

Information under the RTI Act-2005

General Manager (IT&SP),

CIDCO Ltd.

Ground Floor, CIDCO Bhavan, CBD Belapur,

Navi Mumbai 400 614

Section 2(h)

Format A

Department wise list of Right of Information Act 2005 2 (h) RTI ACT 2005

Name of the Dept. – **CIDCO LTD., C.B.D. Belapur, Navi Mumbai.**

Under Section 2(h) Manager

Sr.No.	Public Authorized Institution	Description of the Authority	Location / Address
1.	CIDCO LTD.	Vice Chairman & Managing Director	CIDCO LTD., C.B.D. Belapur, Navi Mumbai.

Section 2 (h)

Format B

List of Public Authorities substantially financed by the Govt.

Name of the Dept. –GM (IT & SP). CIDCO LTD., C.B.D. Belapur,
Navi Mumbai.

Under Section 2(h) (i) (ii) Internal

Sr. No.	Category	Description of the Authority	Location / Address
1.	General Manager (IT &SP)	General Manager (IT & SP)	CIDCO LTD., CIDCO Bhavan, Ground floor, C.B.D. Belapur, Navi Mumbai.

Section 4 (1)(b) (i)

The particulars of functions & duties of the Public Authority:

CIDCO Navi Mumbai, General Manager (IT&SP).

Name of the Public Authority	:	General Manager. (IT & SP), CIDCO Ltd., C.B.D. Belapur, Navi Mumbai.
Address	:	CIDCO Ltd., CIDCO Bhavan, Ground floor, C.B.D. Belapur, Navi Mumbai.
Head of the Office Director	:	Vice Chairman & Managing
Parent Govt. Dept.	:	GM (IT &SP) Department
Reporting to which office	:	CIDCO Ltd.
Jurisdiction – Geographical	:	All Railway Stations under Navi Mumbai Jurisdiction. Plots in sector 30A, IIP Vashi. Special Projects such as Kharghar Hill Top, Integrated Commercial Complex at Seawoods, Ghansoli Railway Stations and Golf Course at Nerul. Diplomatic Enclave in sector 10A, Airoli, Heritage Center at Kharghar Etc.
Mission	:	To make CIDCO the leader in urban development and Real Estate Market through continued endeavors with focus on innovative customer oriented approach and backed by the State- of – the – art technology
Objectives	:	Disposal of land as per NBDLR-as applicable and marketing of Commercial Built-up premises at all railway stations in Navi Mumbai.
Functions –	:	Marketing of Commercial Built-up premises at all railway stations in Navi Mumbai including plots at IIP, Vashi. Development of special Project at Seawoods, Ghansoli, Kharghar Hill Top and Golf Course

at Nerul Diplomatic Enclave in sector 10A, Airoli, Heritage Center at Kharghar etc.

Details of Services provided : Disposal of the plots/Commercial Built-up premises through Public advertisement and to provide equal opportunities to all for buying the properties from CIDCO.

Physical Assets – IIP Plots, Commercial Built-up premises at all railway stations in Navi Mumbai.
Lands for special Projects in Navi Mumbai.

Services Available : Marketing Website

Organization's structural Chart (Orgonogram) at each level : Attached

Give linkage of jurisdiction & Address & Tel. Nos : Office of GM(IT&SP), Ground floor, CIDCO Bhavan, Navi Mumbai.
67918161, 67918171, 67918172, 67918654.

