Parent Ministry 5. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(d) Chapter B Quarterly Returns 6. www.hudco.org.in/Housing, Urban Infrastructure
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
4.3.3	Location where available	Fully Met	9.52	9.52	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv) 2. www.hudco.org.in/About us 3. www.hudco.org.in/Investor s/Annual Reports 4. www.hudco.org.in/About Us/ MoU with Parent Ministry 5. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(d) Chapter B Quarterly Returns 6. www.hudco.org.in/Housing, Urban Infrastructure
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	1. www.hudco.org.in/About us/Key Officers 2. www.hudco.org.in/About us/Management Team 3. www.hudco.org.in/Statutory

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Requirement/RTI/Section 4(1)(b) (iv)
4.4.2	Details of information made available	Fully Met	7.14	7.14	1. www.hudco.org.in/About us/Key Officers 2. www.hudco.org.in/About us/Management Team 3. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	1. www.hudco.org.in/About us/Key Officers 2. www.hudco.org.in/About us/Management Team 3. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	1. www.hudco.org.in/About us/Key Officers 2. www.hudco.org.in/About us/Management Team 3. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (iv)
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	www.hudco.org.in/Statutory Requirement/Grievances Redressal
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(d) Chapter B Quarterly Returns
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	List of completed Projects

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					and Schemes are viewed through below link 1. www.hudco.org.in/about us/Statistics 2. www.hudoc.org.in/homepage - Featured News 3. www.hudco.org.in/Investors/Annual Reports
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	Tenders posted by HUDCO on various portals only e-tenders through Gem Portal www.hudco.org.in/Tenders
4.5.5	Annual Report	Fully Met	4.1	4.10	1. www.hudco.org.in/Investors/Annual Reports 2. www.hudco.org.in/Invertors/Financial Results
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	1. www.hudco.org.in/Homepage- FAQs on HUDCO 2. www.hudco.org.in/Statutory Requirement/RTI/RTI Guidelines/FAQ on RTI
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	1. www.hudco.org.in/Statutory Requirement/Citizen Charter 2. www.hudco.org.in/Investors/Annual Reports 3. www.hudco.org.in/Investors/Financial Result 4. www.hudco.org.in/About Us/MoU with Parent Ministry
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	www.hudco.org.in/Statutory

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Requirement/RTI/Section 4(1)(d) Chapter B Quarterly Returns
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(d) Chapter B Quarterly Returns
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]				
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Parliament Questions as received from Ministry of Housing and Urban Affairs through email and replies are sent back to Ministry through email by Parliamentary Section, HUDCO Parliament questions pertaining to HUDCO (if any) can be viewed at Parliament website as under: www.sansad.in /Rajya Sabha/Questions under the head of Ministry of Housing and Urban Affairs www.sansad.in /Lok Sabha/Questions under the head of Ministry of Housing and Urban Affairs
Total			200	200	
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	The List of Current CPIO and FAA and Earlier CPIO and FAA are view through below

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					link 1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
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	Transparency Audit 2023-24 , 03.05.2024 www.hudco.org.in/Statutory Requirement/RTI/Transpare ncy Audit
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	1. 17.11.2016 Ms. Evelyne P Toppo DGM(P&A), Nodal Officer 2. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
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	04.09.2024 1. Shri S K Solanki, ED(Law)/ Transparency Officer 2. Shri S P Tripathi, Sr. ED/ FAA 3. Shri M R Sharma, GM(Law)/CPIO 4. Ms Evelyne P Toppo, DGM(P&A)/Nodal Officer 5. Shri Ramesh Chandra Bhagat Mgr.(IT) www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
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	Fully Met	20	20.00	04.09.2024 1. Shri S K Solanki, ED(Law)/ Transparency Officer 2. Shri S P Tripathi, Sr. ED/ FAA 3.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Shri M R Sharma, GM(Law)/CPIO 4. Ms Evelyne P Toppo, DGM(P&A)/Nodal Officer 5. Shri Ramesh Chandra Bhagat Mgr.(IT) www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi)
Total			100	100	
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	1. www.hudco.org.in/Statutory Requirement/RTI/Section 4(1)(b) (xvi) 2. www. Hudco.org.in/Index 3. www.hudco.org.in/Online RTI (for filing RTI)
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	HUDCO has already initiated the process of STQC Certification Audit of the Website which is in progress. Certificate shall be made available once the process is complete.
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	HUDCO has already initiated the process of STQC Certification Audit of the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					Website which is in progress. Certificate shall be made available once the process is complete.
Total			50	50	
Grand Total			750	750	