

e/; i n s k ' k k l u

Template for the Information Handbook under
Right to Information Act

OFFICE OF THE EXECUTIVE ENGINEER
WATER RESOURCES DIVISION GOHAD DISTT. BHIND (M.P.)

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i Lrkouk

Chapter - 1

Introduction

- 1-1- dtk; k gLri qLrdk dh i' BHKfe ij i' zdk' k MkyA ¼l puk dk vf/kdkj & 2005¼A
- 1-1- Please throw light on the background of this hand-book (Right to Information Act- 2005)
 turk }kj k "kkl dh; dk; kzy; dh xfrfof/k; ka dks tkuus ds fy, i gys dkbz vf/kfu; e ugha Fkk ml dh i frz ds fy; s l puk dk vf/kdkj vf/kfu; e & 05 ykxw gqkA
- 1-2- gLri qLrdk dk mnn-; A
- 1-2 Objective / purpose of this hand – book.
 turk dks foHkkx ds dk; kzy; ea gkus okyh xfrfof/k; ka l s l cfi/kr vfhkys[kka dh tkudkjh mi yC/k djukA
- 1-3- ; g gLri qLrdk fdu 0; fDr; ka@l &Buka bR; kfn ds fy; s mi ; kxh gA
- 1-3- Who are the intended users of this hand-book ?
 'kkl u l s i klr jkf'k dk mi ; kx djus okys 0; fDr; ka@l l Fkkuka@l &Buka ds fy, A
- 1-4- gLri qLrdk dk i k: lk A
- 1-4 Organisation of the information in this hand-book.
 dEl; wjkbTM
- 1-5- i fjHkkf"kk, a ¼dtk; k gLri qLrdk ea iz; kx dh x; h 'kCnkoyh dks i fjHkkf"kr djuk
- 1-5- Definitions (Please provide definitions of various terms used in the hand-book)
 i fjHkkf"kr gA
- 1-6- gLri qLrdk ea l ek; kftr fo"k; ka ds l cdk ea foLrR tkudkjh rFkk vl; tkudkfj; ka ds fy; s l a dz 0; fDrA
- 1-6- Contact person in case some body wants to get more information on topics overed in the hand book as well as other information also.
 dk; i kyu ; a-h] ty l d k/ku l Hkkx xkgN
- 1-7- gLri qLrdk ea mi yC/k tkudkjh ds vfrfjDr l puk i klr djus dh fof/k , oa 'ky dA
- 1-7- Procedure and fee structure for getting information not available in the hand-book.
 fu/kkZjr vkonu i = ds l kFk 10@& : - dk LVkEi ; k uxn tek djus ds ckn vfrfjDr l puk i klr dj l dks gA rFkk vfhkys[k dh i fr i klr djus graq Qk&ks dka h ij gkus okys 0; ; jkf'k dks tek djus i jA

v/; k; & 2 ¼eSuqvy&1½

I æBu dh fof' kf"V; kq dR; , oa drD;

Chapter – 2 (manual – 1)

Particulars of Organization, Functions and Duties

- 2-1- ykd i kf/kdj .k ds m | s ; A
 2-1 Objective / purpose of the public authority.
 fhk. M ftys ds rhu fodkl [k. M xkgn] egxko] jksu rFkk eg suk ftys dh eg suk fodkl [k. M dk j [kj [kko l o{k.k , oa fuekZk dk nk; fRo
- 2-2 ykd i kf/kdj .k dk fe'ku@fotu
 2-2 Mission / Vision Statement of the public authority.
 dk; Z {ks= ds vUrxr fl pkbZ {kerk ea of) rFkk fufeR ; kst ukvka l s dek. M {ks= ds fdl kuka dks fl pkbZ l fo/kk inku djuka
- 2-3- ykd i kf/kdj .k dk l i{klr bfrgkl vkj bl ds xBu dk i d xA
 2-3 Brief history of the public authority and context of its formations.
 dk; i kyu ; æh] ty l d k/ku l blkx dk dk; k; y;] xkgn ea fnukd 13@12@1976 l s i k j blk fd; k x; kgA
- 2-4- ykd i kf/kdj .k ds drD; A
 2-4 Duties of the public authority.
 dk; Z {ks= ea fl pkbZ ; kst ukvka dk l o{k.k fuekZk , oa j [kj [kkoA
- 2-5- ykd i kf/kdj .k ds eq; dR; A
 2-5 Main activities / functions of the public authority.
 dk; Z {ks= ea fl pkbZ ; kst ukvka dk l o{k.k fuekZk , oa j [kj [kkoA
- 2-6- ykd i kf/kdj .k }kjk inRr l okvka dh l ph , oa mudk l i{klr foj .kA
 2-6 List of services being provided by the public authority with a brief write-up on them.
- 2-7- ykd i kf/kdj .k ds fofHkUu Lrjka ¼" kkl u] funs" kky;] {ks=} ftyk] Cykd vfn½ ij l xBukRed <kpk ¼tgka ykxw gkz
 2-7 Organizational structure Diagram at various levels namely state, directorate, region district, block etc. (whichever is applicable)
 fhk. M ftykUrxr xkgn rgl hy ea , d ty l d k/ku l blkx rFkk pkj mil blkx dk; j r gA
- 2-8 ykd i kf/kdj .k dh dk; Z {krk c<kus grq tu l g; ksx dh vi {kk, A
 2-8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
 fujd
- 2-9- tu l g; ksx l iuf' pr djus ds fy; s fof/k @ 0; oLFkka
 2-9 Arrangements and methods made for seeking public participation / contribution.
 fujd

- 2-10- tu l o kvka ds vuφJo.k , oa f' kdk; rka ds fujkdj .k dh 0; oLFkka
- 2-10 Mechanism available for monitoring the service delivery and public grievance resolution.
fujd

- 2-11- ed[; dk; kzy; rFkk foFHkUUK Lrjka ij dk; kzy; ka ds irs %dtk; k irka dk
tuinokj oxhdj.k djz
- 2-11- Addresses of the main office and other offices at different levels. (Please the addresses district wise for facilitating the understanding by the user.)
dk; kzy; dk; i kyu ; æh ty l d k/ku l hkkx] xkn ftyk fhk.M %e0i D½

- 2-12- dk; kzy; ds [kyus dk l e; %& i kr% 10-30 cts
dk; kzy; ds cn gkus dk l e; %& l ka 5-30 cts

- 2-12- Morning hours of the office -
Closing hours of the office –

v/; k; & 3 ¼eSuqvy&2½

vf/kdkfj ; ka vkj depkfj ; ka dh 'kfDr ; ka , oa drD;

Chapter – 3 (manual – 2)

Power and Duties of Officers and Employees

3-1 dIk; k fuEu i k: lk ij vf/kdkfj; ka , oa deþpkfj; ka dh " kfDr; ka , oa drD; dk
fooj.k mi yC/k dj k, A

in dk uke %& dk; ð kyu ; æh] ty l d k/ku l ðkkx] xkgn

' kfDr; ka	i z kkl dh;	l ðkkx ds v/khu l eLr vf/kdkfj; ka dk i z kkl fud fu; æ.kA {ks= dh l Hkh fl pkbz; kst ukvka dh rdhudh LohÑfr
	fofRr;	200 gDVs j l s de fl pkbz {kerk okyh : - 50 gtj rd l oðk.k dk; Z dh i z kkl dh; LohÑfr
	vu;	ed; vfhk; ark ; epuk dNkj l siklr ctV vkoa/ u ij fu; æ.k , oa forj.k
drD;	dk; ð kyu ; æh	; kst ukvka dk y{; kuq kj fu/kkzjr eki n.Mka ds vuq kj fuekz k] l oðk.k , oa j [kj [kko vkfn , oa l ðkkx dk l Ei wkz dk; Z
	vufoHkkxh; vf/kdkjh	mi l ðkkx ds eñkuh {ks= , oa mi l ðkkx dk; kÿ; dk dk; Z
	l yXu vf/kdkjh	rduhd dk; kÿ; dk dk; Z
	mi ; æh	eñkuh {ks= dk dk; Z
	l gk; d xM&2	dk; kÿ; hu dk; Z
	l gk; d xM&3	dk; kÿ; hu dk; Z
	fl pkbz fujh{k d	l fØy ds jktLo ol nyh , oa fujh{k.k dk; Z
	vehu	vkfo; kuk , oa jktLo ol nyh vkfn
	l gk; d ekufp=dkj	rduhdh dk; Z
	vuj s[k d	Rkduhdh dk; Z
	LVsks	LVsks xtQj dk dk; Z
	HkR;	dk; kÿ; hu dk; Z

3.1. Please provide details of the power and duties of officers and employees of the organization.

Designation		
Powers	Administrative	
	Financial	
	Other	
Duties		

v/; k; & 4 ¼eSuqy&3½

dR; ka ds fuokzgu grq fu; e] fofu; e] vupns k] funf' kdk vkj vfHkys[k

Chapter – 4 (manual – 3)

Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions.