Office Timings. : (9.30am to 5.30pm)

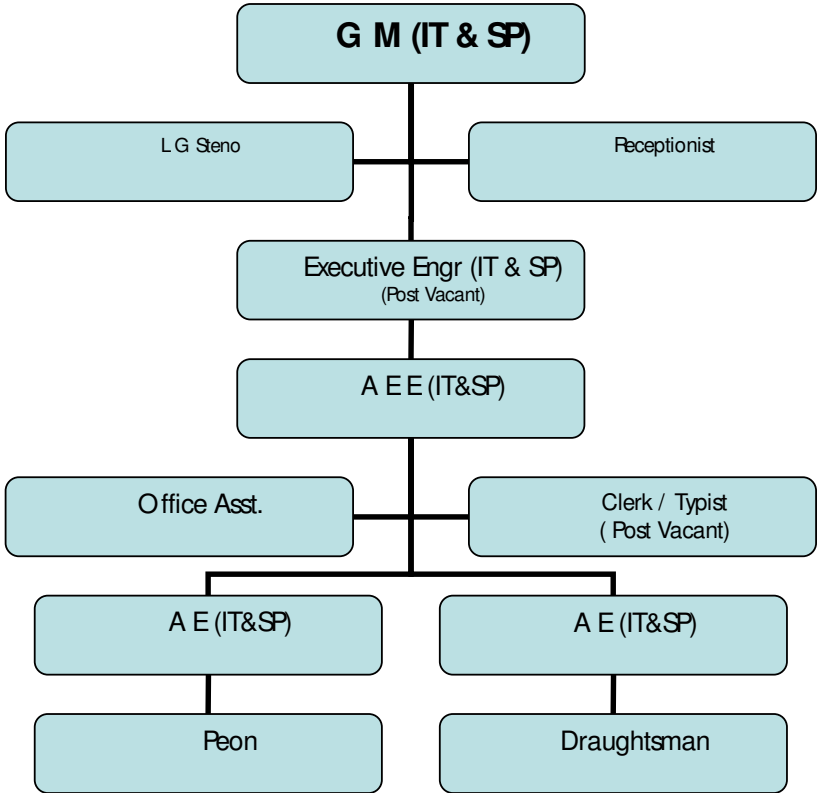
Weekly holidays & , : Saturdays and Sundays
Specific Service Timings (9.30am.to 5.30.pm.)

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.

ORGANOGRAM



Note: Information updated as on 11 November, 2009.

Section 4 (1)(b) (ii) format A

Powers of officers & employees in the office of CIDCO LTD., Navi Mumbai –
Details of Rights of General Manager (IT&SP), Officers and Employees

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rules/orders/GRs.	Remarks
1.	GM(IT &SP)	Allotment of IIP Plots to allottees, Allotment of Built-up Commercial premises at station complexes in Navi Mumbai .Allotment of plots for special projects. Grant of extension of time limit for built up premises and plots.	CIDCO, Navi Mumbai	-

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rules/orders/GRs.	Remarks
1.	Assistant Executive Engineer (IT&SP)	Receipt of payments. Making Agreement and proposing for extension of time limit. Accepting the lease premium of land allotted by GM(IT&SP).	Disposal of land as per NBDLR as applicable and the BRs issued from time to time.	-

C

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

Sr. No.	Designation	Powers-Quasi Judicial	Under which legislation/rules/orders/GRs.	Remarks
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Note: Information updated as on 11 November, 2009.

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E

Sr. No.	Designation	Powers-Judicial	Under which legislation/rules/orders/GRs.	Remarks
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Note: The officers and employee of every Public Authority may not have all the above powers delegated to them. Only a few Pubic Authorities have the powers i.e. judicial, quasi-judicial and magisterial powers.

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

Section – 4, (1) (b) (ii) Format –B

The duties of officers & employees in the office of GM(IT & SP)

