

Section 2 (H^{1/2})**Format A**

Departmentwise list of Public Authorities under Section 2(h^{1/2} RTI ACT 2005

Name of the Dept. –

Under Section 2(h^{1/2} a/b/c/d

| Sr.No. | Category | Description of the Authority | Location/Address |
|--------|---|--|------------------|
| 1. | By or under the constitution | 1 ^{1/2} 2 ^{1/2} 3 ^{1/2} | |
| 2 | By any other law made by parliament | 1 ^{1/2} 2 ^{1/2} 3 ^{1/2} | |
| 3 | By any other law made by State Legislature | 1 ^{1/2} 2 ^{1/2} 3 ^{1/2} | |
| 4 | By notification issued or order made by the appropriate Govt. | 1 ^{1/2} 2 ^{1/2} 3 ^{1/2} | |

Section 2 (H^{1/2})**Format B**

Name of the Dept. –

Under Section 2(h¹/₂ (i¹/₂ (ii¹/₂

| Sr.No. | Category | Description of the Authority | Location/Address |
|--------|---|------------------------------|------------------|
| 1 | Body owned controlled or substantially financed | | |
| 2 | Non-Govt. organization substantially financed | | |

Section 4(1¹/₂ (b¹/₂ (i¹/₂

The particulars of functions & duties of the Public Authority :-

Name of the Public Authority –

Address –

Head of the Office –

Parent Govt. Dept. –

Reporting to which office –

Jurisdiction – Geographical –

* Mission -

* Vision –

Objectives –

Functions –

Details of Services provided (In Brief¹/₂

Physical Assets – (Statement of lands & buildings and other assets¹/₂-

Organisation's structural Chart (Orgonogram¹/₂ at each level-Give linkage of jurisdiction &

Address, Tel Nos. & Office Timings

Weekly holidays & specific Service Timings

* Note – May be relevant to all the administrative departments at Mantralaya level.

* Mission as fixed by parent Govt. Dept.

* Vision as fixed by parent Govt. Dept.

Section 4(1¹/₂ (b¹/₂ (ii¹/₂ format A

The powers of officers & employees in the office of _____

A

| Sr.No. | Designation | Powers-Financial | Under which legislation/rules/orders/GRs. | Remarks |
|--------|-------------|------------------|--|---------|
|--------|-------------|------------------|--|---------|

B

| Sr.No. | Designation | Powers- Administrative | Under which legislation/rules/orders/GRs. | Remarks |
|--------|-------------|---------------------------|--|---------|
|--------|-------------|---------------------------|--|---------|

C

| Sr.No. | Designation | Powers-Magisterial | Under which legislation/rules/orders/GRs. | Remarks |
|--------|-------------|--------------------|--|---------|
|--------|-------------|--------------------|--|---------|

D

| Sr.No. | Designation | Powers-Quasi judicial | Under which legislation/rules/orders/GRs. | Remarks |
|--------|-------------|--------------------------|--|---------|
|--------|-------------|--------------------------|--|---------|

E

| Sr.No. | Designation | Powers-Judicial | Under which legislation/rules/orders/GRs. | Remarks |
|--------|-------------|-----------------|--|---------|
|--------|-------------|-----------------|--|---------|

Note : The officers and employees of every Public Authority may not have at the above powers delegated to them. Only a few Public Authorities have the powers i.e. judicial, quasi-judicial and magisterial powers.

Section 4(1½ (b½ (ii½ format B

The duties of officers & employees in the office of _____

A

| Sr.No. | Designation | Duties-Financial | Under which Act/rules/orders/GRs./Circulars | Remarks |
|--------|-------------|------------------|--|---------|
|--------|-------------|------------------|--|---------|

B

| Sr.No. | Designation | Duties- Administrative | Under which Act/rules/orders/GRs./Circulars | Remarks |
|--------|-------------|---------------------------|--|---------|
|--------|-------------|---------------------------|--|---------|

C

| Sr.No. | Designation | Duties-Magisterial | Under which Act/rules/orders/GRs./Circulars | Remarks |
|--------|-------------|--------------------|--|---------|
|--------|-------------|--------------------|--|---------|

D

| Sr.No. | Designation | Duties-Quasi- judicial | Under which Act/rules/orders/GRs./Circulars | Remarks |
|--------|-------------|---------------------------|--|---------|
|--------|-------------|---------------------------|--|---------|

E

| Sr.No. | Designation | Duties-Judicial | Under which Act/rules/orders/GRs./Circulars | Remarks |
|--------|-------------|-----------------|--|---------|
|--------|-------------|-----------------|--|---------|

Section 4(1½ (b½ (iii½

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of _____

NAME OF ACTIVITY –

Related Provisions –

Name of the Act / Acts –

Rules –

Govt. Resolutions –

Circulars –

Office Orders –

| Sr.No. | Activity | Steps involved | Time Limit | Authority Role & Responsibility of the employee/officer in connection with each activity. (mention designation ^{1/2}) | Remarks |
|--------|----------|----------------|------------|--|---------|
|--------|----------|----------------|------------|--|---------|

Section 4(1^{1/2} (b^{1/2} (iv^{1/2} format (A^{1/2}

Physical and Financial Norms set for discharge of its functions in the office of _____

ORGANISATIONAL TARGETS – Monthly, Quarterly, Six monthly & Yearly

| Sr.No. | Designation | Activity | Physical Targets units to be covered | Financial Targets in Rs. | Time Limit | Remarks |
|--------|-------------|----------|---|--------------------------------|---------------|---------|
|--------|-------------|----------|---|--------------------------------|---------------|---------|

Note :- A separate chart will be required for each activity as the targets (Physical and Financial) as well as the time limit will be different.

