

Self appraisal report for Year (2021-22)

Auditor Agency: National Productivity Council

Ministry Name: Ministry of Commerce & Industry

Department Name: Department of Commerce

Public Authority Name: UPASI Tea Research Foundation

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	UPASI Tea Research Foundation, Glenview, Coonoor 643101. The Nilgiris. Tamil Nadu	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/
1.1.2	Head of the organization	Fully Met	1.28	1.28	Board of Trustees headed by Managing Trustee	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	To carry out and promote research and other scientific work connected with the	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/

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					cultivation, production and procession of tea and other related aspects. To make UPASI Tea Research foundation a core organization to serve tea industry and promote the tea trade.			
1.1.4	Function and duties	Fully Met	1.28	1.28	Scientific Research pertaining to cultivation, production and processing of Tea and other allied aspects. • Analytical Services: Chemistry, Tea Technology, Pesticide Residue,	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/

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					Pathology and Physiology Divisions at TRI and Chemical Laboratory, Regional Centre, Coonoor extend comprehensive analytical services while laboratories in other regional centres possess very limited analytical facilities. TRI also carry out field bioefficacy trials and residue quantification in tea necessary for the registration of pesticides, fungicides,			

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					<p>herbicides and plant growth regulators. • Service to Small Growers: The regional centres of UPASI TRF offer services to small tea growers by extending advice and analytical services. • Training Programmes: TRF organizes training programmes on situation warranted relevant topics as well as on entire gamut of tea cultivation for the benefit of executives,</p>			

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					<p>field staff and work force. Factory staff benefited through the training programme on tea manufacture.</p> <ul style="list-style-type: none"> • Industrial Training: UPASI TRI offers short-term industrial training programme in biotechnology, biochemistry and microbiology to the under graduate and post graduate students belonging to various academic institutions at nominal cost. Students (M.S c./B.Tech. Biotech) 			

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					<p>preferred to do their project work as an integral part of their course also given opportunity at TRI to complete their curriculum for a period of maximum three months. Lectures are delivered by subject experts for the benefit of students from universities and colleges visiting the TRI. • Undertaking projects/schemes funded by outside agencies</p>			
1.1.5	Organization Chart	Fully Met	1.28	1.28	<ul style="list-style-type: none"> • Board of Trustees • Management 	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/

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					<p>Committee • UPASI Tea Research Foundation comprises of Tea Research Institute- Valparai, six Advisory Centres, and Tea Experimental Farm- Valparai • UPASI Tea Research Institute: Following departments are functioning - Botany, Chemistry, Entomology, Pesticide Residue, Plant Pathology and Microbiology, Plant Physiology, Bi otechnology,</p>			

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					Tea Technology. • Advisory Centres: Six regional advisory centres are functioning at Coonoor and Gudalur in Nilgiris district of Tamil Nadu; Koppa in Karnataka, Meppadi, Munnar and Vandiperiyar in Kerala.			
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	The Tea Experimental Station was initially set up at Davershola (Gudalur) during pre-independence and was shifted to Valparai by 1966. During the course of time, in 1964,	Fully Met	1.28	http://www.upasitearesearch.org/rti-act/

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					<p>a substation was instituted at Vandiperiyar, Kerala to cater the requirements of tea planters at Peermedu and Central Travancore region. Later, in order to maintain a systematic knowledge transfer system from the scientists of UPASI and enable to adopt the same by the tea industry, advisory centres were established periodically and the first advisory centre started functioning in</p>			

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					<p>Munnar (High Range) during 1968 followed by Coonoor (The Nilgiris) and Meppadi (Wayanad) in 1971, Gudalur (Nilgiri-Wayanad) in 1980 and Durgadbeta (Chikmagalur, Karnataka) in 1987. The Durgadbeta centre was shifted to TRF's own building in 2002 which was more centrally situated in Koppa considering the tea growing regions of Karnataka. The UPASI found it</p>			

