

कार्यालय अनुविभागीय अधिकारी / दण्डाधिकारी अधिकारी, गौहट
जिला-भिण्ड

|
|
|

सूचना का अधिकार अधिनियम-2005

xkgn

v / ; k ; 1

i L r k o u k

Chapter 1

Introduction

1-1 di ; k gLri fLrdk dh i "BHkfe ij izdk'k Mkye ¼ l p uk dk vf/kdkj vf/kfu; e&2005½ & l p uk ds vf/kdkj dk i Hkkoh : i l s fØ; kUo; u djus ds fy; s gLri fLrdk ds ek/; e l s fn'kk&funz k i d kfjr fd; s x; s g\$A

1-2 gLri fLrdk dk mnns ; A & tkudkjh mi yC/k dj kus dh fof/k
i klr djus dh fof/k

1-3 ; g gLri fLrdk fdu 0; fDr; ka@l l Fkkvka@l xBuka bR; kfn ds fy; s mi ; kxh g\$ & vke ukxfjdka ds fy; s l p uk dk vf/kdkj vf/kfu; e ds rgr tkudkjh i klr djus ds fy; s A

1-4 gLri fLrdk dk ik: i A

1-5 i fj Hkk"kk, a ½ di ; k gLri fLrdk ea iz; kx djh x; h 'kcnkoyh dks i fj Hkkf"kr dja ½ A l ayXuA

1-6 gLri fLrdk ea l ek; kftr fo"k; ka ds l azk ea folrr tkudkjh rFkk vU; tkudkfj; ka ds fy; l a dz 0; fDr & vufoHkkxh; vf/kdkjh ½ jktLo½ xkgn A

1-7 gLr i fLrdk ea mi yC/k tkudkjh ds vfrfjDr l p uk i klr djus dh fof/k , oa 'ky'd & vkonu ds l kFk : i ; s 10@& dk 'ky'd uxn vFkok ukUu T; qMf'k; y LVKEi ds : i ea tek djus ds i 'pkrA

v / ; k ; & 2 ½ e u y & 1 ½

l & B u d h f o f ' k f " V ; k d R ; , o a d r D ;

Chapter 2 (Manual - 1)

Particulars of Organization, Functions and Duties

- 2-1 ykd i kf/kdj .k ds mnns ; &
'kkl u funž kka l s vketu dks l fipr djrs gq dk; žkgh djuk A
- 2-2 ykd i kf/kdj .k dk fe'ku@fotu &
tu l keku; dks 'kkl u ds mnns ; ka ds vuq kj l fo/kk mi yč/k djuk A
- 2-3 ykd i kf/kdj .k dk l f{klr bfrgkl vksj bl ds xBu dk i ž x &
e-i ž 'kkl u ds v/khu l ožkkfud nkf; Roka ds fuožgu ds fy; sjktLo foHkkx dk xBu fd; k x; k gA
- 2-4 ykd i kf/kdj .k ds drD; &
Hkw jktLo l fgrk ds varxž fu; eka dk ikyu djuk A
- 2-5 ykd i kf/kdj .k ds eq; dR; &
Hkw jktLo l fgrk ds varxž fu; eka dk ikyu djuk A
- 2-6 ykd i kf/kdj .k }kjk i nRr l okvka dh l ph , oa mudk l f{klr foj .k &
dkbz ugha
- 2-7 ykd i kf/kdj .k ds foHkUu Lrjka ¼ kkl u] funs kky;] {ks=} ftyk] cykld vkfn½ ij l xBukRed <kpk
¼tgkll ykxll gkž &
dkbz ugha
- 2-8 ykd i kf/kdj .k dh dk; ž{krk c<kus grq tu l g; ksx dh vižkk, a &
vko' ; d ugha
- 2-9 tu l g; ksx l fuf' pr djus ds fy; s fof/k@0; oLFkk &
tu l g; ksx dk i ko/kku ugha gA
- 2-10 tu l okvka ds vuqlo.k , oa f'kdk; rka ds fujkdj .k dh 0; oLFkk &
f'kdk; r i klr gkus ij ; Fkkl žko l e; &l hek ea fujkdj .k fd; k tkrk gSA
- 2-11 eq; dk; kžy; rFkk foHkUu Lrjka ij dk; kžy; ka ds ins ¼di ; k irka dk tuinokj oxhždj .k djž &
dk; kžy; vufoHkkxh; vf/kdkjh ¼jktLož xkgn ftyk&fHk. M A

