

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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Chapter 4

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)

Chapter 5

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.

Chapter 6

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.

Chapter 7

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 with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation

Chapter 8

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

Chapter 11

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.,)

Chapter 12

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

Chapter 14

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

Chapter 15

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

Chapter 16

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

Asst. Public Information Officer

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

Appellate Authority

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

Chapter 17

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.