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					necessary to form a separate Tea Research Foundation for better administration of scientific research pertaining to cultivation, production and processing of tea and other allied aspects, and thus formed UPASI Tea Research Foundation in 1999			
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	Employees are categorise in to Scientific, Technical and Administrative categories. The Competent Authority is the Director of	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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					UPASI TRF. Each department has standardised guidelines to carryout the assigned work. The officers of TRF carryout duties as per the objectives specified in the Trust Deed of the Foundation and mandate of Trustees/Managing Committee			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	The employees work as per the direction of Director and the respective Department Heads. While discharging duties and res	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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					possibilities assigned, the officers, staff and workmen of the Foundation are complying with the various applicable provisions and rules & regulations framed by the Foundation			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	As per the Service Rules of UPASI	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.2.4	Exercised	Fully Met	1.54	1.54	Powers are being exercised as per rules	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.2.5	Work allocation	Fully Met	1.54	1.54	Compliance of conditions stipulated by the UPASI Service Rules, as modified from time to time. The Secretary and the Director	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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					allocated work through Head of Departments in Valparai and the Dy./Asst. Directors/Advisory Officers in the Regional Advisory Centres.			
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	The business of the Foundation is managed by the Board of Trustees of UPASI Tea Research Foundation. Key decisions are taken at the Trustees meeting.	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Board of Trustees of UPASI Tea Research Foundation	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per	Fully Met	1.54	http://www.up

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					provisions of UPASI TRF Trust Deed. And other applicable statutory laws.			http://www.upasitearesearch.org/rti-act/
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	As per Trustees discretionary powers	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	The day to day administration of the Foundation is carried out by the Management Committee/Te a Committee. It exercise powers and execute duties delegated by the Board of Trustees. The decision of the Committee is placed before the Board of Trustees from time to time	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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					for information of the Board.			
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	To carry out and promote research and other scientific work connected with the cultivation, production and processing of tea and other related aspects as may be decided upon by the Foundation • To provide funds towards all or any of the objects of the Foundation • To accept grants of money and of land, buildings and	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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					<p>equipment, donations, gifts, rights conferred, subscriptions and other assistance, with a view to promoting the objects of the Foundation, from the Government, the Tea Board, the Council of Scientific and Industrial Research and other public bodies, corporations, companies, associations or persons for the purpose of the Foundation, on such conditions as may be agreed to • To</p>			

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					enter into any agreement with any Association or organization, Government, local authority, corporation, person, or any other body, for acquiring or taking over by way of lease, sub-lease, purchase, gift or otherwise, lands, buildings, fixtures, equipment, furniture, scientific records, experimental data, library and technical books, or properties movable or immovable of any kind, either tangible			

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					<p>or intangible, or for giving aid or assistance on such terms and conditions as may be deemed expedient or reasonable for promoting the objects of the Association, and to construct, erect, alter, improve and maintain any building and to manage, develop, sell, let, mortgage, dispose off, turn to account or otherwise deal with all or part of the same and any property, or invention process or</p>			

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					<p>patent right • To borrow or raise any money that may be required by the Foundation upon such terms as may be deemed advisable and in particular and with the approval of the Tea Board and UPASI Executive Committee to secure the payment of any money borrowed, raised or owing, by the issue of debentures, bills of exchange, promissory notes, or other obligations or</p>			

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					securities of the Association or mortgage or charge of all or any part of the property of the Foundation • To arrange for the registration and recognition of the Foundation and to pay all expenses, preliminary or incidental to the formation of the Foundation and its registration • To invest the funds of the Foundation not immediately required in any one or			

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					<p>more of the modes of investment for the time being authorized by law for the investment of trust funds with full power to alter, vary or transfer such investments in accordance with the law for the time being in force</p> <ul style="list-style-type: none"> • To undertake and execute any trusts which may be conducive to any of the objectives of the Foundation • To establish, support, or aid in the establishment and support of 			

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					<p>Foundations, Institutions, funds and trusts created to benefit employees or former employees of the Foundation or family or dependants of such persons, and to grant pension and/ or allowances to such persons • To constitute, maintain and control branches or centres of the Foundation in India and to modify or abolish the same. • To employ the skilled workers and professional</p>			