4-1- ykd i kf/kdj .k vFkok ml ds vf/kdkfj ; ka , oa dfez ka }kjk vi us dR; ka ds fuokgu ds fy; s /kkfjr rFkk iz kx fd; s tkus okys fu; e] fofu; e] vum's k] funf' kdk vks; vfHkys[k dh i f r dgka l s i klr dj l drs gs %&

vfHkys[k dk i dkj %& funf' kdk

vfHkys[k dk uke %&

- 1- e-iz dk; Z foHkkx fu; ekoyh 1983] Hkkx&1
- 2- e-iz dk; Z foHkkx fu; ekoyh 1983] Hkkx&2
- 3- e-iz dk; Z foHkkx fu; ekoyh 1983] Hkkx&3

fuEu ea l s fdl h , d i dkj dks pps %& fu; e] fofu; e] vum's k] funf' kdk] vfHkys[k] vl; ½

vfHkys[k dk l i f klr i fjp; %&

foHkkx }kjk bl vfHkys[k ea dk; Z l Ei knu dj kus fu; e fn, x; s gA

grrq

fu; e] fofu; e] vum's k] funf' kdk vks; vfHkys[k dh i f r dgka l s i klr dj l drs gs %&

irk %& dk; kzy; dk; i ky u ; æh ty l Hkkx xkgn

l d k/ku

nij Hkk' k %& 07539&222065

QDI %& 07539&222065

bZesy %&

vl; %&

fu; e] fofu; e] vum's k] funf' kdk vks; vfHkys[k dh i f r dks i klr dj us dk 'ky d %& fn dkbZ gkZ

4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Type of the document –

Name / title of the document -

Choose one of the types given below.
(Rules, Regulations, Instruction, Manual, Records, Other)

Brief Write-up on the document

From where one can get a copy of rules, regulations, Instructions, manual and records-

Address –

Telephone No.

Fax

E mail

Others

Fee charged by the department for a copy of rules, regulations , instructions, manual and records (if any)

v/; k; & 5 1/2

uhfr fu/kkĵ .k o dk; Źuo; u ds l c/k ea turk ; k tu
i frfu/kh l s i jke' kZ ds fy; s cuk; h x; h 0; oLFkk dk fooj .k

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for communication with , or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

uhfr fu/kkj .k gsrq

5-1- D;k ykd ikf/kdj.k }kjk uhfr fu/kkj.k ds lca/k ea turk ;k tu ifrfuf/k dh ijke'kz @ Hkkxhnhkj dh dkbz ikfo/kku gS ; fn gS rks 0; oLFkk dk fooj.k bl ik: lk ea iLrq dja

1 - Ø-	fo"k; @ dR; dk uke	D; k bl fo"k; ea turk dh Hkkxhnhkj vfuok; 7 gS %gkll@ughaz	turk fd Hkkxhnhkj l fuf"pr djus ds fy; s dh x; h 0; oLFkk
1	ty mi ; kfxrk l fefr	gka	ftys l s l ayXu N"kd , oa dyDVj }kjk eukshr l nL;
2	ty mi HkkDrk l Fkk; a dy 12	gka	vf/kfu; e ds vlrxr fuokpr l nL;

Formulation of Policy

5.1. Where there is any provision to seek consultation / participation of public or its representatives for formulation of policies ? it there is, please provide details of such policy in following format.

S.N.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

uhfr ds dk; kll; u gsrq

5-2- D;k ykd ikf/kdkjh }kjk uhfr ds dk; kll; u ds lca/k ea turk ;k tu ifrfu/kh l s @ dh ijke'kz @ Hkkxhnhkj dh dkbz ikfo/kku gS \ ; fn gS rks 0; oLFkk dk fooj.k bl ik: lk ea iLrq dja

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

I - Ø-	fo" k; @ dR; dk uke	D; k bl fo' k; ea turk dh Hkkxh nkjh vfuok; l gS %gkl@ughaz	turk fd Hkkxh nkjh l fuf" pr dj us ds fy; s dh x; h 0; oLFkk
1	fl pkbz i zaku ea N"kdka dh Hkkxh nkjh	gka	fl pkbz i zaku vf/kfu; e 1999 dh 0; oLFkk vuq kj

Implementation of policy

5.2. Where there is any provision to seek consultation / participation of public or its representatives for formulation of policies ? it there is, please provide details of such policy in following format.

S.N.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

v/; k; & 6 1/2

yksd i kf/kdkjh ds i kl ; k muds fu; æ.k ea mi yC/k
nLrkostka dk i zoxk ds vud kj fooj.k

Chapter – 6 (Manual – 5)

*A statement of the categories of documents that are held by it
or under its control*

6-1- ykcd i kf/kdkjh ds ikl mi yC/k "kkl dh; nLrkostka dh tkudkjh nus grq fuEu ik: lk dk iz ksx djA l kFk gh ; g Hkh crk, a dh ; g nLrkost dgka mi yC/k jgrs gā t9 s fd l fpo Lrj ij] funskky; Lrj ij] vU; %dtk; k ^vU; ^ dk mi ; ksx djus ds LFkku ij Lrj dk mYys[k dj

l - Ø-	i dxl	nLrkost dk uke , oa , d i fDr ea i fjp;	nLrkost i klr djus ds fy; s i fØ; k	/kkj d @ fu; a=.kk/khu
1	rduhdh i fji = , oa funð k	fl pkbz dk; kã ds fy; s rduhdh i fj=ka dk l pkyu	fu/kkZjr vkonu i = ds l kFk 10@& : - dk LVkEi ; k uxn tek djus ds ckn vfrfjDr l puk i klr dj l drs gA rFkk vfHkys[k dh i fr i klr djus grq Qk/ks dka h ij gkus okys 0; ; jkf" k dks tek djus i jA	dk; d{k@ dk; ð kyu ; a-h
2	foHkx ea dk; l djus grq funð k , oa vf/kdkfj; ka ds vf/kdkj rFkk drD;	e-i z dk; @foHkx equy Hkx&l,II,III		
3	fl pkbz dk; kã dh iz kkl dh; LohNfr dk fooj .k	iz kkl dh; LohNfr		
4	fl pkbz dk; kã dh rduhdh LohNfr dk fooj .k	rduhdh LohNfr		
5	i R; d rkyk l s dh xbz fl pkbz dk ys[kk&tks[kk	; kst ukokj fl pkbz dk fooj .k		
6	i R; d rkyk l s dh xbz jktLo ol nyh dh tkudkjh	; kst ukokj jktLo ol nyh dk fooj .k		
7	fpflgr ; kst uk; a	l o{kkr ; kst uk dk fooj .k		

1	l dk 'krð , oa i ð kuj vodk' k] ; k=k HkRrs vkfn l ði/kr fu; e	l dk ds enyHkr fu; e	fu/kkZjr vkonu i = ds l kFk 10@& : - dk LVkEi ; k uxn tek djus ds ckn vfrfjDr l puk i klr dj l drs gA rFkk vfHkys[k dh i fr i klr djus grq Qk/ks dka h ij gkus okys 0; ; jkf" k dks tek djus i jA	LFkki uk d{k@ dk; ð kyu ; a-h
2	depkfj; ka ds vkpj .k l ði/kr fu; e , oa funð k	l dk vkpj .k fu; e		
3	vf/kdkjh@ depkj h }kj k fy; s x; s vfxe dk C; kj k	l k-Hkfo"; fuf/k vfxe		
4	R; kj kj vfxe] vukt vfxe] okgu vfxe] xg fuekz k , oa foHklu vfxe dk fooj .k	vfxe jftLVj		
5	xki uh; i fronu dk fooj .k	xki uh; i fronu		
6	vf/kdkjh@ depkj h }kj k i Lrqr ; k=k ns dka dk fooj .k	; k=k HkRrk jftLVj		
7	vkdfLed vodk' k dk fooj .k	vkdfLed vodk' k		
8	oru HkRrka dh i fo"V	oru jftLVj		
9	ekfl d dVks=k dk fooj .k	l k- Hkfo"; fuf/k		
10	prqkZ Js kh depkj h ds foHkxh; Hkfo"; fuf/k dVks=h dk fooj .k	foHkxh; Hkfo"; fuf/k		
11	vf/kdkjh@ depkj h ds fpdfRI k ns d dk fooj .k	fpfdRI k jftLVj		
12	'kkl dh; vkokl fdjk; s dk fooj .k	Hkkmk- vfHkys[k		
13	i ð ku i d j .kka dk fooj .k	i ð ku jftLVj		
14	vf/kdkjh@ depkj h dh bldeca h dk fooj .k	bldeca h		
15	ekfl d vk; &0; ; ds vkedMka dh i fo"Vh	vk; &0; ; i =d		
16	dkSkky; dks i Lrqr fd; s tkus okys ns d dh i fo"Vh	ns d		