2-12 dk; kŷ; ds [kyus dk l e; % ikr%10-30 cts

dk; kŷ; ds cn gkus dk l e; % l k; a 5-30 cts

¼ i R; d ekg ds f}rh; , oa rrrh; 'kfuokj rFkk i R; d jfookj , oa 'kkl dh; vodk' kka ea
dk; kŷ; cn jgsk ½

v / ; k ; & 3 ¼ e s u q y & 2 ½

v f / k d k f j ; k a v k s d e p k f j ; k a d h ' k f D r ; k a , o a d r D ;

Chapter - 3 (Manual - 2)

Powers and Duties of Officers and Employees

3-1 di; k fuEu ik: i ij vf/kdkfj; ka , oa deþkfj; ka dh 'kfdR; ka , oa drD; dk foøj.k mi yC/k dj, A

in dk uke % vufOtkkxh; vf/kdkjh , oa vufOtkkxh; n.Mkf/kdkjh xkgn ftyk&fHk.M		
'kfdR; kW	iz kkl dh;	<ol style="list-style-type: none"> 1- jktLo foHkkx Hk&jktLo l fgrk 1959 ds varxir i ko/kkfud , oa l e; l e; ij l akkS/kr fu; e A 2- vufOtkkx ds varxir l Hkh foHkkxka ij fu; æ.k A 3-
	foRrh;	<ol style="list-style-type: none"> 1- mi ty xkgn ds vkgj .k vf/kdkjh 2- 3-
	vU;	<ol style="list-style-type: none"> 1- jktLo U; k; ky; 2- 3- 4-
drD;		<ol style="list-style-type: none"> 1- rgl hy xkgn ds fy; s vufOtkkxh; vf/kdkjh , oa vufOtkkxh; n.Mkf/kdkjh A 2- vufOtkkx ds fy; s l Rdkj vf/kdkjh A 3- vufOtkkx ds varxir i ath; d ykd U; kl A 4- vufOtkkx ds varxir HkkMk fu; æ.k vf/kdkjh A 5- ykd ifj l j cn[kyh vf/kfu; e ds varxir inRr vf/kdkj A 6- vufOtkkx ds fy; s utiy vf/kdkjh A 7- e-iz uxjh; {ks= ds Hkfeghu 0; fDr; ka dks ¼i VVk vf/kdr vf/kdkj ka dks inku fd; k tkuk½ vf/kfu; e ds varxir i kf/kdr vf/kdkjh A 8- 'kkl u }kjk l e; &l e; ij foHkUu l feR; ka ea vkKkuq kj dk; Z 9- foHkUu vf/kdkfj; ks ea inRr vf/kdkj ka ds vuq kj dk; Z A 10- dyDVj , oa ofj "B vf/kdkjh }kjk l e; &l e; ij l kã s x; s vU; dk; Z A

v /; k; & 4 ¼e ¼y & 3½

d R; k d s fuokg u gr q fu; e] fofu; e] v u n s k] fun f' kd k v k} v fhky [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 vkj vfhkys[k dh l ph fuEu ik: i
ij iLrj dj k, a¼; g l puk i R; id vfhkys[k ds fy; s i Fkd l siLrj dj

vfhkys[k dk uke %1- e-iz Hkw jktLo l fgrk
2- e-iz jktLo iLrd ifji =

vfhkys[k dk i d k j

fuEu ea l sfdl h , d i d k j d k s p u s
¼fu; e] fofu; e] vum's k] funf' kdk
vfhkys[k] vU; ½

vfhkys[k dk l f{klr ifjp;

fu; e] fofu; e] vum's k] funf' kdk vkj vfhkys[k dh
ifr dgk l si klr dj l drs g \

i rk % dk; kzy; vufoHkxh; vf/k-

¼j ktLo½ xkn ftyk&fhk.M

nj Hkk" k % 222033

QDI %

bZey-%

vU; %

fu; e] fofue;] vum's k] funf' kdk vkj vfhkys[k dh ifr dks i klr
djus dk 'kYd ¼; fn dkbZ gk& &
'kkl u }kjk fu/kkjr 'kYd 10@& : i ; si fri "B

v / ; k ; & 5 ¼e S u y & 4 ½

uhfr fu/kkj .k o dk ; k o ; u dsl e k e a t u r k ; k t u i f r f u f / k l s i j k e ' k z
d s f y ; s c u k ; h x ; h 0 ; o L F k k d k f o o j . k

