

Self appraisal report for Year (2024-25)

Auditor Agency: Debdipta Basu(Indian Rubber Materials Research Institute, Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi)

Ministry Name: Ministry of Shipping

Department Name: Department of Shipping

Public Authority Name: Cochin Port Trust

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	https://www.cochinport.gov.in/cpt	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://cochinport.gov.in/senior-management-team	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://cochinport.gov.in/mision-vision-goals	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.cochinport.gov.in/function-and-duties	Fully Met	1.28	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://www.cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairman_of_Major_Ports_18.4.2017.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			the Public Authority is correct. Category "Fully Met"
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.cochinport.gov.in/sites/default	Fully Met	1.28	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/inline-files/Organization%20Chart%20-31.03.2024.pdf			correct. Category "Fully Met"
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://cochinport.gov.in/history	Partially Met	0.64	URLs cited by the Public Authority is correct. Category "Partially Met"
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://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairman_of_Major_Ports_18.4.201	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					7.pdf https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://cochinport.gov.in/rules-regulations https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairman_of_Major_Ports_18.4.2017.pdf https://cochinport.gov.in/sites/default	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

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					/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.2.4	Work allocation	Fully Met	1.92	1.92	https://www.cochinport.gov.in/sites/default/files/inline-files/Work%20all%20location.PDF https://www.cochinport.gov.in/sites/default/files/inline-files/pdfjoiner.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Work%20and%20Responsibility%20Traffic%20Department%20Officers.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Work	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20Allocation %20-%20Fina nce%20Dept.. 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	https://cochinport.gov.in/sites/default/files/inline-files/CCC_Updated%20%28English%29%20as%20on%2014.05.2025.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairman_of_Major_P	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					orts_18.4.2017.pdf https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://cochinport.gov.in/rules-regulations https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairman_of_Major_P	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					orts_18.4.2017.pdf https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://cochinport.gov.in/sites/default/files/inline-files/CCC%20Updated%20April%202023.pdf https://cochinport.gov.in/sites/default/files/inline-files/CITIZEN%20CHARTER-COPA-2023-BILINGUAL.pdf	Not Met	0	Category Not Met
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://cochinport.gov.in/manual_procedures	Partially Met	0.77	URLs cited by the Public Authority is correct. Category "Partially

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1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Partially Met	1.54	0.77	https://cochinport.gov.in/sites/default/files/inline-files/CCC%20Updated%20April%202023.pdf https://cochinport.gov.in/sites/default/files/inline-files/CITIZEN%20CHARTER-COPA-2023-BILINGUAL.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category “Fully Met”
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://cochinport.gov.in/sites/default/files/inline-files/CCC%20Updated%20April%202023.pdf https://cochinport.gov.in/sites/default/files/inline-files/CITIZEN%20CHARTER-COPA-2023-BILINGUAL.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category “Fully Met”

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://cochinport.gov.in/sites/default/files/inline-files/CCC%20Updated%20April%202023.pdf https://cochinport.gov.in/sites/default/files/inline-files/CITIZEN%20CHARTER-COPA-2023-BILINGUAL.pdf	Fully Met	1.54	URLs cited by the Public Authority is correct. Category "Fully Met"
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://cochinport.gov.in/sites/default/files/inline-files/CCC%20Updated%20April%202023.pdf https://cochinport.gov.in/sites/default/files/inline-files/CITIZEN%20CHARTER-COPA-2023-BILINGUAL.pdf	Not Met	0	Category Not Met
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	https://cochinport.gov.in/sites	Fully Met	1.54	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/default/files/in line-files/1477 062071-grieva nces_0.PDF			Authority is correct. Category “Fully Met”
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://cochinport.gov.in/rules-regulations https://cochinport.gov.in/manual_procedure s https://cochinport.gov.in/sites/default/files/inline-files/D elegation_of_Enhanced_Fin ancial_Power s_to_Major_P orts_2015.PD F https://cochinport.gov.in/sites/default/files/inline-files/D elegation_of_Enhanced_Fin ancial_Power s_to_Dy._Cha irmen_of_Maj or_Ports_18.4 .2017.pdf http s://cochinport.	Fully Met	2.60	URLs cited by the Public Authority is correct. Category “Fully Met”