1	ykd fuekZk dk; Z l s l æi/kr foøj .k	ykd fuekZk l ðgrk	fu/kkZjr vkonu i= ds l kfk 10@& : - dk LVKEi ; k uxn tek djus ds ckn vfrfjDr l þuk i klr dj l drs gA rFkk vfhkysk dh i fr i klr djus grq Okvks dka h ij gkus okys 0; ; jkf" k dks tek djus i jA
2	ykd fuekZk ysd'kk l æi/k foøj .k	ykd fuekZk ysd'kk l ðgrk	
3	ykd fuekZk dk; Z ds foRrh; vf/kdkj	e-iz foRr fu; e	
4	ykd fuekZk dk; Z l s l æi/kr foLrr njæ	dk; Z dh i þfyr njæ ¼ h-, l -vkj -½	
5	ykd fuekZk HkMkj ds foLrr fu; ekoyh	HkMkj fu; e	
6	HkMkj Ø; l s l æi/kr fu; e	HkMkj Ø; fu; e	
7	ysd'kk rS kj fd; k tkrk gS l elr mi [kM , oa l HkMx dk vk; &0; ;	OkeZ 80 (Telly)	
8	l HkMx ds l elr f'k"ka dk ekfl d [kpl	OkeZ 64	
9	l HkMx l s vkef=r l Hkh fufonkva dh tkudkjh	fufonk i ath	
10	fufonk [kksyus ds i 'pkr-i ki r fufonkva dh vk; Ve , oa nj l fgr tkudkjh	fufonk [kksyus dk jftLVj	
11	Bdñkj l s fd; s tkus okys vuçak dh ekghr	vuçak i ath	
12	dkSkk; y; l s i klr gkus ds i 'pkr-i fo"Vh	euhi l hn i klrh	
13	dkSkk; y; l s i klr djus ds i 'pkr-i fo"Vh	pd çd i klrh	
14	Bdñkj ka ds fcy Hkçrku i 'pkr-l Hkh dh foLrr tkudkjh	Bdñkj ka dk [kkrk	
15	i æ[k vfhk; ark , oa e[; vfhk; ark dk; kzy; ea jftLVs ku fd; s x; s Bdñkj ka dh tkudkjh l Hkh Js kh ds	Bdñkj ka ds i ath dj .k	
16	l HkMx l s fn; s x; s vfxæ Bdñkj @depkj h@vll; l HkMx vkfn dh ekfgrh	fofo/k vfxæ i ath	
17	Bdñkj ka ds j fux fcyka l s ol myh xbz jkf'k	fl foy fMi kf tV	
18	vll; l HkMx , oa Bdñkj ka ds fo:) fofo/k tkek	fofo/k tek	
19	Hkkjr l jdkj }kjk fuekZk dk; Z ij yxk; k x; k 1% dj jkf'k	ds (Cess) deðkj dY; k.k mi dj	
20	l HkMx , oa mi l HkMx ea j [ks x; s Hk. Mkj l kexh dh tkudkjh	Oke&12 ¼Hk. Mkj ½	
21	l HkMx , oa mi l HkMx ea j [ks x; s Vh-, .M i h- dh tkudkjh	Oke&15 ¼Vh-, .M i h-½	
22	Hk. Mkj l kexh dh xki uh; tkp ckr-	Hk. Mkj ds xki uh; tkp	
23	l HkMx ea py jgs dks/Z dð i d j .kka dh ekfgrh	dkvZ i d j .k	
24	l HkMx ea py jgs fuekZk dk; Z ds ekfl d vk; , oa 0; ;] dgy 0; ; vkfn dh ekfgrh	vk; &0; ; i z-d	
25	Bdñkj ds j fux fcyka l s 2% vk; dj ol myh	vk; dj dVks=k	
26	Bdñkj ds fcyka l s 2% okf. kT; dj ol myh	okf. kT; dj	
27	l HkMx , oa mi l HkMx ea pd dKvus ds i 'pkr 'kh"z l fgr ol myh l ædkh	pd dVks=k	
28	l HkMx l s i klr pd , oa uxn jkf'k dkSkk; ea tek djus ckr-	pkyku jftLVj	
29	pkyku tek djus ds i 'pkr-pkyu uæj okbzt tkudkjh	jfevll	
30	mi [kM/ka dks Nks/h , oa cMh- eki i lLrdk; a i nk; dh tkrh gA	eki i lLrdk	
31	l HkMx ds vf/kdkfj; ka , oa depkfj; ka ds fo:) f'kdk; r i ath	f'kdk; r@ykd; Ør i d j .k	
32	Bdñkj }kjk fd; s x; s dk; ka dh 10 tkp dk; i kyu ; æh }kjk dh tkrh gA	dk; i kyu ; æh }kjk eki pd Vest jeV pd½	
33	vðsk. kka }kjk eki i lLrdkva dk fj0; wfd; k tkrk gA	fj0; weki i lLrdk	
34	fujh{k.k ny }kjk jktLo@fl foy dj d. Mhdkvka dh tkudkjh	egky[kkdkj fujh{k.k	
35	ejEer dk; Z ds 0; ; dh mi 'kh"z okj tkudkjh	odl , cLVðV	

6.1. Use the format give below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretarial level, directorate level, others (please mentions the level in place of writing “Others”)

S.N.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of

v/; k; & 7 1/2

ckM7 i fj "knk I fefr; ka , oa vU; fudk; ka dk fooj .k

Chapter – 7(Manual – 6

A statement of boards, council, committees and other bodies
constituted as its part

7-1- dIk; k ykð i kf/kdj.k l s l cð) ckM] ij "knk] l fefr; ka , oa vU; fudk; ka dk l f{klr fooj.k fuEu ik: lk ds vk/kkj ij nA

- l cð) l LFkk dk uke , oa irk
- l c) l LFkk dk iðkj ½ckM] ij "kn] l fefr] fudk; ; k vU; ½
- l c) l LFkk dh l f{klr ifjp; ¼LFkki uk o"kJ m|s; @ eq; dR; ½
- l cð) l LFkk dh Hkfredk ¼ i jke' kðknh@i cðkdkfj.kh@dk; ðkfj.kh@vU; ½
- Lo: lk , oa orðku l nL;
- eq; vf/kdkjh dk uke
- eq; dk; kÿ; , oa vU; 'kk[kkvka ds irs
- cBd dh vkofr
- D; k cBd ea turk Hkkx ys l drh gS\
- D; k cBd ds dk; ðRr r\$ kj dh tkrh gS\
- D; k turk cBd dk dk; ðRr iklr dj l drh gS\ vxj gk] rks i fØ; k dk fooj.k nA

7@1	l c) l LFkk dk uke , oa irk	ty mi HkkDrk l Fkk pdcjksk
•	l c) l LFkk dk iðkj ½ckM] ij "kn] l fefr] fudk; ; k vU; ½	ty mi HkkDrk l fefr
•	l c) l LFkk dk l f{klr ifjp; ¼LFkki uk o"kJ mnns; @eq; NR; ½	Ok' kZ 2000@d' kdka dh Hkkxhknkj h@ugj ka dk vuj {k.k j [kj [kko
	l c) l LFkk dh Hkfredk ¼ i jke' kðknh@i cðkdkfj.kh@dk; ðkfj.kh@vU; ½	i cðkdkj.kh
•	Lo: lk , oa orðku l nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kÿ; , oa vU; 'kk[kkvka ds irs	
•	cBd dh vkofr	ekgokj
•	D; k cBd ea turk Hkkx ys l drh gS\	ugha
•	D; k cBd ds dk; ðRr r\$ kj fd, tkrh gS\	ugha
•	D; k turk cBd dk dk; ðRr iklr dj l drh gS\ vxj gk] rks i fØ; k dk fooj.k nA	fujd

7@2	I Ec) I LFkk dk uke ,oa irk	ty mi HkkDrk I Fkk uk&uj k
•	I Ec) I LFkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; %LFkki uk o"q] mnns ; @e[; NR; ½	Ok' kZ 2000@d' kdka dh Hkkxhnkjh@ugj ka dk vuj {k.k j [kj [kko
	I c) I LFkk dh Hkfredk %i jke' kzhk=h@i cdkdkfj .kh@dk; Zdkfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk ,oa orZeku I nL;	
•	e[; vf/kdkjh dk uke	
•	e[; dk; kZy; ,oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fO; k dk fooj .k nZ	fujad

7@3	I Ec) I LFkk dk uke ,oa irk	ty mi HkkDrk I Fkk "kj i j
•	I Ec) I LFkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; %LFkki uk o"q] mnns ; @e[; NR; ½	Ok' kZ 2000@d' kdka dh Hkkxhnkjh@ugj ka dk vuj {k.k j [kj [kko
	I c) I LFkk dh Hkfredk %i jke' kzhk=h@i cdkdkfj .kh@dk; Zdkfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk ,oa orZeku I nL;	
•	e[; vf/kdkjh dk uke	
•	e[; dk; kZy; ,oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fO; k dk fooj .k nZ	fujad

7@4	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk tLrijk
•	I Ec) I LFkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; %LFkki uk o"ki mnns; @ed; NR; ½	0k"lz 2000@d"kdka dh Hkkxhinkjh@ugjka dk vuj {k.k j [kj [kko
	I c) I LFkk dh Hkfredk %i jke'kzhk=h@i cdkdkfj .kh@dk; Bkfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa oržeku I nL;	
•	ed; vf/kdkjh dk uke	
•	ed; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gš	ugha
•	D; k cBd ds dk; bRr rš kj fd, tkrš gš	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gš vxj gkš rks i fØ; k dk fooj .k nž	fujad

7@5	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk jk; ri jk
•	I Ec) I LFkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; %LFkki uk o"ki mnns; @ed; NR; ½	0k"lz 2000@d"kdka dh Hkkxhinkjh@ugjka dk vuj {k.k j [kj [kko
	I c) I LFkk dh Hkfredk %i jke'kzhk=h@i cdkdkfj .kh@dk; Bkfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa oržeku I nL;	
•	ed; vf/kdkjh dk uke	
•	ed; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gš	ugha
•	D; k cBd ds dk; bRr rš kj fd, tkrš gš	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gš vxj gkš rks i fØ; k dk fooj .k nž	fujad

7@6	I Ec) I 1Fkk dk uke , oa irk	ty mi HkkDrk I Fkk I okz
•	I Ec) I 1Fkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I 1Fkk dk I f{klr i fjp; %LFkki uk o"ki mnns; @eq; NR; ½	Ok"Kz 2000@d"kdka dh Hkkxhinkjh@ugj ka dk vugj {k.k j [kj [kko
	I c) I 1Fkk dh Hkfredk %i jke' kzhk=h@i cdkdkfj .kh@dk; bdfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa oržeku I nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fØ; k dk fooj .k nž	fujad

7@7	I Ec) I 1Fkk dk uke , oa irk	ty mi HkkDrk I Fkk Qrgij
•	I Ec) I 1Fkk dk i d kj %ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I 1Fkk dk I f{klr i fjp; %LFkki uk o"ki mnns; @eq; NR; ½	Ok"Kz 2000@d"kdka dh Hkkxhinkjh@ugj ka dk vugj {k.k j [kj [kko
	I c) I 1Fkk dh Hkfredk %i jke' kzhk=h@i cdkdkfj .kh@dk; bdfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa oržeku I nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fØ; k dk fooj .k nž	fujad