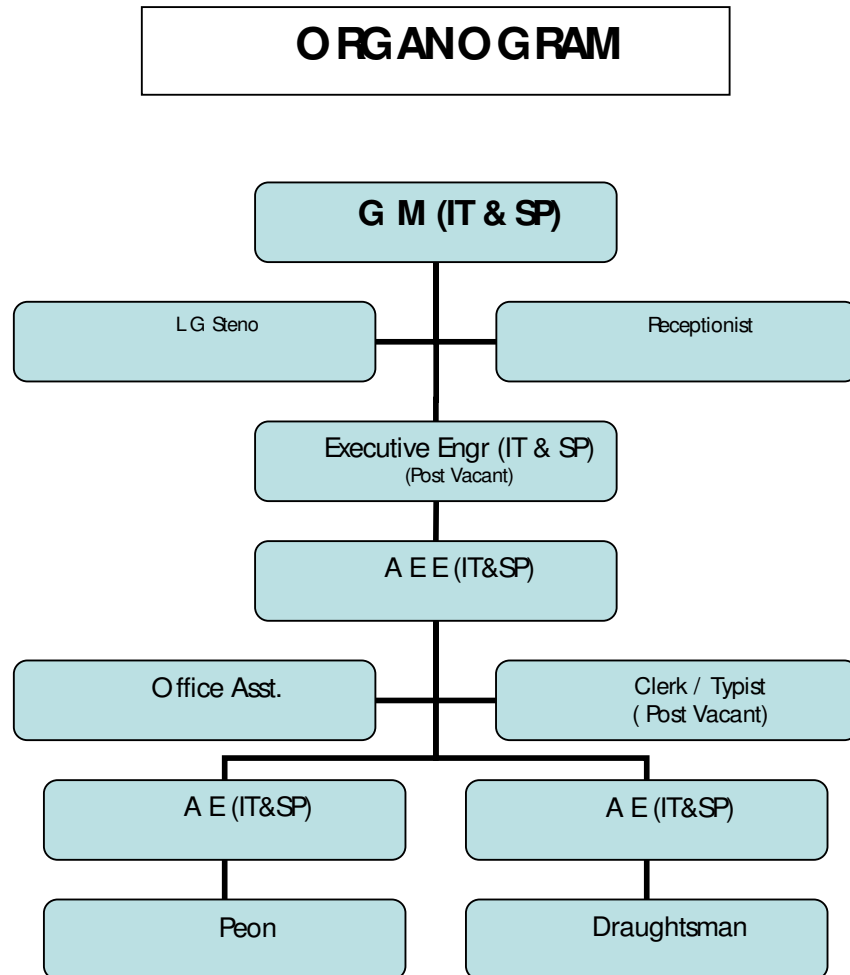
Sr. No.	Designation	Duties	Under which Act/Rules	Remarks
1.	Assistant Executive Engineer	To Accept payment of the properties sold	CIDCO	

II) Administrative

The duties of officers & employees in the office of GM (IT&SP)

Sr. No.	Designation	Duties	Under which Act/Rules	Remarks
	Assistance Executive Engineer	Making allotment letters, documentation for execution of agreements. receipt of payments for allotment of plots, built up premises of Station complex, Navi Mumbai etc.	Disposal of lands as per NBDLR as applicable and the Board Resolutions issued from time to time	

Remarks: The Organization Chart of GM (IT & SP) Department is as follows:



Section 4 (1)(b) (iv) Format (A)

Physical and Financial Norms set for discharge of its functions in the office of GM (IT & SP) department

ORGANISATIONAL TARGETS – (Annual)

Sr. No.	Functional /Activity	Units to be covered	Financial Targets in Rs.	Remarks
	To advertise the plots/commercial built-up premises through public advertisements & provide equal opportunities to all for buying the properties from CIDCO.	Disposal of land as per NBDLR as applicable and Marketing of commercial built-up premises at all railway station in Navi Mumbai. Marketing of IIP Plots. Development of special project i.e. Seawoods Station, Golf Course at Nerul, Kharghar hill top & Ghansoli Railway station, Diplomatic Enclave in sector 10A, Airoli, Heritage Center at Kharghar.	It is being decided on the basis of availability of the plots/constructed premises with the coordination of CA&P. For the Year 2009-2010 Target is Rs.458.14Crores.	GM (IT &SP) Department deals with sale of plots & built-up commercial premises within the jurisdiction of Navi Mumbai. Development of special projects at Seawoods and Ghansoli Railway Stations. Golf Course at Nerul and Development of Kharghar Hill plateau etc.