Section 4(1) (b) (iv) format (B)

Time limit of..... For completion of work

Time limit of each work

| Sr.No. | Subject | Days/hours for completion work | Responsible officer | Grievance Officer |
|--------|---------|--------------------------------|---------------------|-------------------|
|--------|---------|--------------------------------|---------------------|-------------------|

Section 4(1½ (b½ (v½ format (A½

The rules / regulation related with the functions of _____

| Sr.No. | Subject | G.R./Circular/Office Order. Rule No. Notification etc. date. | Remarks if any |
|--------|---------|--|----------------|
|--------|---------|--|----------------|

Section 4(1½ (b½ (v½ format (B½

The Government Resolution related with the function of Employment & Training Schemes.

| Sr.No. | Subject as indicated | GR No. & its date | Remarks if any |
|--------|----------------------|-------------------|----------------|
|--------|----------------------|-------------------|----------------|

1
2
3
4

in the resolution

AS PER TRAINING
MANUAL

Section 4(1½ (b½ (v½ format (C½

The Circulars related with the functions Employment & Training Schemes.

| Sr.No. | Subject as indicated in the circular | Circular No. & its date | Remarks if any |
|--------|---|----------------------------|----------------|
|--------|---|----------------------------|----------------|

1
2
3
4
5
6
7
8

AS PER TRAINING
MANUAL

Section 4(1½ (b½ (v½ format (D½

The Office Order/Policy Circulars related with the functions of Employment & Training.

| Sr.No. | Subject as indicated in the office order | No. & office order date | Remarks if any |
|--------|---|----------------------------|----------------|
|--------|---|----------------------------|----------------|

1
2
3
4
5
6
7
8

Section 4(1½ (b½ (v½ format (E½

List of documents available in the office/section/ward/branch of Directorate, Employment & Training.

| Sr.No. | Subject as indicated in the office order | No. & office order date | Remarks if any |
|--------|---|----------------------------|----------------|
|--------|---|----------------------------|----------------|

1
2
3
4
5
6
7
8

Section 4(1½ (a½ (vi½

Statement of categories of documents held in the office of _____ at _____

| Sr.No. | Subject | Type of Document | File No. or Register No. | Particulars | Periodicity of preservati on |
|--------|---------|---------------------|-----------------------------|-------------|---------------------------------|
|--------|---------|---------------------|-----------------------------|-------------|---------------------------------|

file or
register

Section 4(1½ (b)½ (vii)½

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office _____

| Sr.No. | Consultation for | Details of the Mechanism | Under which act/rule/circular | Periodicity |
|--------|------------------|--------------------------|-------------------------------|-------------|
|--------|------------------|--------------------------|-------------------------------|-------------|

1½ Policy Formulation

2½ Policy Implementation

Section 4(1½ (b)½ (viii)½ Format A

List of committees to be published under

| Sr.No. | Name of the Committee | Composition of Committee | Purpose of the Committee | Frequency of meetings | Whether open to public or | Minutes available in the |
|--------|-----------------------|--------------------------|--------------------------|-----------------------|---------------------------|--------------------------|
|--------|-----------------------|--------------------------|--------------------------|-----------------------|---------------------------|--------------------------|

1
2
3
4
5

not office of

Section 4(1½ (b½ (viii½ Format B

List of boards to be published under

| Sr.No. | Name of the boards | Composition of boards | Purpose of the boards | Frequency of meetings | Whether open to public or not | Minutes available in the office of |
|--------|--------------------|-----------------------|-----------------------|-----------------------|-------------------------------|------------------------------------|
| 1 | | | | | | |

Section 4(1½ (b½ (viii½ Format C

List of councils to be published under

| Sr.No. | Name of the councils | Composition of Councils | Purpose of the Councils | Frequency of meetings | Whether open to public or not | Minutes available in the office of |
|--------|----------------------|-------------------------|-------------------------|-----------------------|-------------------------------|------------------------------------|
| 1 | | | | | | |

Section 4(1½ (b½ (viii½ Format D

List of other bodies to be published under

| Sr.No. | Name of the bodies | Composition of bodies | Purpose of the other bodies | Frequency of meetings | Whether open to public or not | Minutes available in the office of |
|--------|--------------------|-----------------------|-----------------------------|-----------------------|-------------------------------|------------------------------------|
| 1 | | | | | | |