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					<p>technical advisers and all the personnel necessary to carry out the objects of the Foundation and to pay therefore such remuneration as may be considered reasonable. • To do all such other lawful things as may be incidental to or conducive to the attainment of the above objects.</p>			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<p>UPASI Tea Research Foundation is deeply committed to maintain the highest-level of integrity and quality in</p>	Fully Met	1.54	<p>http://www.upasitearesearch.org/rti-act/</p>

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					research, analysis and extension work.			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	The Foundation assures all personnel concerned are familiarized with quality documentation and implementation. Further assure accuracy in analysis, reliability of results and promptness in service ensuring conformance to national and international standards	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	As assigned by the Managing Committee/Tea Committee.	Fully Met	1.54	http://www.upasitearesearch.org/rti-act/

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1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	As per rules	Partially Met	0.77	Website does not have any link or hyperlink which initiates the process of redressal of grievances or mentions the process of redress of grievances. Link to website https://pgportal.gov.in needs to be provided on website
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	Trust Deed of UPASI Tea Research Foundation	Partially Met	0.96	Trust Deed of UPASI Tea Research Foundation and UPASI Service Rules need to be uploaded
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Trust Deed of UPASI Tea Research Foundation and UPASI	Partially Met	0.96	Trust Deed of UPASI Tea Research Foundation and UPASI

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					Service Rules			Service Rules need to be uploaded
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Indian Trust Act, 1882 and the Trust Deed of UPASI Tea Research Foundation	Partially Met	0.96	Trust Deed of UPASI Tea Research Foundation and UPASI Service Rules need to be uploaded
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	As per UPASI Service Rules	Partially Met	0.96	Trust Deed of UPASI Tea Research Foundation and UPASI Service Rules need to be uploaded
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	Research Documents	Fully Met	3.85	Research Documents
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	UPASI Tea Research Foundation	Fully Met	3.85	UPASI Tea Research Foundation
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	Trustees of UPASI Tea Research Foundation	Fully Met	0.96	Trustees of UPASI Tea Research Foundation
1.7.2	Composition	Fully Met	0.96	0.96	Trustees of UPASI Tea	Fully Met	0.96	Trustees of UPASI Tea

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					Research Foundation consists of members not exceeding 15 and they have to nominated by the Executive Committee of UPASI, Two representatives of the Government of India nominated by the Ministry of commerce and three representatives of the Tea Board, including the Chairman of Tea Board			Research Foundation consists of members not exceeding 15 and they have to nominated by the Executive Committee of UPASI, Two representatives of the Government of India nominated by the Ministry of commerce and three representatives of the Tea Board, including the Chairman of Tea Board
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Constituted during the year 1999. Lastly reconstituted on 27-9-2021	Fully Met	0.96	Constituted during the year 1999. Lastly reconstituted on 27-9-2021
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	One Year	Fully Met	0.96	One Year

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1.7.5	Powers and functions	Fully Met	0.96	0.96	As per rules	Fully Met	0.96	As per rules
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Not Met
1.7.7	Whether the minutes of the meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Not Met
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	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	Botany Division: 1.Dr.R. Victor J Ilango, Director (I/c) & Deputy Director (Botany & Plant Improvement) 2.A.S.Alaguraja, Assistant Botanist (Gr.III) Entomology Division: 3.Dr. T.P.Rabeesh, Entomologist (Gr.II) 4.B.Suresh Kumar, Assistant Entomologist (Gr.III) 5.Santhana	Fully Met	3.85	http://www.upasitearesearch.org/rti-act/

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					Bharathi, Assistant Entomologist (Gr.III) 6.G.Karthick, Sub Staff Chemistry Division: 7.Dr. K.Poobathiraj, Chemist (Gr.II) 8.Dr.T. Rajkumar, Chemist (Gr.II) 9.A.M. Revanth Raaj Mohan, Assistant Chemist (Gr.III) Pesticide Residue Division: 10.D r.M.Sivakumar , Residue Chemist (Gr.II) 11.P.Prasath, Assistant Residue Chemist (Gr.III) Tea Technology			