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

Particulars of facilities available for citizen to obtain information in the office of GM (IT&SP) Department, CIDCO at CBD Belapur.

Types of facilities:

- Information about visiting hrs. : As per CIDCO Norms.
- Information about interactive website : Not available
- Information about call centre : Nil
- Information about facilities for Inspection of record : Files, registers etc.
- Information about facilities for Inspection of works : Not applicable
- Information about facilities for Providing samples : Not applicable
- Information about Notice Boards : Not applicable

Sr. No.	Type of facility	Timings	Procedure	Location	Person- in charge	Grievance Redressed
1.	The information pertaining to plots & commercial Built up premises allotted by the GM (IT&SP) Department. This Dept. within its jurisdiction has kept the records in the individual files.	As per norms 2pm. To 5 pm.	There is staff hierarchy maintained for attending visitors. One can meet to GM (IT&SP) during the office hours. In absence of GM(IT & SP), Assistant Executive Engineer / Assistant Engineer are empowered to give the information to the applicants who have applied under RTI Act.	CIDCO Bhavan (Ground Floor), CBD Belapur Navi Mumbai.	GM(IT&SP), Executive Engineer (Vacant) Assistant Executive Engineer (IT&SP)	APIOs & PIOs are authorized by the Corporation. to deal the matter personally with the applicant and literate him about the internal procedure of the Dept.

Section 4 (1) (b) (v) Format (B)

Time limits for the activities of GM (IT & SP) for discharge of its function.

Sr. No.	Activity	No. of days require for completion	Authority responsible	Authority for Grievance redressal in case of failure
	Tendering the plots.	As soon as the plot is demarcated by Planning Dept. & confirmed demarcation plan is received, GM(IT &SP) Dept. tenders the plot on priority basis.	Managing Director And the BRs. Issued from time to time.	MD /Joint Managing Director
	Selling of constructed premises	As far as constructed premises are concerned, we are selling it as per the policy decision given by the Board.		

Remarks: This department GM (IT & SP) mainly deals with sale of plots at IIP Vashi & built-up commercial premises at all Railway Stations in Navi Mumbai. Also it deals with Development of Special Project, i.e. Kharghar Hill Plateau, Ghansoli Railway station, Seawoods Railway station, Golf Course at Nerul, Diplomatic Enclave in sector 10A, Airoli & Heritage Center at Kharghar in Navi Mumbai.

Section 4 (1) (b) (v) B

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

Sr.No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
1			
2			
3	-----AS PER	MANUAL-----	-----
4			

Section 4 (1) (b) (v) (C)

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	----- AS PER	TRAINING MANUAL-----	-----
4			

Section 4 (1)(b) (v) (D)

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	-----	-----As follows-----	-----
3			

Remarks: The functions of the GM (IT & SP) Dept. as being carried out Presently are as follows:

After receipt of confirmation plans from CA&P's Dept. against the availability of plots, the GM(IT & SP) Dept. is advertising it through leading/local newspapers and calling tenders for the same. The highest bidder is being allotted plot and accordingly the allotment letters are issued. Regarding the sale of Built-up commercial premises it is implemented as per the policy decided by the Board from time to time.

Simultaneously the GM (IT & SP) Dept. is achieving the prescribed targets on yearly basis and fulfilling the objective of the Corporation.

Section 4 (1)(b) (v) (E)

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	-----	-----As follows-----	-----
5			
6			
7			
8			

Remark: GM(IT&SP) Dept. Maintains Proposal files, Correspondence files, Create of individual sales order and customer number through SAP and maintains Marketing Correspondence files for all premises/plots separately. The lists of entire premises/plots are available in SAP.

Note : Each Public authority shall prepare list of records duly indexed. Record includes documents files & soft copies as well.

Section 4 (1)(a) (vi)

Statement of Categories of documents held in the office
of GM (IT&SP) at Ground Floor CIDCO Bhavan.