7@8	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk xgh [kk
•	I Ec) I LFkk dk i d kj ¼ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; ¼LFkki uk o"q] mnns; @eq; NR; ½	0k"z 2000@d"kdka dh Hkkxhinkjh@ugj ka dk vug {k.k j [kj [kko
	I c) I LFkk dh Hkfredk ¼i jke' khk=h@i cdkdkfj . kh@dk; bdkfj . kh@ vU; ½	i cdkdkj . kh
•	Lo: lk , oa orëku I nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kÿ; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fØ; k dk fooj . k nÿ	fujad

7@9	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk cuhi gk
•	I Ec) I LFkk dk i d kj ¼ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I c) I LFkk dk I f{klr i fjp; ¼LFkki uk o"q] mnns; @eq; NR; ½	0k"z 2000@d"kdka dh Hkkxhinkjh@ugj ka dk vug {k.k j [kj [kko
	I c) I LFkk dh Hkfredk ¼i jke' khk=h@i cdkdkfj . kh@dk; bdkfj . kh@ vU; ½	i cdkdkj . kh
•	Lo: lk , oa orëku I nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kÿ; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr rS kj fd, tkrS gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk] rks i fØ; k dk fooj . k nÿ	fujad

7@10	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk , pk; k
•	I Ec) I LFkk dk i dkj ½ckM] ijf"kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I Ec) I LFkk dk I f{klr ijfp; ½LFkki uk o"ki mnns; ; @ed; NR; ½	Ok"Kz 2000@d"kdka dh Hkkxhnkjh@ugjka dk vug {k.k j [kj [kko
	I Ec) I LFkk dh Hkfredk ½i jke' khk=h@i cdkdkfj .kh@dk; bdfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa orëku I nL;	
•	ed; ; vf/kdkjh dk uke	
•	ed; ; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr r\$ kj fd, tkrs gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk rks i fØ; k dk fooj .k n½	fujd

7@11	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk fxj xkø
•	I Ec) I LFkk dk i dkj ½ckM] ijf"kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I Ec) I LFkk dk I f{klr ijfp; ½LFkki uk o"ki mnns; ; @ed; NR; ½	Ok"Kz 2000@d"kdka dh Hkkxhnkjh@ugjka dk vug {k.k j [kj [kko
	I Ec) I LFkk dh Hkfredk ½i jke' khk=h@i cdkdkfj .kh@dk; bdfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa orëku I nL;	
•	ed; ; vf/kdkjh dk uke	
•	ed; ; dk; kzy; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh gS	ugha
•	D; k cBd ds dk; bRr r\$ kj fd, tkrs gS	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh gS vxj gk rks i fØ; k dk fooj .k n½	fujd

7@12	I Ec) I LFkk dk uke , oa irk	ty mi HkkDrk I Fkk fj Bk\$ kdyk
•	I Ec) I LFkk dk i d kj ½ckM] i fj "kn] I fefr] fudk; ; k vU; ½	ty mi HkkDrk I fefr
•	I Ec) I LFkk dk I f{klr i fj p; ½LFkki uk o"q] mnns; @eq; ÑR; ½	0k"z 2000@d"kdka dh Hkkxhknkj h@ugj ka dk vug {k.k j [kj [kko
	I Ec) I LFkk dh Hkfredk ½i j ke' kzhk=h@i cdkdkfj .kh@dk; Bkfj .kh@ vU; ½	i cdkdkj .kh
•	Lo: lk , oa oržku I nL;	
•	eq; vf/kdkjh dk uke	
•	eq; dk; kly; , oa vU; 'kk [kkvka ds i rs	
•	cBd dh vkofRr	ekgokj
•	D; k cBd ea turk Hkkx ys I drh g\$	ugha
•	D; k cBd ds dk; bRr r\$ kj fd, tkrs g\$	ugha
•	D; k turk cBd dk dk; bRr i klr dj I drh g\$ vxj gk] rks i fØ; k dk fooj .k nž	fujd

7.1. Please provide information on boards councils, committees and other bodies related to the public authority in the following format.

- Name and address of the affiliated Body
- Type of affiliated Body (Board, Council, Committees, Other Bodies)
- Brief introduction of the affiliated Body (Establishment year, Objective / Main Activities)
- Role of the Affiliated body (Advisory / Managing / Executive / Others)
- Structure and member composition
- Head of the Body
- Address of main office and its Branches
- Frequency of Meetings
- Can public participate in the meetings ?
- Are minutes of the meetings prepared ?
- Are minutes of the meeting available to the public ? If yes please provide information about the procedure to obtain them.

v/; k; & 8 1/2

ykd I puk vf/kdkfj; ka ds uke i nuke , oa fof'kf' V; ka

Chapter – 8 (Manual – 7)

The names, designations and particulars of the Public information Officers

8-1- dlk; k ykd i kf/kdj.k ea dk; j r ykd l ipuk vf/kdkfj; k l gk; d ykd l ipuk vf/kdkfj; ka rFkk foHkkxh; vi hysV vFkkfj Vh ds l cdk ea fuEu ik: lk ea l ipuk iZnr dja

ykd i kf/kdj.k dk uke % dk; i kyu ; a=h] ty l a k/ku l Hkkx] xkg n l gk; d ykd l ipuk vf/kdkjh %

I - Ø-	uke	i nuke	, l -Vh-Mh-	nj Hkk" k		ODI	bZ esy	i rk
				dk; kZy;	vkokl			
1	Jh vkbZ ds mi k/; k;	l yXu vf/kdkjh	07539	222065		222065	&	pEcy dkl/ksh xkg n

ykd l ipuk vf/kdkjh %

I - Ø-	uke	i nuke	, l -Vh-Mh-	nj Hkk" k		ODI	bZ esy	i rk
				dk; kZy;	vkokl			
1	Jh ch- Mh- cjfy; k	dk; i kyu ; a=h	07539	222065	222073	222065	&	pEcy dkl/ksh xkg n

foHkkxh; vi hysV vFkkfj Vh %

I - Ø-	uke	i nuke	, l -Vh-Mh-	nj Hkk" k		ODI	bZ esy	i rk
				dk; kZy;	vkokl			
1	Jh i h- l h- " keZ	v/kh{k.k ; a=h	07532	230087	232989	&	&	pEcy dkl/ksh ej S;k

8.1. Please provide contact information about the public information Officers, Assistant Public Information Officers and Departmental Apellate Authority of the Public authority in the following format

Name of the Public Authority :

Assistant public information Officers :

S.N.	Name	Designation	S.T.D. Code	Ph. No.		Fax	E mail	Address
				Office	Home			

Public information Officers :

S.N.	Name	Designation	S.T.D. Code	Ph. No.		Fax	E mail	Address
				Office	Home			

Department Apellate Authority :

S.N.	Name	Designation	S.T.D. Code	Ph. No.		Fax	E mail	Address
				Office	Home			

v/; k; & 9 ¼ešuy&8½
fu.kž yus dh i fØ; k

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9-1- fdl h fo'k; ij fu.kz yus ds fy; s ykd i kf/kdj.k ea D; k i fØ; k vi uk; h tkrh gS \ ¼ fpoky; esuyy vksj fothul esuyy ds fu; ek vkfn fu; eka dk mi; ks fd; k tk l drk gA

9-1- What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)
fuEukuq kj

9-2- fdl h fo" ksk fo'k; ij fu.kz yus ds fy; s fu/kkfjr fu; e , oa i fØ; k D; k gS vFkok fu.kz yus ds fy; s fdl & fdl Lrjka ij fopkj fd; k tkrk gA

9.2. are the documented procedures / laid down procedures / defined criteria / Rule to arrive at a particular decision for important matters ? What are different levels through which a decision process moves ?
fuEukuq kj

9-3- fy; s x; s fu.kz dks turk rd i gpkus ds fy; s D; k 0; oLFkk gS \

9.3. What are the arrangement to communicate the decision to the public.
vko'; drk vuq kj i = ds ek/; e l s turk dks l wpr fd; k tkrk gA

9-4- fofHkuu Lrj ij fdu vf/kdkfj; ka dh l Lrfjr fu.kz yus ds fy; s i klr dh tkrh gA

9.4. Are the officers at various levels whose opinions are sought for the process of decision making ?
dk; kzy; ea fofHkuu dk; ka ds fy; s vf/kdkjh ukekfdr gA

9.5. vfire fu.kz yus ds fy; s i kf/kdkfjr vf/kdkjhA

9.5. Who is the final authority that wets the decision ?
dk; i kyu ; æh

dk; i kyu ; æh dk; kzy; ea fu.kz yus dh dk; l i z. kkyh

Qa	d{k	i kj Hkd dk; l djus okyk depkjh vf/kdkjh	i R; d Lrj ij tkp djus okyk vf/kdkjh@depkjh	vfire fu.kz yus okyk vf/kdkjh
1	2	3	4	5
1	dk; l d{k	ekufp=dkj l gk; d ekufp=dkj	l ayXu vf/kdkjh	dk; i kyu ; æh
2	ys[kk d{k	ofj "B ys[kk fyfi d vdfkd	l Hkkxh; ys[kk vf/kdkjh	dk; i kyu; æh
3	LFkki uk d{k	l gk; d fyfi d xM&2	l Hkkxh; ys[kk vf/kdkjh	dk; i kyu ; æh
4	vkfc; kuk d{k	jk tLo@fl pkbz fyfi d	l gk; d ; æh	dk; i kyu ; æh

9-6- ed; fo'k; ftl ij ykd ikf/kdj.k }kjk fu.kz fy; k tkrk g\$ml dk
fooj.k fuEu ik: lk ea vvx l s i Lrr djA

I 000	
fo"k; ¼ftl ds l cdk ea fu.kz fy; k tkuk g%	fufonk LohNfr] i ath; u
fn'kk& funz k ¼; fn gka rks%	fufonk l fefr }kjk
fu.kz yus dh i fØ; k	cBd vk; kftr dj
fu.kz yus ea 'kkfey vf/kdkjh ds i nuke	o dk; i kyu ; a=h]
fu.kz yus ea 'kkfey vf/kdkfj; ka dh l Ei dz l ipuk	o l gk; d ; a=h ¼: i kdu½ o l gk; d ; a=h ¼l cf/kr½ o l kxh; ys[kki ky
fu.kz ds fo:) dgka vksj ds s vi hy dja	fujd

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority .