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					Division: 12.Mr.N.Dilip Kumar, Assistant Tea Technologist (Gr.III) Plant Pathology Division: 13.D r.P.Nepolean, Plant Pathologist (Gr.II) 14.K.M uruganandam, Sub Staff (Gr.I) Plant Physiology and Biotechnology Division: 15.D r.S.Ashokraj, Biotechnologist (Gr.II) 16.S. Ramakrishnan , Sub Staff (Gr.I) Accounts & Administration Department: 1 7.C.Paranjothi , Accounts Officer (Gr.II) 18.B.Priyadar			

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					shini, Clerk (LDC) 19.R.Rahul, Clerk (LDC) 2 0.B.Rajasekaran, Driver (Gr.I) 21.M.Yessian, Driver (Gr.I) 2 2.M.Sathiyabama, Sub Staff TRF Regional Centre-Coonoor 23.K.G.Udaya Bhanu, Deputy Director (Advisory Services)-Gross 24.Dr.P .Murugesan, Advisory Officer (Gr.II) 25.R.Krishna murthy, Executive Assistant 26.K .Rajalakshmi, Clerk (UDC) 2 7.V.Harikrishnan, Driver 28.			

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					L.Parameswaran, Sub Staff (Gr.I) 29.A.Saleem, Sub Staff (Gr.I) 30.R.Sadhasivam, Sub Staff (Gr.I) TRF Regional Centre-Munnar: 31.S.Ranjith Kumar, Advisory Officer (Gr.II) 32.K.Manikandan, Assistant Advisory Officer (Gr.III) 33.Vimala Vaidheeswaran, Clerk (UDC) 34.P.Ananth, Driver-Cum-Attender TRF Regional Centre, Vandiperiyar: 35.K.V.Shankumar, Assistant Advisory			

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					<p>Officer (Gr.III) 36.Dr.R.Parthi baraj, Assistant Advisory Officer (Gr.III) 37.V.Ranjith Kumar, Clerk (LDC) 38.P.R obinson, Sub staff (Gr.I) 39. M.Jagadeesh, Driver-Cum-Attender TRF Regional Centre, Gudalur: 40.M .A.Subair, Senior Advisory Officer (HoD) 41.C.Ravi, Clerk (UDC) 42.M.A.Nazar, Sub Staff (Gr.I) TRF Regional Centre, Meppadi: 43. R.Kumaraguru, Senior Advisory</p>			

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					Officer (HoD) 44.M.C.Rajes hkumar, Drive r-cum- Attender TRF Regional Centre, Koppa 45.P.Sankara narayanan, Consulting Advisory Officer 46.P.Prithvi Raj Singh, Assistant Advisory Officer (Gr.III) 47.Thomas D'Sa, Driver (Gr.I)			
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Telephone: 0423-2230270; Fax: 0423-2230230; E-Mail: maa@upasi.org	Fully Met	3.85	http://www.upasitearesearch.org/rti-act/
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	Botany Division: 1.Dr.R. Victor J Ilango, Director (I/c) &	Fully Met	3.85	http://www.upasitearesearch.org/rti-act/

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					Deputy Director (Botany & Plant Improvement) -Rs.90,588/- 2 .A.S.Alaguraja , Assistant Botanist (Gr.III) – Rs.22,213/- Entomology Division: 3.Dr. T.P.Rabeesh, Entomologist (Gr.II)-Rs.35,925/- 4.B.Suresh Kumar, Assistant Entomologist (Gr.III)-Rs.27,013/- 5.Santhana Bharathi, Assistant Entomologist (Gr.III)-Rs.22,213/- 6.G.Karthick, Sub Staff – Rs.10,585/-			

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					Chemistry Division: 7.Dr. K.Poobathiraj, Chemist (Gr.II)-Rs.38,975/- 8.Dr.T.Rajkum ar, Chemist (Gr.II)-Rs.37,2 25/- 9.A.M.Re vanth Raaj Mohan, Assistant Chemist (Gr.II I)-Rs.22,213/- Pesticide Residue Division: 10.D r.M.Sivakumar , Residue Chemist (Gr.II)-Rs.35,925/- 11.P.Prasath, Assistant Residue Chemist (Gr.II I)-Rs.27,238/- Tea Technology Division: 12.Mr.N.Dilip Kumar, Assistant Tea			

