

# **THE RIGHT TO INFORMATION ACT, 2005**

## **OBLIGATIONS OF PUBLIC AUTHORITIES**

### **A Draft Template for INFORMATION HANDBOOK**

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

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# Chapter 1

## Introduction

- 1.1 Background  
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook  
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public..
- 1.3 Who are the intended users of the handbook?  
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms  
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information  
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information  
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points  
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

**Chapter 2**  
**Organisation, Functions and Duties**  
**[Section 4(1)(b)(i)]**

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1				

**Chapter 3**  
**Powers and Duties of Officers and Employees**  
**[Section 4(1)(b)(ii)]**

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

Sl. No.	Name of the officer/employee	Designation	Duties allotted	Powers
1		Statutory:		
		Administrative:		
		Financial:		
2		Other:		
		Statutory:		
		Administrative:		
3		Financial:		
		Other		
		Statutory:		
4		Administrative:		
		Financial:		
		Other		

**Chapter 4**  
**Procedure Followed in Decision-making Process**  
**[Section 4(1)(b)(iii)]**

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning			
Budgeting			
Formulation of programmes, schemes and projects			
Recruitment/ hiring of personnel			
Release of funds			
Implementation/ delivery of service/utilization of funds			
Monitoring & evaluation			
Gathering feedback from public			

Activity	Description	Decision-making process	Designation of final decision-making authority
Undertaking improvements			

4.2 Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

**Chapter 5**  
**Norms set for the Discharge of Functions**  
**[Section 4(1)(b)(iv)]**

5.1 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 Charter etc)

**Chapter 6**  
**Rules, Regulations, Instructions, Manual and Records, for**  
**Discharging Functions**  
**[Section 4(1)(b)(v) & (vi)]**

6.1 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.

Sl. No	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1			
2			
...			
<b>Instructions</b>			
1			
2			
...			
<b>Manuals</b>			
1			
2			
...			
<b>Records</b>			
1			
2			
...			
<b>Publications</b>			
1			
2			
...			



**Chapter 7**  
**Categories of Documents held by the Public Authority**  
**under its Control**  
**[Section 4(1) (b) v (i)]**

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

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)

**Chapter 8**  
**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]**

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

S. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation

**Chapter 9**  
**Boards, Councils, Committees and other Bodies**  
**constituted as part of Public Authority**  
**[Section 4(1)(b)v(iii)]**

9.1 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

9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

**Chapter 10  
Directory of Officers and Employees  
[Section 4(1)(b)(ix)]**

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

S No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email

**Chapter 11**  
**Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations**  
**[Section 4(1)(b)(x)]**

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

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation

## Chapter 12

### Budget Allocated to Each Agency including Plans etc. [Section 4(1)(b)xi]

12.1 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 allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)

12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year	Amount spent last year	Budget allocated current year	Budget released current year

**Chapter 13**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1)(b)xii]**

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

13.2 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 to grant subsidy

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure

**Chapter 14**  
**Particulars of Recipients of Concessions, Permits or**  
**Authorization Granted by the Public Authority**  
**[Section 4(1)(b)xiii]**

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

**Institutional Beneficiaries**

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

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

**Individual Beneficiaries**

Sl. No	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority

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



**Chapter 15**  
**Information Available in Electronic Form**  
**[Section 4(1)(b)x(iv)]**

15.1 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 format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

**Chapter 16**  
**Particulars of Facilities available to Citizens for Obtaining**  
**Information**  
**[Section 4(1)(b)xv]**

16.1 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
Notice Board		
News Paper Reports		
Public Announcements		
Information Counter		
Publications		
Office Library		
Websites		
Other Facilities (name)		

**Chapter 17**  
**Names, Designations and other Particulars of Public**  
**Information Officers**  
**[Section 4(1)(b)xvi]**

17.1 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(s)**

S No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email

**Assistant Public Information Officer(s)**

S No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email

## Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email

**Chapter 18**  
**Other Useful Information**  
**[Section 4(1)(b)xvii]**

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

1.

2.

3.

4.

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

Place:

Date:

Name and Designation  
of the Officer  
Department

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.