Chapter - 5 (Manual - 4)

Particulars of any arrangement that exists for
consiltation with, or representation by, the members of
the Public in relation to the formulation of its policy or
implementation there of

uhfr fu/kkj .k grq

5-1 D; k ykd i kf/kdkj .k }kjk uhfr fu/kkj .k ds l a/k ea turk ; k tu ifrfuf/k dh ijke' k@Hkkxhnhkj h dk dkbz i ko/kku gS \ ; fn gS rks 0; oLFkk dk fooj .k bl ik: i ea i Lrq dja A

Ø-1 -	fo" k; @dR; dk uke	D; k bl fo" k; ea turk dh Hkkxhnhkj vfuok; Z gS \ %gk@ughz	turk dh Hkkxhnhkj l fuf' pr djus ds fy; s dh xbZ 0; ol Fkk

uhfr ds dk; kko; u grq

5-2 D; k ykd i kf/kdkj .k }kjk uhfr ds dk; kko; u ds l a/k ea turk ; k tu ifrfuf/k l @dh ijke' k@Hkkxhnhkj h dk dkbz i ko/kku gS \ ; fn gS rks 0; oLFkk dk fooj .k bl ik: i ea i Lrq dja A

Ø-1 -	fo" k; @dR; dk uke	D; k bl fo" k; ea turk dh Hkkxhnhkj vfuok; Z gS \ %gk@ughz	turk dh Hkkxhnhkj l fuf' pr djus ds fy; s dh xbZ 0; ol Fkk

v / ; k ; & 6 ½ e u y & 5 ½

y k d i k f / k d k j h d s i k l ; k m u d s f u ; æ . k e a m i y C / k n L r k o s t k a d k i p x k z

(categories) d s v u q k j f o o j . k

Chapter - 6 (Manual - 5)

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

6-1 ykd ikf/kdj.k ds ikl miyC/k 'kkl dh; nLrkostka dh tkudkjh nus grq fuEu ik: i dk iz kx
 dja A l kfk gh ;g crk,a dh ;g nLrkost dgkll miyC/k jgrs g\$ t\$ s fd l fpo Lrj ij]
 fun\$ kky; Lrj ij] vl; %di; k ^vU; ** dk mi; kx djus ds LFkku ij Lrj dk mYys[k djz

Ø-l -	i pxl	nLrkost dk uke , Ø , d i fDr ea ifjp;	nLrkost i klr djus ds fy; s i fØ; k	/kkjd@fu; #.kk/khu
&	&	i dj.k uLrh	udy 'kk[kk }kjk	i Økpd

v / ; k ; & 7 ½ e s u y & 6 ½

c k M] i f j " k n k] l f e f r ; k a , o a v U ; f u d k ; k a d k f o o j . k

Chapter - 7 (M anual - 6)

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

7-1 di ; k ykd i kf/kdj . k l s l e) ckM i fj "knk i fefr ; ka , oa vU ; fudk ; ka dk l f{klr fooj . k fuEu ik : i ds vk/kkj ij na A

- l e) l LFkk dk uke , oa i rk
- l e) l LFkk dk i d kj ¼ckM i fj "kn l fefr] fudk ; ; k vU ; ½
- l e) l LFkk dh l f{klr i kfj p ; ¼LFkki uk o "k mnns ; @e[; dR ; ½
- l e) l LFkk dh Hkfredk ¼i j ke ' kñk = h @ i d / k d k f j . kh @ dk ; d k f j . kh @ v U ; ½
- Lo : i , oa or ð ku l nL ;
- e[; vf / k d k j h dk uke
- e[; dk ; k y ; , oa v U ; ' k k [k k v k a d s i r s
- cBd dh vkofRr
- D ; k cBd ea turk Hkx ys l drh gS \
- D ; k cBd ea dk ; bRr r s k j dh tkrh gS \
- D ; k turk cBd dk dk ; bRr i klr dj l drh gS \ vxj gk rks i f Ø ; k dk fooj . k na & bl foHkx l s l e f / kr ugha gA

v / ; k ; & 8 % e u y & 7 1/2

ykd l p uk v f / kd kfj ; k s d s uke] i n uke , o a v U ; fof ' k " V ; ka

Chapter - 8 (Manual - 7)