S.N.	
Subject on which the decision is to be taken	
Guideline / Direction , if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal.	

v/; k; & 10 ¼eSuqy&9½

vf/kdkfj ; ka vkj de7pkfj ; ka dh funF" kdk

Chapter – 10 (Manual – 9)

Directory of Officers and Employee

10-1 dlk; k tkudkj h fuEu ik: lk ea tuin okj nA

Øa	uke	i nuke	, l -Vh- Mh- dkM	nij Hkk"k		QDI	bšey	i rk
				dk; kŷ;	vkokl			
1	2	3	4	5	6	7	8	9
1	Jh ch- Mh- cjsy; k	dk; l ; a-h	07539	222065	222073	222065		dk; kŷ; dk; i kyu ; a-h pšey dkykuh xkgn ftyk fhk. M
2	Jh ds ih- HkVukxj	l gk; d ; a-h						
3	Jh l Hkk"k dškj tš	^&^&^&^						
4	Jh Mh- l h- eŷM; k	^&^&^&^						
5	Jh vkj- Mh- xxz	^&^&^&^						
6	Jh ts l h- xŷrk	^&^&^&^						
7	Jh vkbz ds mi k/; k;	^&^&^&^						
8	Jh , l - ds JhokLoo	mi ; a-h						
9	Jh , - ds xŷrk	^&^&^&^						
10	Jh vkj-ih- JhokLro	^&^&^&^						
11	Jh , l - l h- tš	^&^&^&^						
12	Jh ih- , l - 'kekz	^&^&^&^						
13	Jh , l - l h- xŷrk	^&^&^&^						
14	Jh ih- ds f=i kBh	^&^&^&^						
15	Jh , - ds Jhokl	^&^&^&^						
16	Jh ch- ih- xŷrk	^&^&^&^						
17	Jh ts , l - xŷtškj	^&^&^&^						
18	Jh , l - l h- ekgkj	^&^&^&^						
19	Jh inhi 'kekz	^&^&^&^						
20	Jh , - ds HkYyk	^&^&^&^						
21	Jh , l - l h- 'kekz	^&^&^&^						
22	Jh vfuy dškj nihfkr	^&^&^&^						
23	Jh l pškf l g Hknkšj; k	^&^&^&^						
24	Jh jkel od nšs	^&^&^&^						
25	Jh v: .k dškj nihfkr	^&^&^&^						
26	Jh vkj- ds cŷkšy; k	l gk- xM&2						
27	Jh ch- , l - ekšh	^&^&^&^						
28	Jh Mh- vkj- vfgjokj	^&^&^&^						
29	Jh , l - Mh- 'kekz	^&^&^&^						
30	Jh vkj- , l -Lo. kškj	^&^&^&^						
31	Jh ch- ds dkj dŷ	^&^&^&^						
32	Jh vkj- l h- l ku	^&^&^&^						
33	Jh l ŷkjke tkVo	^&^&^&^						
34	Jh vkj- ch- djkšr; k	l gk- xM&3						
35	Jh ch- , l - pšjku	^&^&^&^						
36	Jh , l - ch- i f j g k j	^&^&^&^						
37	Jh vfuy dškj 'kekz	^&^&^&^						
38	Jh ih- Mh- ekjokj	^&^&^&^						
39	Jh fny'kj [kka	^&^&^&^						
40	Jh , - ds f'kogjs	^&^&^&^						
41	Jh jkethyky 'kekz	^&^&^&^						
42	Jh Ogh-ih- , l - pšjku	^&^&^&^						
43	Jh vkj- , l - Hknkšj; k	^&^&^&^						
44	Jh ul hj ekšEen[kku	l gk- xM&3						
45	Jh th- , y- [k=h	^&^&^&^						
46	Jh , l - , l - pšjku	^&^&^&^						
47	Jh okl pš i ky	^&^&^&^						
48	Jh ch- , e- JhokLro	^&^&^&^						

49	Jh Mh- , l - l xj	^^&^^&^^					
50	Jh eg'sk d'ekj 'kekZ	^^&^^&^^					
51	Jh ijufll g d'sky	L'v'uks					
52	Jh eg'sk d'ekj	l gk-ek-fp=-					
53	Jh vkj- ih- tkVo	vuj's[kd					
54	Jh egkjktfl g	^^&^^&^^					
55	Jh , p- , u- xks y	fl -fu-					
56	Jh vkj- ds xks y	^^&^^&^^					
57	Jh ch- vkj- dker	vehu					
58	Jh txjke vur	^^&^^&^^					
59	Jh jkepjuyky tkVo	^^&^^&^^					
60	Jh ih- , l - d'kokg	^^&^^&^^					
61	Jh , l - vkj- JhokLro	^^&^^&^^					
62	Jh vkj-vkj-fl g xqt'j	^^&^^&^^					
63	Jh , - ds ik.Ms	^^&^^&^^					
64	Jh jkeplnz ckFke	^^&^^&^^					
65	Jh , p-, l - nkn'kj ; k	^^&^^&^^					
66	Jh , p-, l - ujo'fj ; k	^^&^^&^^					
67	Jh Ogh- ds ujo'fj ; k	^^&^^&^^					
68	Jh l h-, y- 'kkD; okj	^^&^^&^^					
69	Jh ih- , y- l ksy'ch	^^&^^&^^					
70	Jh vkj- ih- nhf'kr	^^&^^&^^					
71	Jh ts , l - rkej	^^&^^&^^					
72	Jh jkt'nz d'ekj tkVo	^^&^^&^^					
73	Jh ch- ds 'kekZ	^^&^^&^^					
74	Jh dkeyfl g ; kno	^^&^^&^^					
75	Jh vkj- , u- oekZ	^^&^^&^^					
76	Jh xkfollnfl g	HKR;					
77	Jherh 'kdr'yk 'kekZ	^^&^^&^^					
78	Jh ykyfl g rkej	^^&^^&^^					
79	Jh ckl no ek>h	^^&^^&^^					
80	Jh fd'kuLo: lk	^^&^^&^^					
81	Jh gj xkfolln	^^&^^&^^					
82	Jh v'kkd ckcw	^^&^^&^^					
83	Jh jkey[ku	^^&^^&^^					
84	Jh ed[R; kj vyh	^^&^^&^^					
85	Jh txnh'kfl g	^^&^^&^^					
86	Jh ckcjke	^^&^^&^^					
87	Jh jkefd'ku	^^&^^&^^					
88	Jh vrjfd g	^^&^^&^^					

10.1. Please provide information district wise in following format.

S.N.	Name	Designation	S.T.D. Code	Ph. No.		Fax	E mail	Address
				Office	Home			

v/; k; &11 ¼ešumy&10½

i R; d vf/kdkjh vksj dezkjh }kjk iklr ekfl d
i kfj Jfed vksj ml ds fu/kkZ .k dh lk) fr

Chapter –11(Manual-10)

*The Monthly Remuneration Received By Each of
this Officers and employees ,Including the System
of Compensation as Provided in Regulations*

11-1- dlk; k tkudkj h fuEu ik: lk ea na A

1	2	3	4	5	6
1	Jh ch- Mh- cJfy; k	dlk; l ; a-h	10000-375-15200	'kkl u fu; ekud kj egxbz HkRrk o vU; HkRrs	i kfj Jfed ds fu/kkj .k dh i }fr tks fu; ekoyh ea nh xbz gkA
2	Jh ds ih- HkVukxj	l gk; d ; a-h	^^&^^&^^		
3	Jh l Hkk'k dckj tSu	^^&^^&^^	^^&^^&^^		
4	Jh Mh- l h- eM; k	^^&^^&^^	^^&^^&^^		
5	Jh vkj- Mh- xxl	^^&^^&^^	8000-275-13500		
6	Jh ts l h- xJrk	^^&^^&^^	10000-325-15200		
7	Jh vkbz ds mik; k;	^^&^^&^^	8000-275-13500		
8	Jh , l - ds JhokLoo	mi ; a-h	^^&^^&^^		
9	Jh , - ds xJrk	^^&^^&^^	^^&^^&^^		
10	Jh vkj-ih- JhokLro	^^&^^&^^	^^&^^&^^		
11	Jh , l - l h- tSu	^^&^^&^^	^^&^^&^^		
12	Jh ih- , l - 'kekZ	^^&^^&^^	6500-100-9100		
13	Jh , l - l h- xJrk	^^&^^&^^	8000-275-135200		
14	Jh ih- ds f=i kBh	^^&^^&^^	6500-200-9100		
15	Jh , - ds Jhokl	^^&^^&^^	^^&^^&^^		
16	Jh ch- ih- xJrk	^^&^^&^^	8000-275-13500		
17	Jh ts , l - xrtbkj	^^&^^&^^	6500-200-9100		
18	Jh , l - l h- ekgsj	^^&^^&^^	^^&^^&^^		
19	Jh inhi 'kekZ	^^&^^&^^	^^&^^&^^		
20	Jh , - ds HkYyk	^^&^^&^^	8000-275-13500		
21	Jh , l - l h- 'kekZ	^^&^^&^^	^^&^^&^^		
22	Jh vfuy dckj nhf{kr	^^&^^&^^	6500-200-9100		
23	Jh l ckfkl g Hknksj ; k	^^&^^&^^	5000-150-8000		
24	Jh jkel od nps	^^&^^&^^	^^&^^&^^		
25	Jh v: .k dckj nhf{kr	^^&^^&^^	6500-200-9100		
26	Jh vkj- ds cJkfy; k	l gk- xM&2	4000-100-6000		
27	Jh ch- , l - eka>h	^^&^^&^^	^^&^^&^^		
28	Jh Mh- vkj- vfgjokj	^^&^^&^^	^^&^^&^^		
29	Jh , l - Mh- 'kekZ	^^&^^&^^	^^&^^&^^		
30	Jh vkj- , l -Lo. kdkj	^^&^^&^^	^^&^^&^^		
31	Jh ch- ds dkj dw	^^&^^&^^	^^&^^&^^		
32	Jh vkj- l h- l ku	^^&^^&^^	^^&^^&^^		
33	Jh l dkjke tkVo	^^&^^&^^	^^&^^&^^		
34	Jh vkj- ch- djkl ; k	l gk- xM&3	3500-80-4700- 100-5200		
35	Jh ch- , l - pkjku	^^&^^&^^	^^&^^&^^		
36	Jh , l - ch- ifjgkj	^^&^^&^^	^^&^^&^^		
37	Jh vfuy dckj 'kekZ	^^&^^&^^	^^&^^&^^		
38	Jh ih- Mh- ekjokj	^^&^^&^^	^^&^^&^^		
39	Jh fny'kj [kka	^^&^^&^^	^^&^^&^^		
40	Jh , - ds f'kogjs	^^&^^&^^	^^&^^&^^		
41	Jh jke thky 'kekZ	^^&^^&^^	^^&^^&^^		
42	Jh lgh-ih- , l - pkjku	^^&^^&^^	^^&^^&^^		

