

TEMPLATE FOR THE INFORMATION UNDER RIGHT TO INFORMATION ACT

CHAPTER – 1

INTRODUCTION

1.1 Please throw light on the background of this Handbook (Right to Information Act, 2005):

With a view to promote transparency and accountability in administration and consequence upon introduction of the R.T.I Act, 2005 and in pursuance to the Chief Secretary to the Government of Meghalaya letter No. 1RII-30/2005/Pt.-II/4 dt. 19th August, 2005, this Handbook which covers the information pertaining to Ri-Bhoi District, Division Nongpoh has been prepared. However, if need arises, the Handbook may be revised and updated.

1.2 Objective/Purpose of this Handbook:

To throw light on various matters relating to information pertaining to the functions of the Office of the Ri-Bhoi District, Division Nongpoh.

1.3 Who are the intended users of this Handbook:

Every citizen including the public authorities are the intended users.

1.4 Organisation of the information in this Handbook:

The office of the Executive engineer, Ri-Bhoi District, Division Nongpoh and Office of the Sub-Division Officer Irrigation, Nongpoh are the Organisations of the information in this Handbook.

1.5 Definition (Please provide definition of various terms used in this Handbook):

The authorities may be defined as follows:-

- i. Public Information Officer: The executive Engineer, Irrigation is responsible to provide information within 30 days to a person who is making the request.
- ii. All the subordinate officers/employees below the P.I.O on both Districts and Sub-Divisional level are required to despatch the information requested from an individual to the concerned P.I.O within 5 days as per the provision of the Act.

1.6 Contact person in case somebody wants to get more information on topics covered in the Handbook as well as other information also:

- (a) Executive Engineer – Divisional Level, Ri-Bhoi District, Nongpoh.

1.7 Produce any fee structure for getting information not available in the handbook:

Any person who desires to obtain any information under this Act shall make a request in writing or through electronics means in English or Hindi to the concerned public authority indicated in the Handbook accompanied with the prescribed fee as charged by them.