Section 4(1½ (b½ (ix½

Directory of the officers and employees _____

| Sr.No. | Designation | Name of the officers/employees | Cadre | Dt. Of Joining the post | Contact Details Ph/Fax./E-mail |
|--------|-------------|--------------------------------|-------|-------------------------|--------------------------------|
| 1 | | | | | |
| 2 | | | | | |

3
4
5

Section 4(1½ (b½ (x½

Details of remuneration of officers & employees in the office of _____

| Sr.No. | Name | Designation Cadre | Basic Pay | DA | HRA | CCA | Special Allowance transport Allowance Project Allowance | Total |
|--------|------|----------------------|--------------|----|-----|-----|--|-------|
|--------|------|----------------------|--------------|----|-----|-----|--|-------|

Section 4(1½ (b½ (xi½

Details of allocation of budget & disbursement made in the office of _____
at _____ for the year _____.

- Publish copy of the budget
- Publish copy of grant distribution -

Format A for current year

| Sr.No. | Budget head description | Grants received | Planned use (Give details areawise or workwise in a separate form½ | (In Rs.) Remarks |
|--------|----------------------------|-----------------|--|---------------------|
|--------|----------------------------|-----------------|--|---------------------|

Format B for previous Year

| Sr.No. | Budget Head | Grants received | Grants utilised | Grants Surrendered | (In Rs.) Results |
|--------|-------------|--------------------|--------------------|-----------------------|---------------------|
|--------|-------------|--------------------|--------------------|-----------------------|---------------------|

Section 4(1½ (b½ (xii½ (A½ format

Manner of execution of subsidy program in the office of _____
at _____

Name of the Program -
Eligibility of Beneficiary
Pre-requisites for the benefit
Procedure to avail the benefits of the programme
Criteria for deciding eligibility
Detail of the benefits given in the programme (also mention the amount of subsidy or other help given½
Procedure for the distribution of the subsidy
Where to apply or whom to contact in the office for applying
Application Fee (where applicable½
Other fees (where applicable½
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application½
List of Annexure (Certificates/documentws½
Format of Annexure
Where to contact in case of process related complaints
Details of the available fund (At various levels like District Level, Block Level etc.)
Yearwise List of beneficiaries in the format given.
Target (If any½
Remarks

Section 4(1½ (b½ (xii½ (B½ format

Details of beneficiaries of subsidy program in the office of _____ at _____

Name of the scheme/program - _____ For the year _____

| Sr.No. | Name and address of Beneficiary | Amount of subsidy/ concession sanction |
|--------|---------------------------------|--|
|--------|---------------------------------|--|

Section 4(1½ (b½ (xiii½

Particulars of recipients of concessions, permits or authorizations granted in the office of _____ at _____

Type of license/permission/concession –

| Sr.No. | Name of the license | Licensing Authority | | | General Conditions | Details of the license ** |
|--------|---------------------|---------------------|-----------|------------|--------------------|------------------------------|
| | | License No. | Issued on | Valid upto | | |

* * Details of the license – The subject matter of the license should be mentioned. In case of non-agricultural use permission, survey No. or part thereof, will have to be mentioned.

Section 4(1½ (b)½ (xiv)½

Details of information available in electronic form in the office of _____

| Sr.No. | Type of Document File/Register | Sub Topic | In which electronic format it is kept | | Person in charge |
|--------|-----------------------------------|-----------|---------------------------------------|----|------------------|
| | | | 1½ | 2½ | |
| | | | Tape | | |
| | | | Film | | |
| | | | CD | | |
| | | | Floppy | | |
| | | | Any other | | |

Section 4(1½ (b)½ (xv)½

Particulars of facilities available for citizen for obtaining information in the office of _____

Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of record
- Information about facilities for inspection of works
- Information about facilities for providing samples
- Information about Notice Boards
- Information about library
- Information about Inquiry window or Reception etc.

| Sr.No. | Type of facility | Timings | Procedure | Location | Person in charge |
|--------|------------------|---------|-----------|----------|------------------|
|--------|------------------|---------|-----------|----------|------------------|

Section 4(1½ (b)½ (xvi)½

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority)½ _____

PIO

| A | | | | | | |
|----------|-------------|-------------|-------------------------------|----------------|------------------------------|---------------------|
| Sr.No. | Name of PIO | Designation | Jurisdiction as PIO under RTI | Address/Ph.No. | E-mail id for purpose of RTI | Appellate authority |

APIOs

| B | | | | |
|----------|--------------|-------------|--------------------------------|----------------|
| Sr.No. | Name of APIO | Designation | Jurisdiction as APIO under RTI | Address/Ph.No. |

Appellate authority

| C | | | | | |
|----------|-----------------------------|-------------|-------------------------------------|---------------|------------------------------|
| Sr.No. | Name of Appellate Authority | Designation | Jurisdiction as Appellate Authority | PIO reporting | E-mail id for purpose of RTI |

Section 4(1½ (b)½ (xvii)½

Common administrative information published

Section 4(1½ (b)½ (xvi)½