THE RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authorities

A Model Templates for INFORMATION HANDBOOK

[Refer to Chapter II Section 4(1) b of RTI Act, 2005]

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Organisation, Functions and Duties

[Section 4(1)(b)(i)]

Particulars of the organization, functions and duties:-

SL. No.	Name of the Organisation	Address	Functions	Duties
110.	Organisation			

Powers and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

SL.	Name of the	Designation	Duties	Powers
No.	office/employee		allotted	

Procedure Followed in Decision-making Process

[Section 4(1)(b)(iii)]

Describe the procedure followed in decision-making by the public authority (Deputy Commissioner Officer).

Activity	Description	Decision making	Designation of
		process	final decision
			authority

Norms set for the Discharge of Functions

[Section 4(1)(b)(iv)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

SL. No.	Function /service	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service
				Chapter etc)
				•

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1)(b)(v) & (vi)]

Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Categories of Documents held by the Public Authority under its Control

[Section 4(1) (b) v (i)]

Provide information about the official documents held by the public authority or under its control.

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)viii]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

SL. No.	Function / Service	Arrangements for consultation with or representation of public in relation	Arrangements for consultation with or representation of public in relations with
		with policy formulation	policy
			implementation

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4(1)(b)v(iii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public

Directory of Officers and Employees

[Section 4(1)(b)(ix)]

Please provide information on officers and employees working in different units or offices at different levels and their contact

SL.	Name of the Officers /	Designation	Office Address	Contact Number
No.	Employees			/ e-mail ID

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

[Section 4(1)(b)(x)]

Provide information on remuneration and compensation structure for officers and employees in the following format:

Name of the Officer	Designation	Remuneration
Working	Organisation	Per Month

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme /Scheme/Project /Activity /Purpose for which budget is allotted	Proposed expenditure As on last year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
				board etc.,)

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

1.	Describe the activities/programmes/schemes being implemented
by	the public authority for which subsidy is provided.

2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of	Nature /Scale of	Eligibility criteria	Designation of
programme	subsidy	for grant of	officer o grant
/Activity		subsidy	subsidy

3. Describe the manner of execution of the subsidy programme

Name of the programme / Activity	Application procedure	Sanction procedure	Disbursement procedure

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1)(b)xiii]

Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Nam	Name of programme /scheme					
Sl.	Name & address of	Nature	Date of grant	Name &		
No.	recipient institutions	/quantum of		designation of		
		benefit		granting		
		granted		authority		

Information Available in Electronic Form

[Section 4(1)(b)x(iv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic	Description (site adder /location where available etc.,)	Contents or title	Designation and address of the custodian of information held by whom ?)

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)xv]

Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available

Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b)xvi]

Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer

Sl.	Name of the	Name of	Office Tel.	E-mail
No.	Office	Designation of	Residence Tel.	
	/administrative	PIO	Fax	
	Unit			

Asst. Public Information Officer

S1.	Name of the	Name of	Office Tel.	E-mail
No.	Office	Designation of	Residence Tel.	
	/administrative	PIO	Fax	
	Unit			

Appellate Authority

Sl.	Name of the	Name of	Office Tel.	E-mail
No.	Office	Designation of	Residence Tel.	
	/administrative	PIO	Fax	
	Unit			

Other Useful Information

[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		