Sr. No.	Subject	Type of Document file or register	File No. of Register No.	Particulars	Periodicity of preservation
1.	Register of Allotment of IIP Plot.			Details of Allotment of IIP Plots / 1	10 Years
2.	Allotment of Plot and				10 Years
3.	Right to Information				04 Years
4.	Muster	Muster Register		Details of Employees Presently	04 Years
5.	Inward Outward Register	In form of Register		Daily mail	04 years
6.	Correspondence with Legislative Assembly				04 years
7.	Complaints of Public				-----
8.	Govt. Circulars				04 years

Note - Each public authority shall prepare list of records duly indexed. Record includes document files & soft copies as well.

To prepare this list to facilitate Right to Information, we have to make it user friendly, easy for inspecting, taking notes, taking samples of materials etc.

First prepare wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different registers maintained in each office. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed: For easy retrieval these lists should be office wise, section wise, desk wise as it convenient for the clients of the specific office. This list will be very handy to trace the files, while giving information within the stipulated time limit of Thirty days. This is the most important document in your organization to arrange your records which are generally in shambles.

Section 4 (1)(b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office GM (IT & SP)

Sr. No.	Consultation for	Details of the Mechanism	Under which act /rule/circular	Periodicity
	-----Not	Applicable----	-----	-----

Remarks: No such consultations with the members of the public in relation to formulation of policy and implementation are required to be made by GM (IT & SP) hence this information may be treated as Nil/Not relevant / Not applicable relating to GM (IT & SP).

Note: Under Section 4 (1)(b) (vii) the public authorities are expected to publish to arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be formulation a committee for special purpose conducting workshops, meetings, gramsabha, public, hearings, hearings, jansunvai, darbar etc. to know public opinion.

Section 4 (1)(b) (vii) 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 upon to public or not	Minutes available in the office of
1						
2						
3	-----	-----	-----Not	Applicable	-----	-----
4						
5						

Section 4 (1)(b) (viii) Format B
List of boards to be published under

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

Section 4 (1)(b) (viii) Format C
List of boards to be published under

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

Section 4 (1)(b) (viii) Format D
List of boards 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 (1)(b) (ix)

Directory of the officers and employees CIDCO –
GM (IT & SP) Department

Sr.No.	Designation	Name of the Officers/Employee	Cadre	Dt. of Joining the post	Contact Details Ph Fax/Email
1.	General Manager (IT & SP)	Dr. D.L.N. Murthy	1	27.05.1992	67918171/ 67918161
2.	Asstt. Executive Engineer	Mr. R.P. Sharma	2	25-06-1981	67918172
3.	Asstt. Engineer	Mr. F.A. Khan	2	10-11-1994	67918654
4.	Asstt. Engineer	Mr. B.D. Pandhare	2	01-08-2008	67918652
5.	Lower Grade Steno	Mr. M.M. Murlidharan	3	20-05-1983	67918171
6.	Draftsman	Mr. Sunil Karpe	3	01-10-1984	----
7.	Receptionist	Mrs. Cornia Cakker	3	10-09-1984	67918187
8.	Office Assistance	Mrs.Nutan Bhattacharyya	3	25-11-1992	----
9.	Office boy	Mr. Dilip Bhagat	4	05-05-1994	----

Note:

1. This will have to be published every year
2. Changes which are significant should be updated immediately.
(e. g. Transfer of HOD etc.)

Section 4 (1)(b) (x)

Directory of the officers and employees in the office of GM (IT & SP)

Sr. No.	Name	Designation Cadre	Basic Pay	GP	D.A	H.R.A	CLA + Conv.Allow	Total
1	Dr. D.L.N. Murthy	General Manager	30640	6600	10055	11172	300 + 800	63167
2.	R.P. Sharma	AEE	26480	6000	8770	9744	300+ 800	52094
3.	F.A. Khan	A.E.	19090	4900	6477	7197	300 + 800	38764
4.	Bharat Pandhare	A.E.	10900	4400	4131	4590	300+400	24721
5.	M.M.Mulidhadhan	L,G,S,	20060	4400	5381	4635	300 + 400	35176
5.	Cornia Kacker	Receptionist	14640	4300	5114	5682	300+100	30136
6.	Sunil Karpe	Draftsman	17940	4300	6005	6672	300+400	35617
7.	Nutan Bhattacharyya	O.A.	11330	4200	3417	4659	300+500	24406
8.	Dilip Bhagat	Peon	7160	1450	2325	2583	300+100	13918

Note: Information updated as on 11 November, 2009.

