

TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT

CHAPTER – 1

Introduction

1.1 The background of this Handbook (Right to information Act 2005).

The Constitution of India has constituted India as Sovereign Democratic Republic State. India being a democratic country has an obligation to make available to its citizen all information in a transparent manner which are vital to its functioning. It has become necessary on the part of the State to maintain transparency and to reveal necessary information to the public. As such for the convenience of the public it is imperative that a set of information be compiled and put in the form of a handbook.

1.2 Objective/purpose of this handbook.

As specified in the Right to Information Act, 2005, in order to secure access to information under the control of public authority, to promote transparency and accountability in the working of every public authority, a set of information which are readily available is compiled in the form of the handbook. Further, since the revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Government. It is necessary to harmonize these conflicting interests by preparing the set of information which are readily available in this handbook.

1.3 Who are the intended users of this handbook?

This handbook is intended to be used by all citizens who desired to have any information about the working of the Inspector of Schools, Ri Bhoi District, Nongpoh by way of inspection of works, documents, records, taking notes, extracts, certified copies of documents of records, taking certified samples of materials, obtaining information in the form of diskettes, floppies, tapes, video cassettes or in the form of electronic mode or through printout where such information is stored in a computer or in any device.

1.4 Organization of the information in this handbook.

The information in this handbook is divided into 18 Chapters as follows.

Chapter 1 - Introduction

Chapter 2 - Particulars of Organization, function and duties

Chapter 3 - Power and duties of the Officers and Employees

Chapter 4 - Rules, Regulations, Instructions, Manual and Records for discharging different functions.

- Chapter 5 - Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.
- Chapter 6 - A statement of the categories of documents that are held by it or under its control.
- Chapter 7 - A statement of boards, councils, committees and other constituted bodies.
- Chapter 8 - The names, designation and other particulars of the public information Officers.
- Chapter 9 - Procedure followed in decision making process.
- Chapter 10 - Directory of Officers and Employees.
- Chapter 11 - The monthly Remuneration received by each officer and employee including the system of compensation as provided in Regulations.
- Chapter 12 - The Budget allocated in each agency (particulars of all plans, proposed expenditures and reports on disbursement made)
- Chapter 13 - The manner of execution of subsidy programmes.
- Chapter 14 - Particulars of recipients of concessions, permits, or authorization granted.
- Chapter 15 - Norms set for the discharge of function.
- Chapter 16 - Information available in an electronic form.
- Chapter 17 - Particulars of the facilities available to citizens for obtaining information.
- Chapter 18 - Other Useful Information.

1.5 Definitions (Please provide definitions of various terms used in the handbook)

- * APRs - Actual paying Receipts.
- * ST - Scheduled Tribe.
- * SC - Scheduled Caste.
- * ACR - Annual Confidential Report.

- 1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

SHRI M.H.THABAH, INSPECTOR OF SCHOOLS, RI BHOI DISTRICT, NONGPOH, P.O. NONGPOH - 793102, Telephone No. (03638) 232194 (O).

- 1.7 Procedure and Fee structure for getting information not available in the handbook.

For any information which is not available in the handbook any interested person may make an application in a plain paper to be addressed by name to the Assistant public Information Officer concerned and the Assistant public Information Officer concerned shall dispose the same in a manner as prescribed under section 7 of the Act.