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					<p>Technologist (Gr.III)-Rs.22,213/- Plant Pathology Division: 13.D r.P.Nepolean, Plant Pathologist (Gr.II) -Rs.40,650/- 14.K.Muruganandam, Sub Staff (Gr.I)-Rs.26,781/- Plant Physiology and Biotechnology Division: 15.D r.S.Ashokraj, Biotechnologist (Gr.II)-Rs.34,950/- 16.S.Ramakrishnan, Sub Staff (Gr.I)-Rs.21,575/- Accounts & Administration Department: 17.C.Paranjothi, Accounts Officer (Gr.II)</p>			

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					-Rs.52,186/- 1 8.B.Priyadars hini, Clerk (LD C)-Rs.11,425/ - 19.R.Rahul, Clerk (LDC)-R s.11,488/- 20. B.Rajasekara n, Driver (Gr.I) -Rs.25,716/- 21.M.Yessian, Driver (Gr.I)-R s.23,499/- 22. M.Sathiyabam a, Sub Staff -Rs.10,244/- TRF Regional Centre- Coonoor 23.K.G.Udaya Bhanu, Deputy Director (Advisory Services)- Gross Rs.77,000/- 2 4.Dr.P.Murug esan, Advisory Officer (Gr.II)- Rs.42,913/- 2			

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					5.R.Krishnamurthy, Executive Assistant -Rs.38,900/- 2 6.K.Rajalakshmi, Clerk (UD C)-Rs.20,064/ - 27.V.Harikrishnan, Driver -Rs.13,403/- 2 8.L.Parameswaran, Sub Staff (Gr.I)-Rs .26,711/- 29.A.Saleem, Sub Staff (Gr.I)-Rs.21,520/- 30.R.Sadhasivam, Sub Staff (Gr.I)-Rs .21,600/- TRF Regional Centre-Munnar: 31.S.Ranjith Kumar, Advisory Officer (Gr.II)-Rs.48,713/- 3 2.K.Manikandan, Assistant Advisory			

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					Officer (Gr.III)- Rs.23,188/- 33.Vimala Vai dheeswaran, Clerk (UDC) -Rs.14,779/- 34.P.Ananth, Driver-Cum-At tender- Rs.11,258/- TRF Regional Centre, Vandiperiyar: 35.K.V.Shamk umar, Assistant Advisory Officer (Gr.III)- Rs.32,613/- 3 6.Dr.R.Parthib araj, Assistant Advisory Officer (Gr.III)- Rs.33,463/- 37.V.Ranjith Kumar, Clerk (LDC)-Rs.10,7 38/- 38.P.Robi nson, Sub staff (Gr.I)-Rs. 23,750/- 39.M. Jagadeesh, D			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					river-Cum-Attender- Rs.10,908/- TRF Regional Centre, Gudalur: 40.M .A.Subair, Senior Advisory Officer (HoD)- Rs.67,075/- 41.C.Ravi, Clerk (UDC) -Rs.22,539/- 42.M.A.Nazar, Sub Staff (Gr.I))-Rs.25,670/- TRF Regional Centre, Meppadi: 43. R.Kumaraguru, Senior Advisory Officer (HoD)- Rs.68,405/- 4 4.M.C.Rajesh kumar, Driver- cum-Attender -Rs.16,759/- TRF Regional Centre, Koppa 45.P.Sankara			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					narayanan, Consulting Advisory Officer, -Rs.45,000/- 46.P.Prithvi Raj Singh, Assistant Advisory Officer (Gr.III)- Rs.24,411/- 47.Thomas D'Sa, Driver (Gr.I)- Rs.23,499/-			
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	As per UPASI Service Rules	Partially Met	1.93	Trust Deed of UPASI Tea Research Foundation and UPASI Service Rules need to be uploaded
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	Dr.R.Victor J Ilango, Directorin-Charge, UPASI TRF	Fully Met	3.85	Dr.R.Victor J Ilango, Directorin-Charge, UPASI TRF
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	UPASI Tea Research Foundation Nirar Dam	Fully Met	3.85	UPASI Tea Research Foundation Nirar Dam