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://cochinport.gov.in/rules-regulations https://cochinport.gov.in/manual_procedures https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Major_Ports_2015.PDF https://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_to_Dy._Chairmen_of_Maj	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					or_Ports_18.4 .2017.pdf http://cochinport.gov.in/sites/default/files/inline-files/Delegation_of_Enhanced_Financial_Powers_for_Tenders_11.2.2016.pdf			
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://cochinport.gov.in/rules-regulations https://cochinport.gov.in/sites/default/files/inline-files/MPA_Act__2021_Gazette_Notification._1_0.pdf	Fully Met	2.60	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Marine_Dept..pdf https://cochinport.gov.in/sites/default/files/in	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					line-files/Documents_in_Traffic_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Medical_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/GAD.pdf https://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Civil_Engg_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/List%20of%20registers%20-%20Finanace%20Dept..pdf			
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://cochinport.gov.in/sites/default/files/inline-files/Docu	Fully Met	3.85	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
					ments_in_Marine_Dept..pdf https://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Traffic_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Medical_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/GAD.pdf https://cochinport.gov.in/sites/default/files/inline-files/Documents_in_Civil_Engg_Dept.pdf https://cochinport.gov.in/sites/default/files/inline-files/List%20of%20registers%20-%20Finanace			“Fully Met”

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20Dept..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.	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.2	Composition	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Not Met	0	Category Not Met
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Not Met	0	Category Not Met
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://cochinport.gov.in/sites/default/files/inline-files/MPA_Act_2021_Gazette_Notification._1_0.pdf	Fully Met	0.96	URLs cited by the Public Authority is correct. Category "Fully Met"
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					x.php/board-trustees			
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Not Met	0	Category Not Met
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://cochinport.gov.in/index.php/board-trustees	Not Met	0	Category Not Met
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://cochinport.gov.in/sites/default/files/inline-files/Employee%20List%20as%20on%2001.06.2025_0.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cochinport.gov.in/contact-us https://cochinport.gov.in/senior-management-team	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "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	https://cochinport.gov.in/sites/default/files/inline-files/Employee%20List	Fully Met	3.85	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20as%20on%2001.06.2025_0.pdf			"Fully Met"
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://cochinport.gov.in/rules-regulations	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	https://www.cochinport.gov.in/sites/default/files/inline-files/List%20of%20CPIOs%20%26%20APIOs%20updated%20on%2023.04.2025.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.cochinport.gov.in/sites/default/files/inline-files/List%20of%20CPIOs%20%26%20APIOs%20updated%20on%2023.04.2025.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	3.85	3.85	https://www.c	Fully Met	3.85	URLs cited by