43	Jh vkj-, l - Hknkfj; k	^^&^^&^^	3050-75-3900-80-4590		
44	Jh ul hj ekgeen[kku	^^&^^&^^	^^&^^&^^		
45	Jh th-, y- [k=h	^^&^^&^^	^^&^^&^^		
46	Jh , l - , l - pkjku	^^&^^&^^	^^&^^&^^		
47	Jh okl no icy	^^&^^&^^	^^&^^&^^		
48	Jh ch-, e- JhokLro	^^&^^&^^	^^&^^&^^		
49	Jh Mh-, l - l xj	^^&^^&^^	^^&^^&^^		
50	Jh egsk dckj 'kekz	^^&^^&^^	^^&^^&^^		
51	Jh ijufi g dksky	LVuks	4500-125-7000		
52	Jh egsk dckj	l gk-ek-fp=-	4000-100-6000		
53	Jh vkj- ih- tkVo	vujf[kd	3500-80-4700-100-5200		
54	Jh egkjktfl g	^^&^^&^^	^^&^^&^^		
55	Jh , p-, u- xks y	fl - fu-	4500-125-7000		
56	Jh vkj- ds xks y	^^&^^&^^	^^&^^&^^		
57	Jh ch- vkj- dker	vehu	4000-100-6000		
58	Jh txjke vur	^^&^^&^^	^^&^^&^^		
59	Jh jkepjuyky tkVo	^^&^^&^^	^^&^^&^^		
60	Jh ih-, l - dtkokg	^^&^^&^^	^^&^^&^^		
61	Jh , l - vkj- JhokLro	^^&^^&^^	^^&^^&^^		
62	Jh vkj-vkj-fl g xqtj	^^&^^&^^	^^&^^&^^		
63	Jh , - ds i k. Ms	^^&^^&^^	^^&^^&^^		
64	Jh jkeplnz ckfke	^^&^^&^^	^^&^^&^^		
65	Jh , p-, l - nknkfj; k	^^&^^&^^	^^&^^&^^		
66	Jh , p-, l - ujo fj; k	^^&^^&^^	3050-75-3900-80-4590		
67	Jh ogh- ds ujo fj; k	^^&^^&^^	^^&^^&^^		
68	Jh l h-, y- 'kkD; okj	^^&^^&^^	^^&^^&^^		
69	Jh ih-, y- l kyndh	^^&^^&^^	^^&^^&^^		
70	Jh vkj- ih- nhfkr	^^&^^&^^	^^&^^&^^		
71	Jh ts , l - rkej	^^&^^&^^	^^&^^&^^		
72	Jh jktlnz dckj tkVo	^^&^^&^^	^^&^^&^^		
73	Jh ch- ds 'kekz	^^&^^&^^	^^&^^&^^		
74	Jh dkeyfl g ; kno	^^&^^&^^	^^&^^&^^		
75	Jh vkj-, u- oekz	^^&^^&^^	^^&^^&^^		
76	Jh xkfolnfl g	HKR;	2610-60-3150-65-3540		
77	Jherh 'kdr yk 'kekz	^^&^^&^^	^^&^^&^^		
78	Jh ykyfl g rkej	^^&^^&^^	^^&^^&^^		
79	Jh ckl no ek>h	^^&^^&^^	2550-55-2660-60-3200		
80	Jh fd'kuLo: lk	^^&^^&^^	^^&^^&^^		
81	Jh gj xkfoln	^^&^^&^^	^^&^^&^^		
82	Jh v'kkd ckcw	^^&^^&^^	^^&^^&^^		
83	Jh jkey[ku	^^&^^&^^	^^&^^&^^		
84	Jh edR; kj vyh	^^&^^&^^	^^&^^&^^		
85	Jh txnh'kfl g	^^&^^&^^	^^&^^&^^		
86	Jh ckjke	^^&^^&^^	^^&^^&^^		
87	Jh jkefd'ku	^^&^^&^^	^^&^^&^^		
88	Jh vrjfd g	^^&^^&^^	^^&^^&^^		

v/; k; &12 1/2 &11 1/2

i R; sd vfhkdj .k dks vkofVr ctV

1/1 Hkh ; kstukvk0; ; i Lrkoka rFkk /ku forj .k dh I puk 1/2

Chapter-12(Manual-11)

The Budget Allocated to each Agency

*(Particulars of all plans, proposed expenditures and reports
on disbursement made)*

fuekZ k]fodkl]rduhfd dk; Z dj us okys yked i kf/kdj .kka ds fy; s

12.1 yked i kf/kdj .kj ds i R; id vfHkdj .k dks vkofVr ctV dh l p uk ftueaf d
 l Hkh ; kst ukvka]0; ; i Lrkoka rFkk /ku forj .k dh l p uk dks]fuEu ik: i ea na
 o"kl 2004&2005%&

Ø- l a	; kst uk dk uke	dk; Z	dk; Z i kjHk gksus dk fnukad	dk; Z ds l eki u dk vufur fnukad	i Lrkfor ctV	LohNr ctV	'kkl u }kjk i nRr vfd' rka ek	dy 0; ;	dk; Z dh xqkorrk , oa l eki u djokus ds fy, ftEenkj vf/kdkjh
1-	23@2701 vk; kst uRrj pEcy ugj dk vug {k. k ½ etnjh vug {k. k½	& &	& &	& &	102-19 15-00	89-00 3-00	& &	91-59 5-22	
2-	i h-vkbZ, e-	&	&	&	22-47	22-47	&	22-47	
3-	45@2701 y?kq rkykc etnjh vug {k. k	& &	& &	& &	15-00 14-00	15-00 2-00	& &	15-37 4-28	

For Public Authorities responsible for developmental ,construction, technical works

12.2 please provide information about the details of the budget for different activities under different schemes in the given format

Year 2004-2005:-

Sr. No.	Name or the scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work

v/; k; &13 ešuy

vunku @jkt I gk; rk dk; bēka ds fdz kllō; u dh jhfr

Chapter-13

The Manner of Execution of Subsidy programmes

- 13.1 dlk; k fuEu ik: lk ij tkudkjh mi yC/k djk; a A
- q dk; ðe ; ktuk dk uke
 - q dk; ðe ; ktuk ds i Hkkoh jgus dh l e; l hek
 - q dk; ðe dk m) s' ; A
 - q dk; ðe ds HkkSrd , o okf. kFT; d y{; ¼foxr o' kZ eA
 - q ykHkkFkhZ dh ik=rk A
 - q i ðk i s'kk, a
 - q vuqku l gk; rk i klr djus dh i fD; k
 - q ik=rk fu" fpr djus ds fy, ekun. M
 - q fn; s tkus okys vuqku l gk; rk dk fooj.k ¼ftl ea vuqku dh jk' k dk fooj.k gkZ
 - q vuqku l gk; rk ds forj.k dh i fD; k
 - q vkonu djus ds fy, dgkWfdl l s l Ei dZ dja
 - q vkonu "kYd t gkWmfpr gkA
 - q vl; "kYd t gkWmfpr gkA
 - q vkonu lk= dk ik: lk ¼; fn vkonu l kns dkxt ij gkrk gS rks dI; k ml dk mYys[k djrs gq ; g crk; afd vkonu drkZ vkonu djrs l e; fdu fdu crks dk o. kZ djZ
 - q l ayXuka dh l ph
 - q l ayXuks dk ik: lk
 - q i fD; k l s l ecf/kr l eL; k gkus ij dgkW l Ei dZ dja
 - q mi yC/k /kujkf' k dk fooj.k ¼ fofHkuu Lrjka ij tS afd ftyk Lrj ij Cykd Lrj ij bR; kfn½