The names, designations and other particulars of the
Public Information Officers

8-1 di ; k ykd i kf/kdj .k ea dk; jr ykd l puk vf/kdkfj ; k l gk; d ykd l puk vf/kdkfj ; ka rFkk foHkkxh; vihyv vFkkfjVh ds l adk ea fuEu ik: i ea l puk i Lrq dja

ykd i kf/kdj .k dk uke %

l gk; d ykd l puk vf/kdkjh %

Ø- l -	uke	i nuke	, l -Vh- Mh- dkm	nj Hkk"k		QDI	bley	i rk
				dk; kzy;	vkokl			
1	Jh vkj-, l - rkej	rgl hynkj	07539	222033	262062	&	&	rgl hy dk; kxkn

ykd l puk vf/kdkjh %

Ø- l -	uke	i nuke	, l -Vh- Mh- dkm	nj Hkk"k		QDI	bley	i rk
				dk; kzy;	vkokl			
1	Jh ch-ch- [kjs	, l -Mh-, e-	07539	222033	222001	&	&	rgl hy dk; kxkn

foHkkxh; vihyv vFkkfjVh %

Ø- l -	uke	i nuke	, l -Vh- Mh- dkm	nj Hkk"k		QDI	bley	i rk
				dk; kzy;	vkokl			
1	Jherh l qkk pdkjh	dyDVj	07534	234200	234201	230511	&	dk; kzyDVj f tyk&fhk. M

v / ; k ; & 9 % e s u y & 8 ½

fu.kz yus dh i f0 ; k

Chapter - 9 (Manual - 8)

Procedure followed in Decision Making Process

- 9-1 fdl h fo"k; ij fu.kz yus dsfy; s ykd ikf/kdj.k eaD; k i fØ; k vi uk; h tkrh gS \ ¼l fpoky; ešuyy vĳ fothul ešuyy dsfu; ekĳ vĳfn fu; eka dk mi ; kx fd; k tk l drk gš & l gk; d }ĳjk iĳdj.k l {ke vf/kdkjh dks iLrŋ dj funĳk i klr fd; s tkrsgš
- 9-2 fdl h fo'kš fo"k; ij fu.kz yus dsfy; s fu/kkĳr fu; e , oa i fØ; k D; k gš vFkok fu.kz yus ds fy; sfdl &fdl Lrĳka ij fopkj fd; k tkrk gS \ & l gk; d }ĳjk iĳdj.k l {ke vf/kdkjh dks iLrŋ dj funĳk i klr fd; s tkrsgšA
- 9-3 fy; s x; s fu.kz dks turk rd i gpkus dsfy; s D; k 0; oLFkk gS \ & i ĳ & ukš l s rFkk xke ea epknh b'rgĳ l s A
- 9-4 foHkkUu Lrĳ ij fdu vf/kdkĳj; ka dh l Lrŋr fu.kz yus dsfy; s i klr dh tkrh gS \ & vufoHkkxh; vf/kdkjh ¼jktLo½ xkgn A
- 9-5 vĳre fu.kz yus dsfy; s ikf/kdkĳr vf/kdkjh & vufoHkkxh; vf/kdkjh ¼jktLo½ xkgn
- 9-6 eq; fo"k; ftl ij ykd ikf/kdj.k }ĳjk fu.kz fy; k tkrk gS ml dk foj.k fuEu ik: i ea vyx l siLrŋ dĳaA

