

Self appraisal report for Year (2024-25)

Auditor Agency: Rajarshi Dey(National Academy of Defence Production)

Ministry Name: Ministry of Ayush

Department Name: Department of AYUSH

Public Authority Name: National Institute of Siddha (NIS)

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://nischen.nai.org/main/contact-us/	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nischen.nai.org/main/	Fully Met	1.28	Available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nischen.nai.org/main/institute/	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nischen.nai.org/main/rti-act/#FD1	Fully Met	1.28	Available
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nischen.nai.org/main/organizational-setup/	Fully Met	1.28	Available
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	BYE-LAW-of-NIS.pdf	Partially Met	0.64	Partially Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://nischen.nai.org/main/rt-i-act/#PDO1	Fully Met	1.92	Available
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	https://nischen.nai.org/main/rt-i-act/#PDO1	Fully Met	1.92	Available
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	https://nischen.nai.org/main/wp-content/uploads/2021/10/BYE-LAW-of-NIS.pdf	Fully Met	1.92	Available. Cataloguing of rules and orders mapped well with assigned duties and authorizations may be done.
1.2.4	Work allocation	Fully Met	1.92	1.92	https://nischen.nai.org/main/rt-i-act/	Fully Met	1.92	Available. Allocation of work among officers and officials based on the work study in terms of man hours vis-a-vis qualitative and quantitative emphasis and Feedback mechanism may also be indicated for

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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://nischen.nai.org/main/wp-content/uploads/2021/10/BYE-LAW-of-NIS.pdf	Fully Met	1.54	Bye laws referred and available. However, please incorporate Flow chart of decision-making process both vertical and horizontal with governing guidelines, easy to under standable to stakeholders.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nischen.nai.org/main/wp-content/uploads/2021/10/BYE-LAW-of-NIS.pdf	Fully Met	1.54	Available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://nischen.nai.org/main/wp-content/uploads/2021/10/BYE-LAW-of-NIS.pdf	Fully Met	1.54	Available

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1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	/BYE-LAW-of-NIS.pdf https://nischen/nai.org/main/rti-act/#NM1 https://nischennai.org/main/rti-act/#NM1	Partially Met	0.77	Partially Available. Please incorporate Time limit for taking a decision, in addition to the time frame provided for activities.
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	https://nischen/nai.org/main/organizational-setup/	Fully Met	1.54	Available
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	https://nischen/nai.org/main/	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nischen/nai.org/main/rti-act/#NM1	Fully Met	1.54	Available. standards for functions/ service delivery may be linked/ incorporated please.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://nischen/nai.org/main/	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://nischen/nai.org/main/rt	Fully Met	1.54	Available. Targets vis a

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1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	Enquiries – National Institute of Siddha (nischennai.org)	Not Met	0	Not Available. Please incorporate Process of redressal of grievances on website.
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://nischennai.org/main/rt-i-act/#NM1	Fully Met	2.60	Available
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	https://nischennai.org/main/rt-i-act/#RR1	Partially Met	1.30	Partially Available. List of Acts, Rules, Regulations, instructions, manuals, records may be prepared category wise with details of issuing authority.
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	https://nischennai.org/main/rt-i-act/	Partially Met	1.30	Available. List of Acts, Rules, manuals, may

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1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							be prepared category wise with details of issuing authority.
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#RR1	Partially Met	1.93	Partial information available. Categories of documents may be listed as - Classified, Unclassified, restricted, Confidential and life period of each document to be maintained and display on website.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#RR1	Fully Met	3.85	Available. To bring clarity for stakeholders, document category wise custodian may be tabulated.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							

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1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#SAL1	Not Met	0	Provided Page is not opening
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#SAL1	Not Met	0	Not Available
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://nischen.nai.org/main/rti-act/#SAL1	Partially Met	1.93	Complete information not available. Details of previous officers not available.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#SAL1	Partially Met	1.93	Partially Available
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	https://nischen.nai.org/main/rti-act/#EMP1	Fully Met	3.85	Available
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nischen.nai.org/main/rti-act/#EMP1	Fully Met	3.85	Available
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://nischen.nai.org/main/rti-act/#EMP1	Not Met	0	Not Available
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://nischen.nai.org/main/rti-act/#EMP1	Not Met	0	Not Available
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://nischen.nai.org/main/rti-act/#EMP1	Not Met	0	Not Available

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1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	nai.org/main/rti-act/#EMP1 https://nischenFuly Met nai.org/main/rti-act/#GR1		1.92	Available
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://nischenFuly Met nai.org/main/rti-act/#EMP1	Not Applicable0		As per PA The Institute is a stand-alone Institute and hence no transfer policy is applicable to them, Hence this point is not applicable.
Total			100	100		92	64	
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://nischenFuly Met nai.org/main/rti-act/#BP1		10.00	Available. Please include also both Major and Minor Head outlay clearly. Budgetary provisions scheme wise may also be