o dk; ðe@; ktuk dk uke	fujad
o dk; ðe@; ktuk ds i Hkkoh jgus dh l e; l hek	
o dk; ðe dk mnas ;	
o dk; ðe ds HkkSrd , oa okf. kFT; d y{; ¼foxr o" kZ eA	
o ykHkkFkhZ dh ik=rk	
o i ðk i s'kk, a	
o vuqku@l gk; rk i klr djus dh i fD; k	
o ik=rk fu" fpr djus ds fy, ekun. M	
o fn, tkus okys vuqku@l gk; rk dk fooj.k ¼ftl ea vuqku dh jk' k dk fooj.k gkZ	
o vuqku@l gk; rk ds forj.k dh i fD; k	
o vkonu djus ds fy, dgka@fdl l s l Ei dZ dja	
o vkonu 'kYd ¼t gka mfpr gkZ	
o vl; 'kYd ¼t gka mfpr gkZ	
o vkonu i= dk ik: lk ¼; fn vkonu l kns dkxt ij gkrk gS rks Ni ; k ml dk mYys[k djrs gq ; g crk, afd vkonu drkZ vkonu djrs l e; fdu crka dk o. kZ djZ	
o l ayXudka dh l ph	
o l ayXudka dk ik: lk	
o i fD; k l s l ecf/kr l eL; k gkus ij dgka l Ei dZ dja	
o mi yC/k /kujkf' k dk fooj.k ¼ fofHkuu Lrjka ij tS sfd ftyk Lrj ij Cykd Lrj ij bR; kfn½	

q ykHkkFFkz ks dh l ph ¼uEu ik: lk ij½ a

foHkkx }kjk i nRr deld	ykHkkFkhz dk uke	vunpu dh jkf'k	CkFYn; r	fuokl				
				ik=rk dk vk/kkj	ftyk	'kgj	ekgYyk@ xkld	edku u0
fujd								

13.1 please provide the information as per the following format :

- Ø Name of Programme scheme
- Ø Duration of the programme scheme
- Ø Objective of the programme
- Ø Physical and finanecial targets of the programme (for the last year)
- Ø Elligibility of Beneficiary
- Ø Pre-requisites for the benefit
- Ø Procedure for deciding eligibility
- Ø Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Ø Procedure for the distribution of the subsidy
- Ø Where to apply or whom to contact in the office for applying
- Ø Application fee (where applicable)
- Ø 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)
- Ø List of attachments (Certificate/document)
- Ø Format of Attacments
- Ø Where to conctect in case of process related complaints
- Ø Deatais of the available fund (At various levels like District Level Block Level etc)

Serial Number/Code	Benefit of subsidy	Amount of subsidy	Parcent/Guardians	Criteria of selection	Address			
					District	City	Town.Village	House No.

v/; k; &14 1/2&13½

fj ; k; rk vudKki =ka rFkk i kf/kokjka da i kflrdrkz/ka ds l cdk ea
fooj .k

Chapter-14 (Manual-13)

*Particulars of Recipients of Conessions Permits or
authorization granted by it*

- 14-1- dlk; k fuEu ik: i ij tkudkj h mi yC/k dj k; a
 - o dk; Øe dk uke
 - o i xkj fj; k; r]vuKki = vFkok i kf/kdkj ea l s, d p u s
 - o m) s ;
 - o y{; foxr o"l z ea
 - o i k=rk
 - o i k=rk dk vf/kdkj
 - o i xkj s k k, W
 - o i klr djus dk vf/kdkj
 - o fj; k; r]vuKki = vFkok i kf/kdkj fn; s tkus ds fy; s fu/kk f j r l e; l hek
 - o vkonu "k y d
 - o vkonu l k= dk i k: l k
 - o l ayxudka dh l ph
 - o l ayxudka dk i k: l k

◇ dk; Øe dk uke	fujd
◇ i xkj fj; k; r]vuKki = vFkok i kf/kdkj ea l s, d p u s	
◇ m n s ;	
◇ y{; foxr o"l z ea	
◇ i k=rk	
◇ i k=rk dk vf/kkj	
◇ i xkj s k k, a	
◇ i klr djus dh i f Ø; k	
◇ fj; k; r]vuKki = vFkok i kf/kdkj fn, tkus ds fy, fu/kk f j r l e; l hek	
◇ vkonu "k y d	
◇ vkonu i = dk i k: i	
◇ l ayxudka dh l ph	
◇ l ayxudka dk i k: i	

- o i klr drk vka dh l ph fuEu ik: l k i j %

foHkx }kj k i nRr Øekd	i klr drk vka dk uke	o s k r k f d l fnukd rd g s	o f Y n ; r	fuokl			
				f t y k	' k g j	e k g Y y k @ x k d	e d k u u a
fujd							

- ◇ fj; k; r ds fy, fuEu tkudkj h Hkh mi yC/k dj k, a %
- ◇ fn, tkus okys ykHk dk foj . k fujd
- ◇ ykHk ds forj . k dh i f Ø; k fujd

14.1. Please provide the information as per the following format.

Name of Programme

Type (Concession / Permits / Authorization)

Objective

Targets set (for the last year)

- Eligibility
- Criteria for the eligibility
- Pre requisites
- Procedure to avail the benefits
- Time limit for the concession permits Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachment (certificates / documents)
- Format of Attachments
- List of beneficiaries in the format given below

S.N. / Code	Beneficiary Name	Validity Period	Parent Guardians	Address			
				District	City	Town/Village	House No.

Also provide the following information for concession

- Detail of the benefit given
- Distribution of benefits

v/; k; & 15 1/2

dR; ka ds fuoZgu ds fy, LFkkfi r ekud @ fu; e

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15-1- ykd i kf/kdj.k }kjk vi us fofHkUu fØ; kdyki ka @ dk; Øeka ds l á knu grq
i z kx fd; s tkus okys ekud @ fu; eka dk dk; Øeokj fooj.k dj k; A

15-1- Please provide the details of the Norms Standards set by the department
for execution of various activities programmes

vf/kfu; e

- 1- e-i z fl pkbz vf/kfu; e 1931
- 2- fl pkbz i zdku ea N"kdka dh Hkkxhnhkj h vf/kfu; e 1999
- 3- e-i z ys[kk l fgrk

esuqy

- 1- e-i z dk; Z foHkkx fu; ekoyh 1983] Hkkx&1
- 2- e-i z dk; Z foHkkx fu; ekoyh 1983] Hkkx&2
- 3- e-i z dk; Z foHkkx fu; ekoyh 1983] Hkkx&3

fu; e

- 1- e-i z fl pkbz vfHk; kf=dh , oa Hk&Hksrdh %jktif=r HkrhZ fu; e 1965½
- 2- e-i z fl pkbz %vjktif=r½ HkrhZ fu; e 1969

ifji =

- 1- e-i z ty l á k/ku foHkkx }kjk tkjh l eLr rduhfd ifji =
- 2- e-i z ty l á k/ku foHkkx dh i pfyr , dh N"r nj l ph 2003
- 3- e-i z ty l á k/ku foHkkx ds Li fl fQds kUl

v/; k; & 16 1/2

by DVkfud : i e mi yC/k I ipuk; 8

Chapter – 16 (Manual – 15)

Information available in an electronic form

16-1- foHkkx }kjk foHkkUUk dk; Øeka l s l cfi/kr tkudkjh iLrq dja tks fd byDVkfud Qke&/ l a gkA

16-1- Please provide the details of the information related to the various schemes which are available in the electronic format.

ty l d k/ku foHkkx dh ocl kb&/ www.mpwrn.nic.in ij mi yC/k gA

v/; k; & 17 ½

l p u k i k l r d j u s d s f y , u k x f j d k a d k s m i y c / k l f o / k k v k a d k f o o j . k

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17-1- I p u k v k a d k s t u r k r d i g p k u s d s f y ; s f o l k k x @ l a B u } k j k d h x ; h
0 ; o L F k k d k f o o j . k t s s &

- i t r d k y ;
- u k V d @ u p d M +
- v [k c k j k a d s } k j k
- i n ' k z h
- l p u k i V y
- v f l k y s [k k a d k f u j h { k . k
- n l r k o s t k a d h i f r i k l r d j u s d h 0 ; o L F k k
- m i y c / k f o l k k x h ; e s u p y
- y k d i k f / k d j . k d h c o l k b V
- v l l ; i p k j i d k j d s l k / k u

17-1- Means, method or facilitation available to the public which are adopted by the department for dissemination of information.