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	action has been (i) Pending for minor penalty or major penalty proceedings				ochinport.gov.in/sites/default/files/inline-files/disciplinary%20action.pdf			the Public Authority is correct. Category "Fully Met"
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.cochinport.gov.in/sites/default/files/inline-files/disciplinary%20action.pdf	Fully Met	3.85	URLs cited by the Public Authority is correct. Category "Fully Met"
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://www.cochinport.gov.in/sites/default/files/inline-files/Training%20Calendar%20-%202025...pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Document%20556%20%281%29.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Document%20556.pdf	Not Met	0	Category Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://www.cochinport.gov.in/sites/default/files/inline-files/Training%20Calendar%20-%202025...pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Document%20556%20%281%29.pdf	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially Met"
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://www.cochinport.gov.in/sites/default/files/inline-files/Training%20Calendar%20-%202025...pdf	Fully Met	1.92	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nt%20556%20%281%29.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Document%20556.pdf			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://cochinport.gov.in/sites/default/files/inline-files/RTI_handbook_by_Dr._SN_Venkatesan.PDF	Partially Met	0.96	URLs cited by the Public Authority is correct. Category "Partially 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	https://www.cochinport.gov.in/employees-orders-circulars	Fully Met	7.69	URLs cited by the Public Authority is correct. Category "Fully Met"
Total			100	99		100	86	
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	https://www.cochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					RE%202024-25%20%26%20BE%202025-26.pdf			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.ochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20RE%202024-25%20%26%20BE%202025-26.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.ochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20RE%202024-25%20%26%20BE%202025-26.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.ochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20RE%202024-25%20%26%	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20BE%202025-26.pdf			
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.cochinport.gov.in/sites/default/files/2024-11/Annual%20Accounts%20%26%20Action%20Taken%20Notes%20for%202023-24%20-%20English%20Version.pdf https://www.cochinport.gov.in/sites/default/files/2024-11/Annual%20Accounts%20%26%20Action%20Taken%20Notes%20for%202023-24%20-%20Hindi%20Version.pdf	Fully Met	10.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	10	10.00	Revised Estimates for 2024-25 & budget estimates for	Fully Met	10.00	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.				2025-26 https://www.cochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20RE%202024-25%20%26%20BE%202025-26.pdf			“Fully Met”
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.cochinport.gov.in/sites/default/files/inline-files/Budget%20Book%20%20RE%202024-25%20%26%20BE%202025-26.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category “Fully Met”
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	https://www.cochinport.gov.in/sites/default/files/inline-files/Foreign%20tours.pdf	Partially Met	10.00	URLs cited by the Public Authority is correct. Category “Partially Met”
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	Category Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Category Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Category 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	Category 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	Category 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	Fully Met	25	25.00	https://cochinport.gov.in/tariff-of-stevedores	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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 Met	0	Category Not Met

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 (ATR) after these have been laid on the table of both houses of the Parliament.	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			125	125		200	115	
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	Fully Met	12.5	12.50	https://cochinport.gov.in/rules-regulations	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	12.5	12.50	https://cochinport.gov.in/sites/default/files/inline-files/Order_dt._29-06-2020_0.pdf	Fully Met	12.50	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Met	0	Category Not Met
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	https://www.cochinport.gov.in/sites/default	Fully Met	2.78	URLs cited by the Public Authority is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					/files/inline-files/ICTT%20Licence%20Agreement%20except%20chapter%205%20and%206%20for%20RTI_compressed.pdf			correct. Category "Fully Met"
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Partially Met	1.39	URLs cited by the Public Authority is correct. Category "Partially Met"
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"
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	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Category
								Category "Fully Met"
3.1.10	Public- Private Partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	https://www.cochinport.gov.in/index.php/pp-operators	Fully Met	2.78	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/pensioners-corner https://cochinport.gov.in/sites/default/files/inline-files/Final%20Signed%20Copy%20BWC%202022-27.pdf https://www.cochinport.gov.in/sites/default/files/inline-files/Revision%20of%20Pay%20and%20	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					20Allowances %20of%20cla ss%20I%20an d%20II%20offi cers%20in%2 0the%20Major %20Port%20T rusts%20and %20Dock%20 Labour%20Bo ards%20dt%2 005.02.2020.p df			
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	https://www.cochinport.gov.in/marine-services https://www.cochinport.gov.in/cargo-services https://www.cochinport.gov.in/cruise-terminal https://www.cochinport.gov.in/estate https://www.cochinport.gov.in/general-utility-services https://www.cochinport.gov.in/coc	Fully Met	16.67	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					hin-advantage https://www.cochinport.gov.in/trade-notices https://www.cochinport.gov.in/wharf-entry-procedures https://www.cochinport.gov.in/workshop-facilities https://www.cochinport.gov.in/cargo-and-container-handling-equipments https://www.cochinport.gov.in/cargo-storage https://www.cochinport.gov.in/active-stored-list https://www.cochinport.gov.in/tariff https://www.cochinport.gov.in/tariff-port-user			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.gov.in/tariff-of-stevedores https://www.cochinport.gov.in/birth-information https://www.cochinport.gov.in/port-flotilla https://www.cochinport.gov.in/single-point-mooring https://www.cochinport.gov.in/marpol-reception-facilities https://www.cochinport.gov.in/access			
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	Not Met	0	Category Not Met
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	https://cochinport.gov.in/ https://x.com/cochin_port?t=ctYRC3WuBVXZvA98NQ6ddw	Fully Met	50.00	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					&s=08 https://www.facebook.com/PortofCochin https://www.instagram.com/portofcochin/ https://www.linkedin.com/company/portofcochin/ https://www.threads.net/@portofcochin https://youtube.com/@portofcochin?si=FK_4Y83F0Ox1xJmz			
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	https://cochinport.gov.in/rti	Fully Met	25.00	URLs cited by the Public Authority is correct. Category "Fully Met"
3.4.2	Information manual/handbook available in printed format	Not Met	25	0	empty	Not Met	0	Category Not 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	Not Applicable	0	0	empty	Not Met	0	Category Not Met
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	Category Not Met
Total			181	156		250	154	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Not Applicable	0	0	empty	Not Met	0	Category Not Met
4.1.2	English	Fully Met	9.52	9.52	https://cochinport.gov.in/sites/default/files/inline-files/RTI%20Act-%202005%20%28English%29.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.1.3	Vernacular/ Local Language	Fully Met	9.52	9.52	https://cochinport.gov.in/sites/default/files/inline-files/RTI%20Act%20-2005%20%28malayalam%29.pdf	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
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	13.06.2025	Fully Met	28.57	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/rti	Fully Met	9.52	URLs cited by the Public Authority is correct. Category