Section 4 (1)(b) (xi)

Details of allocation of budget & Disbursement made in the office of GM (IT&SP) at Grd. Floor CIDCO Bhavan for the year 2009-10

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

Format A for current year (2009-10)

Sr. No.	Budget head description	Grants received/Budget Estimate for year 2009-10 (Rs. In Lakhs)	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	Railway Commercial Complexes	2000	N.A.	
2.	IIP Vashi	0	N.A.	
3.	IT Plots	2000	N.A.	
4.	ITC Belapur	585	N.A.	
5.	New Station Complexes	29	N.A.	
6.	Integrated Seawoods Railway Station Complexes	36200	N.A.	
7.	Integrated Ghansoli Railway Station Complexes	5000	N.A.	
	Total	45814		

Format B for Previous year (2008-09)

Sr.No.	Budget head	Grants received/Budget Estimate (Rs. In Lakhs)	Grants Surrendered	Result
1.	Railway Commercial Complexes	758	N.A.	
2.	IIP Vashi	0	N.A.	
3.	IT Plots	3000	N.A.	
4.	ITC Belapur	50	N.A.	
5.	New Station Complexes	29	N.A.	
6.	Integrated Seawoods Railway Station Complexes	73900	N.A.	
7.	Integrated Ghansoli Railway Station Complexes	10000	N.A.	
	Total	87737		

Note : Since most of the departments publish the information in one from or the other, it is advisable that they use their own format.

Section 4 (1)(b) (xii) (A) Format

Manner of execution of subsidy program

In the office of GM (IT&SP) at Grd. Floor, CIDCO Bhavan, CBD Belapur

- Name of the Program
- Eligibility of Beneficiary
- Pre-requisites for benefit
- Procedure to avail the benefits of the programmed
- Criteria for deciding eligibility
- Detail of the benefit given in the programmed (also mention the amount of subsidy or other help given)
- Procedure for the description of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application.
- List of annexure (Certificate / documents)
- 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)
- Year wise List of beneficiaries in the format given
- Target (If any)
- Remarks

Remark: GM (IT&SP) does not deal with Execution of subsidy programs and hence this Section 4 (1)(b) (xii) (A) Format is not applicable.

Note : It is suggested that the connected Public Authority should publish a small pamphlet / brochure containing all the above information for each scheme / programme.

Section 4 (1)(b) (xii) (B) Format

Details of beneficiaries of subsidy program

In the office of GM(IT&SP) at Grd. Floor, CIDCO Bhavan, CBD Belapur.

name of the Scheme / program _____ For the year _____

Sr. No.	Name and address of Beneficiary	Amount of Subsidy/concession sanctioned
-----	-----Not Applicable -----	-----

Note : Separate list should be published for every scheme / programmed / year wise.

Section 4 (1) (b) (xiii)

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

GM (IT & SP) at CIDCO Bhavan, CBD Belapur, Navi Mumbai

The License / permission / concession

Licensing Authority

Sr. No.	Name of the Licensee	License No.	Issued on	Valid up to	General Conditions	Details of the License**
----	----	--Not	Applicable	-----	-----	-----

Details of the License – the subject matter of the License should be mentioned. In case of non cultural use permission, survey no. or part thereof, will have to be mentioned

See-separate lists for each type of license / concession etc.