- Office Library
- Drama and Shows
- Through News Paper
- Exhibition
- Notice Board
- Inspection of Issuing of copies of documents
- Printed Manual Available
- Website of the public Authority
- Others means of advertising

v/; k; & 18 ¼esuy&17½

vU; mi ; kxh tkudkfj ; ka

Chapter – 18 (Manual – 17)

Other Useful Information

18-1- ykd ikf/kdj.k l s tuekul }kjk l keku; r% i nS tkus okys iz u o muds mRrjA

18-1- Frequently Asked Questions and their Answer by Public fl apkbz ; kstukvka l s l acf/kr tkudkj h , oa fooj . k

18-2- l puk i klr djus ds l acf/kr ea

- vkonu i = ¼rFkk l nHkZ ds fy; , d Hkjs gq vkonu i = dh ifr ½
- "ky'd
- l puk vkonu i = ij fdl rjg l sekxh tk; s & dñ fvII
- l puk u nus o vihy djus ds l acf/kr l sukxfjd ds vf/kdkj o vihy djus dh ifØ; k

•	vkonu i = ¼rFkk l nHkZ ds fy; , d Hkjs gq vkonu i = dh ifr ½	ik: i vkonu i = l ayXu gA
•	'ky'd	foHkkx ds i ko/kku vuq kj
•	l puk vkonu i = ij fdl rjg l sekxh tk; s & dñ fvII	fyf[kr vkonu }kjk
•	l puk u nus o vihy djus ds l acf/kr l sukxfjd ds vf/kdkj o vihy djus dh ifØ; k	vi hyh; vf/kdkjh v/kh{k.k.k ; a-h ¼: i kadu½ dk; ky; eq; vfHk; rk dks vkonu nclj

18.2. Related to seeking information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request – few tips
- Right of the citizen in case of denial of information and procedure to appeal

18-3- ykd ikf/kdj.k }kjk turk dks fn; s tkus okys if" k{k.k ds l acf/kr ea

- if' k{k.k dk; Øe dk uke o fooj . k
- if' k{k.k dk; Øe @ ; kstuk ds i Hkkoh jgus dh l e; l hek
- if' k{k.k dk; Øe dk mnns ;
- if' k{k.k dk; Øe ds Hkksrd , oa okf. kFT; d y{; ¼foxr o"kl ek
- ykHkkFkhZ dh i k=rk
- i nS {kk, a ¼; fn gks rk
- vupku @ l gk; rk ¼; fn gks rk
- fn; s tkus okys vupku @ l gk; rk dk fooj . k ¼ftl ea vupku dh jkf' k dk fooj . k gk

- vupku @ l gk; rk ds forj .k dh i fØ; k
- vkonu djus ds fy; s dgkW@ fdl l s l Ei dZ djA
- vkonu 'kYd ¼tgk mfpr gks ½
- vU; 'kYd ¼tgka mfpr gk½
- vkonu i = dk ik: lk ¼; fn vkonu l kns dkxt ij gkrk gS rks dlk; k ml dk mYys[k djrs gq ; g crk, afd vkonu drkZ vkonu djrs l e; fdu ckrka dk o.kZu dj½
- l ayXu dh l fip; ka
- l ayXuka dk ik: lk
- vkonu djus dh i fØ; k
- p; u i fØ; k
- i f' k{k.k dk; Øe dh l e; l kfj .kh ¼; fn gks rk½
- i f' k{k.k ds l e; ds ckjs ea vkond dks l fipr djus dk rjhdk
- i f' k{k.k dk; Øe ds ckjs ea turk dks tkx: d djus ds fy; s ykd ikf/kdj .k }kjk fd; s tkus okys dk; Z
- fofHkUu Lrjka ij tS sfd ftyk Lrj ij] Cykd Lrj bR; kfn ij i f' k{k.k dk; Øeka ds ykHkkfFkZ; ka dh l ph rFkk fooj .kA

fujad

18-3- With relation to training imparted to public by public Authority

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of Training
- Physical and Financial Targets (List year)
- Eligibility for training
- Prequisite for training (if any)
- Financial and other form of help (if any)
- Description of help (mention the amount of Financial help, if any)
- Procedure of giving help
- Contact information for applying
- Application fee (wherever applicable)
- Other Fees (Wherever applicable)
- Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time table of training programme (in case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the public Authority for creating public awarness about the training programmes.
- List of Beneficiary of the training programme at various levels like district levels, block levels etc.

18-4- ykð i kf/kdj .k }kjk fn; s tkus okys iæk.k i =] vuki fRr iæk.k i = vkfn ds l æk ea tks eSuqy 13 ea uk l fEefyr gkA

§	iæk.k i =] vuki fRr iæk.k i = vkfn dk uke o foj .k	fujad
§	iæk.k i =] vuki fRr iæk.k i = vkfn i klr djus graq ik=rk	
§	vkonu djus ds fy, dgka@fdl l s l Ei dz dja	
§	vkonu 'kYd ¼t gka mfpr gk%	
§	vl; 'kYd ¼t gka mfpr gk%	
§	vkonu i = dk ik: lk ¼; fn vkonu l kns dkxt ij gkrk gS rks Ni ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrk vkonu djrs l e; fdu crka dk o.ku dj%	
§	l ayXudka dh l pph	
§	l ayXudka dk ik: i	
§	vkonu djus dh i fØ; k	
§	vkonu djus ds ckn ykð i kf/kdj .k ea gkus okyh i fØ; k ¼; gka ij ml i fØ; k dk foj .k na tks vkonu }kjk l kjh i kFkfedrk, a ijh djus ds lk' pkr ykð i kf/kdj .k }kjk dh tkrh g%	
§	vkonu dh l kjh i kFkfedrk, a l gh rjg l s ijh djus ds lk' pkr iæk.k i =] vuki fRr iæk.k i =] vkfn tkjh djus ds fy, fu/kkZjr l e; vof/k	
§	iæk.k i = ds i Hkkoh jgus dh l e; l hek ¼; fn gks rk%	
§	uohuhdj .k dh i fØ; k ¼; fn gks rk%	

18-4- With relation to Certificate, No objection certificate etc issued by the Public Authority not included in manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact information for applying
- Application Fee (wherever applicable)
- Other Fees (wherever applicable)
- Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the public Authority after receipt of application
- Normal time taken for issuance of certificate.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18-5- ykd i kf/kdj .k ea gkus okys i ath; u ds l adk ea

§	i ath; u dk mnns ;	foHkkxh; dk; ka dks ox&l Js kh ds Bdnkjka ds ek/; e l s dj k; k tkuk
§	vkond dh i k=rk	foHkkxh; fu; ekuq kj
§	i wki {kk, a ¼; fn gks rks	0; ol kf; d dk; {kerk
§	vkonu djus ds fy, dgka@fdl l s l Ei dz dja	l Hkkxh; ys kki ky
§	vkonu 'kyd ¼tgka mfpr gks	foHkkx }kjk fu/kkjr
§	vu; 'kyd ¼tgka mfpr gks	&
§	vkonu i = dk i k: lk ¼; fn vkonu l kns dkx t ij gkrk gS rks Ni ; k ml dk mYys{k djrs gq ; g crk, a fd vkonudrk vkonu djrs l e; fdu crka dk o.ku djs	foHkkx }kjk fu/kkjr i i =
§	l ayXudka dh l ph	fu/kkjr tkudkj l s l adk/kr l gi =
§	l ayXudka dk i k: i	fu/kkjr gA
§	vkonu djus dh i f0; k	fu/kkjr i i = ea vkonu okiNr vfHkys{kka dk i ekf.kr i fr l fgrA
§	vkonu djus ds ckn ykd i kf/kdj .k ea gkus okyh i f0; k ¼; gka ij ml i f0; k dk foj .k na tks vkond }kjk l kjh i kFkfedrk, a ijh djus ds lk' pkr ykd i kf/kdj .k }kjk dh tkri gks	vkonu dk foHkkx ds fu; ekuq kj ijh{k.k fd; k tkrk gA
§	i Hkkoh jgus dh l e; &l hek ¼; fn gks rks	i kp l ky
§	uohudj .k dh i f0; k	l e; l hek l ektr gkus ds rhu ekq i wZ vkonu nus ij

18-5- With relation to registration process.

- Objective
- Eligibility for registration
- Pre-requisites (if any)
- Contact information for applying
- Application Fee (wherever applicable)
- Other fees (wherever applicable)
- Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the public Authority after receipt of application
- Normal time taken for issuance of certificate.
- Validity period of registration (if applicable)
- Process of renewal (if any)

18-6- ykd i kf/kdj .k ¼ Municipal Corporation, Trade Tax Entertainment Tax, vkfn ½ }kjk VDI yus ds l cdk ea

§	VDI dk uke o foj .k	fujd
§	VDI yus dk mnfs ;	
§	VDI fu/kkj .k djus ds fy, eki nM o i fØ; k	
§	cM (major) fMQYVI Z dh l ph	

18-6- With relation to collection of Tax by public Authority (municipal corporation, Trade Tax, Entertainment Tax etc)

- Name and description of Tax
- Purpose of Tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

18-7- ykd i kf/kdj .k }kjk ukxfjdka nh tkus okys fctyh @ i kuh ds duD' ku] duD' ku dks vLFkk; h @ LFkk; h : lk l s foPNnu] vkfn ds l Ecdk ea ¼; g l puk LFkkuh; fudk; tS suxj ikfydk @ uxj ifj"kn upcl }kjk nh tk l drh gA ½

§	vkond dh ik=rk	fujd
§	i nkj s'kk, a ¼; fn gks rkz	
§	vkonu djus ds fy, dgka@fdl l s l Ei dz dja	
§	vkonu 'kyd ¼tgka mfpr gkz	
§	vl; 'kyd@ns ¼tgka mfpr gkz	
§	vkonu i = dk ik: lk ¼; fn vkonu l kns dkxt ij gkrk gS rks Ni ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrkz vkonu djrs l e; fdu ckrka dk o.ku djz	
§	l ayXuka dh l ph	
§	l ayXudka dk ik: i	
§	vkonu djus dh i fØ; k	
§	vkonu djus ds ckn ykd i kf/kdj .k ea gkus okyh i fØ; k ¼; gka ij ml i fØ; k dk foj .k na ts vkond }kjk l kjh i kFkfedrk, a ijh djus ds lk' pkr ykd i kf/kdj .k }kjk dh tkrh gkz	
§	fcy ea iz ksx fd, x, 'kCnka dk foj .k	
§	fcy rFkk vl; l okvka ds l cdk ea l eL; k gkus dh fLFkr ea l Ei dz l puk	
§	VfjQ rFkk vl; ns	

18.7. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like municipal corporation / municipalities UPCL)

- Eligibility for connection
- Pre-requisites (if any)
- Contact information for applying
- Application Fee (wherever applicable)
- Other fees / charges (wherever applicable)
- Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the public Authority after receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or Service
- Tariff and Other Charges

18-8 ykd i kf/kdj .k }kjk ukxfjdka dks nh tkus okyh vl; I dkvka dk foj .k

18-8 Details of any other public services provided by the public Authority

fujd