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Valparai 642 127 Coimbatore District Mobile: 94431 14210 Email: director @upa sitearesearch. org			Valparai 642 127 Coimbatore District Mobile: 94431 14210 Email: director @upa sitearesearch. org
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	None	Fully Met	3.85	None
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	Nil
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	Not Met
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	Not Met
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Not Met
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Updated in the UPASI TRF website	Fully Met	1.92	Updated in the UPASI TRF website
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 as per UPASI Service Rules	Fully Met	7.69	Transfer Policy and Transfer Orders as per UPASI Service Rules
Total			100	91		100	85	
2	Budget and Programme							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	49 % of 5 heads of Expenditure and 31 % of Research Projects of UPASI Tea Research Foundation. Total Budget Rs.2.81 Crores	Fully Met	10.00	http://www.upasitearesearch.org/rti-act/
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Budget 2021-22 (1) Salaries & allowances (incl..of Medical, PF & Gratuity) Rs.228 lakhs; (2) Printing and Stationery Rs.3.5 lakhs; (3) Lighting & Water Supply Rs.15 lakhs; (4) Travelling Allowance Rs.28 lakhs; (5)	Fully Met	10.00	http://www.upasitearesearch.org/rti-act/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Consumable for R & D Rs.15 lakhs			
2.1.3	Proposed expenditures	Fully Met	10	10.00	Proposed Expenditure 2021-22 (1) Salaries & allowances (incl..of Medical, PF & Gratuity) Rs.234 lakhs; (2) Printing and Stationery Rs.3.5 lakhs; (3) Lighting & Water Supply Rs.15 lakhs; (4) Travelling Allowance Rs.20 lakhs; (5) Consumable for R & D Rs.17 lakhs	Fully Met	10.00	http://www.upasitearesearch.org/rti-act/
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Actuals 2021-22 (1) Salaries & allowances (incl..of Medical, PF & Gratuity)	Fully Met	10.00	http://www.upasitearesearch.org/rti-act/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Rs.230 lakhs; (2) Printing and Stationery Rs.3.27 lakhs; (3) Lighting & Water Supply Rs.14.62 lakhs; (4) Travelling Allowance Rs.20 lakhs; (5) Consumable for R & D Rs.13.30 lakhs			
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Utilisation Certificate in Form 19A along with audited accounts be submitted to the Govt. of India after Audit. Reports are available with the Registered Office at Coonoor	Fully Met	10.00	http://www.upasitearesearch.org/rti-act/
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2.1	Budget	Partially Met	16.67	8.34	Rs.20 lakhs	Partially Met	8.34	http://www.upasitearesearch.org/rti-act/
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	Partially Met	16.67	8.34	Director and the Scientists of UPASI Tea Research Foundation visit Tea Board Kolkata and Regional Advisory Centres in South India for Seminars , Conferences and Training as and when required. International travels were not undertaken during the year 2021-22. The domestic travels were restricted to plantation states of Kerala and Karnataka,	Partially Met	8.34	Details of foreign and domestic tours of officers should be uploaded on website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and plantation districts in Tamil Nadu			
2.2.3	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.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Not Applicable
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
Total			83	67		83	67	
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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	documents generated as part of the implementation of the PPP							
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	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	Not Applicable
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 Applicable	0	Not Applicable
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	Information on research activities of	Fully Met	50.00	Information on research activities of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the Foundation are available in the website			the Foundation are available in the website
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Not Met	25	0	empty	Not Met	0	Not Met
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Manuals/handbook on research are available in printed format	Fully Met	25.00	Manuals/handbook on research are available in printed format
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	Research materials / manuals are available in the UPASI Tea Research Foundation Library	Fully Met	25.00	Research materials / manuals are available in the UPASI Tea Research Foundation Library. This information should appear on UPASI website
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	1.Tea Research in South India - A Compendium 1993; 2. Handbook on	Fully Met	25.00	Research materials / manuals are available in the UPASI Tea Research Foundation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Tea Cultivation (Tamil); 3. Glimpses of Tea Research; 4. Guidelines on Tea Culture (English); 5. Ready Reckoner on Tea			Library. This information should appear on UPASI website
Total			150	125		150	125	
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	English	Fully Met	14.29	English
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	Few books published in local language 'Tamil'.	Partially Met	7.15	Few books published in local language 'Tamil'.
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	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Information on Tea Research	Fully Met	9.52	Information on Tea Research
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	About tea growing countries, tea cultivation practices, soil nutrition, pest and diseases,	Fully Met	9.52	About tea growing countries, tea cultivation practices, soil nutrition, pest and diseases,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					organic tea cultivation, chemistry of tea, tea manufacturing (CTC, Orthodox), etc			organic tea cultivation, chemistry of tea, tea manufacturing (CTC, Orthodox), etc
4.3.3	Location where available	Fully Met	9.52	9.52	www.upasitea research.org	Fully Met	9.52	www.upasitea research.org
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	UPASI Tea Research Foundation Nirar Dam Valparai 642 127 Coimbatore District Email: director@upasitearesearch.org	Fully Met	7.14	www.upasitea research.org
4.4.2	Details of information made available	Fully Met	7.14	7.14	About tea growing countries, tea cultivation practices, soil nutrition, pest and diseases, organic tea cultivation, chemistry of tea, tea	Fully Met	7.14	www.upasitea research.org