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								"Fully Met"
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://cochinport.gov.in/rti	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
4.3.3	Location where available	Fully Met	9.52	9.52	https://cochinport.gov.in/rti	Fully Met	9.52	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://cochinport.gov.in	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	09.30 AM to 5.30 PM (Fully Met)	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Trade facilitation center https://cochinport.gov.in/contact-us	Fully Met	7.14	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/sites/default/files/inline-files/1477062071-grievances_0.PDF	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.2	List of completed schemes/ projects/ Programmes	Partially Met	4.1	2.05	https://cochinport.gov.in/rti	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://cochinport.gov.in/projects	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/projects	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
4.5.5	Annual Report	Fully Met	4.1	4.10	https://cochinport.gov.in/projects	Fully Met	4.10	URLs cited by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ort.gov.in/adm inistration- report			the Public Authority is correct. Category "Fully Met"
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://cochinport.gov.in/faq	Fully Met	4.10	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/sites/default/files/inline-files/CCC_Updated%20%28English%29%20as%20on%2014.05.2025.pdf https://cochinport.gov.in/sites/default/files/inline-files/CCC_Updated%20%28Hindi%29%20as%20on%2014.05.2025.pdf	Partially Met	2.05	URLs cited by the Public Authority is correct. Category "Partially 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://cochinport.gov.in/rti	Fully Met	14.29	URLs cited by the Public

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Authority is correct. Category "Fully Met"
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://cochinport.gov.in/rti	Fully Met	14.29	URLs cited by the Public Authority is correct. Category "Fully Met"
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	All replies are furnished before due date	Not Met	0	Category Not Met
Total			191	189		200	160	
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	Partially Met	20	10.00	https://www.cochinport.gov.in/sites/default/files/inline-files/List%20of%20CPIOs%20%26%20APIOs%20updated%20on%2030.04.2025.pdf	Fully Met	20.00	URLs cited by the Public Authority is correct. Category "Fully Met"
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://cochinport.gov.in/rti	Fully Met	20.00	URLs cited by the Public Authority is correct.

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Yes, https://chinport.gov.in/sites/default/files/inline-files/cpt_audit_certificate_nic.pdf	Not Met	0	Category Not Met
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Yes, https://chinport.gov.in/sites/default/files/inline-files/cpt_audit_certificate_nic.pdf	Not Met	0	Category Not Met
Total			50	50		50	25	
Grand Total			707	669		900	600	