Ø-l a	
fo"k; ¼ftl ds l ĳak ea fu.kz fy; k tkuk gš	jktLo ekeys , oa vl; ekeya
fn'kk& funĳk ¼; fn gks rkš	Hk&jktLo l fgrĳ i pk; r , oa xke Lojkt vf/kfu; eĳ jktLo i ĳrd ifji = , oa vl;
fu.kz yus dh i fØ; k	iĳdj.k dsek/; e l s
fu.kz yus ea'kkfey vf/kdkjh ds i nuke	vufoHkkxh; vf/kdkjh ¼jktLo½ xkgn
fu.kz yus ea'kkfey vf/kdkĳj; ka dh l Ei dz l ĳuk	vufoHkkxh; vf/kdkjh ¼jktLo½ dk; kšy; xkgn
fu.kz ds fo:) dgkĳ vĳ ds s vihy dĳa	U; k; ky; vk; ĳr pcy l ĳkx eĳšuk ds; gkĳ iĳdj.k dh udy i šk dĳaA

v / ; k ; & 10 % e s u q y & 9 %
vf/kdkfj ; ka vkj depkfj ; ka dh funf'kdk

Chapter - 10 (Manual - 9)
Directory of Officers and employee

10-1 di;k tkudkjh fuEu ik: i ea tui nokj na

Ø- l -	uke	i nuke	, l -Vh- Mh- dM	njHkk"k		QDI	bžesy	i rk
				dk; kžy;	vkokl			
1	Jh ch-ch-[kjs	, l -Mh-, e-	07539	222033	222001	&	&	vufjohkkxh; vf/k- dk; kž xkgn
2	Jh , l -ih- frokjh	, -, l -vks	07539	222033		&	&	&&^&&
3	Jh vjfon xqrk	LVuks Vk; fi LV	07539	222033	&	&	&	&&^&&
4	Jh fnuš k vks>k	l gk-xM 3	07539	222033	&	&	&	&&^&&
5	Jh v'kkd 'kekž	l gk-xM 3	07539	222033	222619	&	&	&&^&&
6	Jh Jhd".k ckjjs	l gk-xM 3	07539	222033	&	&	&	&&^&&
7	Jh ckn' kkg džkokg	l gk-xM 3	07539	222033	&	&	&	&&^&&
8	Jh yfyr 'kekž	okgu pkyd	07539	222033	224072	&	&	&&^&&

v / ; k ; & 11 ½ e s u y & 10 ½

i R ; d v f / k d k j h v k s d e p k j h } k j k i k l r e k f l d i k f j J f e d

v k s m l d s f u / k k j . k d h i } f r

Chapter - 11 (Manual - 10)

The Monthly Remuneration Received By Each of its
Officers and Employees, Including the System of
Compensation as Provided in Regulations

v / ; k ; & 12 ½ e u y & 11 ½

i R ; d v f H k d j . k d k s v k o f V r c t V

¼ l H k h ; k s t u k v k 0 ; ; i L r k o k a r F k k / k u f o r j . k d h l p u k ½

Chapter - 12 (Manual - 11)

The Budget Allocated to each Agency

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

fuekz kj fodkl j rduhfd dk; Z djus okys ykd i kf/kdj . kka ds fy; s

12-1 ykd i kf/kdj . k ds i R; id vfHkdj . k dks vkoVr ctV dh I puk] ftI ea fd I Hkh ; kstukvkj 0; ;

i Lrkoka rFkk /ku forj . k dh I puk dkj fuEu ik: i ea na A

o"ki 2004&2005

Ø- I -	; kstuk dk uke	dk; Z	dk; Z i kjHk gkus dh fnukd	dk; Z ds I eki u dh vupkfur fnukd	i Lrkfor ctV	Lohdr ctV	'kkl u }kjk i nRr 1/4d' rka eB	dy 0; ;	dk; Z dh xqkoRrk , oa I eki u djokus ds fy; s ftEenkj vf/kdkjh
I cā/kr ugha									

vU; ykd i kf/kdj . kka ds fy; s

Ø-I -	en			i Lrkfor ctV	Lohdr ctV	'kkl u }kjk i nRr 1/4d' rka eB	dy 0; ;	
I cā/kr ugha								

v / ; k ; & 13 e s u y
v u n k u @ j k t I g k ; r k d k ; Ø e k a d s f Ø ; k l l o ; u d h j h f r