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2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://nischen.nai.org/main/rt-i-act/#BP1	Not Met	0	Not available
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://nischen.nai.org/main/rt-i-act/#BP1	Not Met	0	Not available
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://nischen.nai.org/main/rt-i-act/#BP1	Fully Met	10.00	Available
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://nischen.nai.org/main/annual-reports/ https://nischen.nai.org/main/annual-reports/	Not Met	0	Referenced link is for Annual report. Annual report is available for latest 2022-23. PA may upload latest Annual Report or provide data on website as per requirement.
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	Fully Met	10	10.00	https://nischen.nai.org/main/hospital/	Partially Met	5.00	Partially available. All Related information related to procurements may be provided in a

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	contract is to be executed.							consolidated manner at one place
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://nischen.nai.org/main/rt-i-act/#BP1	Not Met	0	Information for FY 2024-25 not available
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://nischen.nai.org/main/rt-i-act/#XII1	Not Met	0	Information for FY 2024-25 not available
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.2	Objective of the programme	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.3	Procedure to avail benefits	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.4	Duration of the programme/ scheme	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.5	Physical and financial targets of the programme	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable0		0	empty	Not Applicable0		Not applicable as per PA.
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/	Not Applicable0		0	empty	Not Applicable0		Not applicable

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	allocations to State Govt./ NGOs/other institutions							as per PA.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
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 Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
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 Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
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	https://nischen.nai.org/main/annual-reports/	Not Met	0	Not available. Referenced link is for Annual report. Annual report is available for latest 2022-23. PA may upload latest Annual Report or provide data on website as per requirement.
Total			150	150		150	25	
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							

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	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://nischen.nai.org/main/rti-act/#FA1	Fully Met	12.50	Available
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://nischen.nai.org/main/rti-act/#FA1	Fully Met	12.50	PA declared that their extant rules do not provide for consultation or representation of public while formulation of policy or its implementation
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
3.1.7	Public- Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
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 Applicable0	0	0	empty	Not Applicable0	0	Not applicable as per PA.
3.1.9	Public- Private Partnerships (PPP) -Information	Not Applicable0	0	0	empty	Not Applicable0	0	Not applicable

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3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://nischen.nai.org/main/rti-act/main/rti	Fully Met	25.00	Available
3.5.2	List of materials available at a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	Not available
Total			200	200		225	167	
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 Met	9.52	0	empty	Not Met	0	Not available
4.1.2	English	Fully Met	9.52	9.52	https://nischen.nai.org/main/rti	Fully Met	9.52	Available
4.1.3	Vernacular/ Local Language	Not Met	9.52	0	empty	Not Met	0	Not available
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	https://nischen.nai.org/main/rti	Fully Met	28.57	Available
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://nischen.nai.org/main/rti	Fully Met	9.52	Available
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://nischen.nai.org/main/rti	Fully Met	9.52	Available
4.3.3	Location where available	Fully Met	9.52	9.52	https://nischen.nai.org/main/rti	Fully Met	9.52	Available
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://nischen.nai.org/main/rti	Fully Met	7.14	Available

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4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nischen.nai.org/main/rti	Fully Met	7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nischen.nai.org/main/rti	Fully Met	7.14	Available
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	https://nischen.nai.org/main/rti	Fully Met	7.14	Available
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://nischen.nai.org/main/hospital/	Not Met	0	Grievance redressal mechanism not available
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://nischen.nai.org/main/research/	Not Met	0	Details not available on website and link provided
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://nischen.nai.org/main/research/	Not Met	0	Details not available on website and link provided
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://nischen.nai.org/main/hospital/	Fully Met	4.10	Available
4.5.5	Annual Report	Fully Met	4.1	4.10	https://nischen.nai.org/main/annual-reports/	Not Met	0	Available latest for FY 2022-23 only.
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://nischen.nai.org/main/faq/	Fully Met	4.10	Available
4.5.7	Any other information such as - (a) Citizen's	Fully Met	4.1	4.10	https://nischen.nai.org/main/faq/	Partially Met	2.05	Partially

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	Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter				nai.org/main/citizen-charter/			Available
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://nischen/nai.org/main/rti-act	Fully Met	14.29	Available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nischen/nai.org/main/rti-act	Fully Met	14.29	Available
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	https://nischen/nai.org/main/rti-act	Not Met	0	Not available
Total			200	181		200	134	
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	https://nischen/nai.org/main/rti-act/	Partially Met	10.00	Earlier CPIO & FAAs information not available.
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://nischen/nai.org/main/rti-act/	Fully Met	20.00	Available
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	https://nischen/nai.org/main/rti-act/	Fully Met	20.00	Available. Date of appointment in addition to year may be incorporated.
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Fully Met	20	20.00	https://nischen/nai.org/main/rti-act/	Fully Met	20.00	Available. Date of

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	which constituted, (b) Name & Designation of the officers				i-act/			formation in addition to year may be incorporated.
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	https://nischen.nai.org/main/rti-act/	Not Met	0	Not available
Total			100	100		100	70	
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	https://nischen.nai.org/main/	Fully Met	25.00	Available
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	https://nischen.nai.org/main/rti-act/	Not Met	0	STQC certification not obtained
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://nischen.nai.org/main/rti-act/	Not Met	0	website does not show the STQC certificate.
Total			50	50		50	25	
Grand Total			800	781		817	485	