Section 4 (1)(b) (xiv)

Details of information available in electronic form in the office of GM(IT&SP)

Sr. No.	Type of Document File/Register	Sub Topic	In which electronic format it is kept	Person In-charge
	Plots/Built-up commercial premises as on today.	Allotment of plots/constructed premises details	i) CD ii) Floppy	GM(IT & SP), A.E.E. (IT&SP) A.E. (IT&SP)

Note: Information updated as on 11 November, 2009.

Section 4 (1)(b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of GM (IT&SP) Department, CIDCO Ltd.

Types of facilities:-

- Information about visiting hrs. : 2.00 to 5.00 p.m.
- Information about interactive website : www.cidcoindia.com
- Facilitation center : Office of the GM(IT&SP), CIDCO Bhavan
- Information about facilities for inspection of record: Available
- Information about facilities for inspection of works: NA
- Information about facilities for providing samples
- Information about Notice board
- Information about library
- Information about Inquiry window or Reception etc.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person in Charge	Grievance Redressed
1	The information pertaining to plots & Built-up commercial premises allotted by the GM(IT & SP) Department within the jurisdiction, is Kept in the individual files and also maintained through SAP.	As per norms 2.00 pm. To 5.00 pm.	There is staff hierarchy maintained for attending visitors. One can meet to the GM(IT&SP) during the office hours. In the absence of GM(IT & SP) , Marketing Officer / Asst. Marketing Officer is empowered to give the information to the applicants applied under RTI Act in person.	CIDCO Bhavan (Ground Floor), CBD Belapur Navi Mumbai.	GM (IT &SP), AEE (IT&SP)	APIOs & PIOs are authorized by the Corporation to deal the matter personally with the applicant & literate him about the internal procedure of the Department.

Note : Every Public Authority should prepare appropriate guidelines in consultation with its parent department for each to these facilities.

Section 4 (1) (b) (xvi)

Details of Public Information Officers / APIOs/Appellate authority
In the jurisdiction of (public Authority) GM (IT & SP), CIDCO Ltd.

A

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph.No.	E-mail Id for purpose of RTI	Appellate Authority
1.	Dr. D.L.N. Murthy	GM(IT&SP) and PIO	Built up commercial premises at all Railway stations under Navi Mumbai. Development of special project such as Golf Course at Nerul, Kharghar Hill Plateau, Seawoods Railway stations, Diplomatic Enclave in sector 10A, Airoli, Heritage Center at Kharghar etc	CIDCO Bhavan, Ground floor, CBD Belapur, Navi Mumbai. Tel.67918161		Mr. J.B. Khanvilkar, Chief Administrative Officer CIDCO Ltd., Ground floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai

B

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address Ph.No.
1.	R.P. Sharma	Assistant Executive Engineer --Assistant Public Information Officer (APIO)	Built up premises at All Railway stations under Navi Mumbai. Special Project i.e. Golf Course at Nerul, Kharghar Hill Plateau, Seawoods Railway stations Diplomatic Enclave in sector 10A, Airoli, Heritage Center at Kharghar etc.	CIDCO Bhavan, Ground floor, CBD Belapur, Navi Mumbai.

Note: Information updated as on 11 November, 2009.

C

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction Appellate Authority	PIO reporting	E-mail Id for purpose of RTI
1.	Mr. J.B. Khanvilkar, Chief Administrative Officer CIDCO Bhavan, Ground floor, CBD Belapur, Navi Mumbai	Chief Administrative Officer	Navi Mumbai		

The name & Designation and location of the PIO, APIO & Appellate Authorities should be prominently displayed at the entrance / reception of each office of the Public Authority.

Section 4 (1) (b) (xvii)

Common administrative information published

Section 4 (1) (c)

List out the routine decisions / important policies which you foresee will effect public. Formalize the details about publications in such cases. Publish such information under this heading.

Section 4 (1) (d)

Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.

Note : The Public Authority / PIO can take the recourse to Notice Boards, News, papers, Public announcements, Media, Broadcasts, Internet, etc. for the purpose of disseminating information.