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					manufacturing (CTC, Orthodox), etc			
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Monday to Friday: 8.30 am to 12.30 pm & 1.30 pm to 5.30 pm; Saturdays 8.30 am to 12.30 pm	Fully Met	7.14	www.upasitea research.org
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Dr.R.Victor J Ilango, Directorin-Charge, UPASI Tea Research Foundation Nirar Dam Valparai 642 127 Coimbatore District Mobile: 94431 14210 Email: director @upa sitearesearch.org	Fully Met	7.14	www.upasitea research.org
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	As per rules applicable	Partially Met	1.79	Website does not have any link or

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL hyperlink which initiates the process of redressal of grievances or mentions the process of redress of grievances. Link to website https://pgportal.gov.in needs to be provided on website
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	No relevant application received	Fully Met	3.57	Fully Met
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	During year 2021-22 - National Tea Research Foundation Funded Projects 'Development , Characterization and evaluation of microbial	Fully Met	3.57	www.upasitea research.org

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					agents and their novel bioactive metabolites for the management of pests and diseases in tea' and 'Package of Agronomic Practices on Japanese Model to Suit Mechanization in South India'			
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	Not Applicable	0	Not Applicable
4.5.6	Annual Report	Fully Met	3.57	3.57	Annual Report of the UPASI Tea Research Foundation is published in printed format every year. Soft copy available at UPASI Tea Research Foundation.	Partially Met	1.79	There is no link on website to access Annual Report

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
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	No relevant application received	Fully Met	14.29	Details of applications received under RTI need to be provided on website even if no. of applications received is zero
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	No appeal received	Fully Met	14.29	Details of third party audit of voluntary disclosure along with report of audit carried out need to be uploaded on website
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	No question asked	Fully Met	28.57	No question asked
Total			157	150		157	146	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Current CPIO: Dr.R.Victor J Ilango, Director-in-Charge, UPASI Tea Research Foundation, Nirar Dam, Valparai-642 127. Coimbatore District; Current First Appellate Authority - Mr.R.Sanjith, Secretary, UPASI Tea Research Foundation, Glenview, Coonoor-643 101. The Nilgiris District.	Fully Met	20.00	Current CPIO: Dr.R.Victor J Ilango, Director-in-Charge, UPASI Tea Research Foundation, Nirar Dam, Valparai-642 127. Coimbatore District; Current First Appellate Authority - Mr.R.Sanjith, Secretary, UPASI Tea Research Foundation, Glenview, Coonoor-643 101. The Nilgiris District.
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	16-6-2021	Fully Met	20.00	16-6-2021
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	appointment , (b) Name & Designation of the officers							
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	It is applicable. Consultancy committee of key stake holders for advice on suo-motu disclosure need to be constituted
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	Not Met	0	It is applicable. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI need to be constituted
Total			40	40		80	40	
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	Information/details uploaded in the UPASI	Fully Met	25.00	Information/details uploaded in the UPASI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Tea Research Foundation website			Tea Research Foundation website
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	Not Applicable	0	Not Applicable
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
Total			25	25		25	25	
Grand Total			555	498		595	488	