Chapter - 13
The Manner of Execution of Subsidy Programmes

13-1 di ; k fuEu ik: i ij tkudkjh miyC/k djka & l æf/kr ugha

- dk; Øe ; kstuk dk uke
- dk; Øe @; kstuk ds i Hkkoh jgus dh l e; l hek
- dk; Øe dk mnns ;
- dk; Øe ds Hkkrd , oa okf. kFT; d y{; ¼foxr o"lz ek
- ykHkkFkhz dh ik=rk
- i nkz {kk, W
- vupku l gk; rk i klr djus dh i fØ; k
- ik=rk fuf'pr djus ds fy; s eki n.M
- fn; s tkus okys vupku@l gk; rk dk fooj.k ¼ftl ea vupku dh jkf'k dk fooj.kgk
- vupku @l gk; rk ds forj.k dh i fØ; k
- vkonu djus ds fy; s dgkVfdl l s l Ei dz dja
- vkonu 'kq'd ¼tgkVmfpr gk½
- vl; 'kq'd ¼tgkVmfpr gk½
- vkonu i= dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gs rks di ; k ml dkmYys[k djrs gq ; g crk, afd vkonudrkz vkonu djrs l e; fdu ckrka dk o.ku djz
- l ayxalka dh l ph
- l ayxalka dk ik: i
- i fØ; k l s l æf/kr l eL; k gkus ij dgkV l Ei dz dja
- miyC/k /kujkf'k dk fooj.k ¼foHku Lrjka ij ts sfd ftyk Lrj ij] Cykd Lrj ij bR; kfn½
- ykHkkFkhz ka dh l ph ¼fuEu ik: i ij½

foHkkx jkj	ykHkkFkhz	vupku dh	cfYn; r	ik=rk dk	fuokl			
inRr Ø	dk uke	jkf'k		vk/kj	ftyk	'kqj	ekgYyk @xkb	edku ua
l æf/kr ugha								

v /; k; & 14 ¼e u y & 13½

fj ; k; rñvuKki =ka rFkk i kf/kdkjka ds i kflrdrkzvka ds l aak ea

fooj.k

Chapter - 14 (M anual-13)

Particulars of Recipients of Concessions, perm its or
authorization granted by it

14-1 di ; k fuEu ik: i ij tkudkjh mi yC/k djka & l afi/kr ugha

- dk; Øe dk uke
- i dkj fj; k; r] vukki = vFkok if/kdkj eal s, d pup
- mnns ;
- y{; foxr o"kl e
- ik=rk
- ik=rk dk vk/kkj
- i dki fkk, a
- iklr djus dh ifØ; k
- fj; k; r] vukki = vFkok if/kdkj fn; s tkus ds fy; s fu/kkjr l e; l hek
- vkonu 'kd
- vkonu dk ik: i
- l ayzdka dh l ph
- l ayzdka dk ik: i
- ikfIndrkzka dh l ph fuEu ik: i ij½

foHkx }jk inRr Øekd	ikflr drkZ dk uke	oBkrk fdl fnuld rd gS	cfYn; r	fuokl			
				ftyk	'kgj	ekgYk @xkb	edku ua

fj; k; r ds fy; s fuEu tkudkjh Hkh mi yC/k djka &

- fn; s tkus okys ykHk dk foj .k
- ykHk ds forj .k dh ifØ; k

v / ; k ; & 15 %e & 14%

dR; ka ds fuoꝑu 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 vius fofHkUu fØ; kdyki k@dk; Øeka ds l à nku grq iz kx fd; s tkus ekud@fu; eka dk dk; Øeokj fooj.k mi yC/k dj; a A

- e-iz Hk&jktLo l fgr & 1959
- jktLo i qrd ifji =
- l h-vkj-i h-l h-
- l h-i h-l h-
- ek; fuæ
- vko' ; d oLrq vf/kfu; e
- vkeI l , DV
- d f" k Hkfe mPpre l hek vf/kfu; e
- HkMk fu; æ . k vf/kfu; e
- ykd U; kl vf/kfu; e
- i pk; r , oa xte Lojkt vf/kfu; e

v / ; k ; & 16 ¼e S u p y & 15 ½
by DVK/ud : i e a m i y C / k I p u k ; a

Chapter - 16 (Manual-15)
Information available in an electronic form

16-1 fohkx }jk fohku dk; Øeksl af/kr tkudjih iLnr dja tksfd byDVNud QekV esgkA

v /; k; & 17 ¼e & 16½

I puk i klr djus ds fy, ukxfj dka dks mi yC/k I fo/kkvka dk

fooj .k

Chapter - 17 (M anual-16)

Particulars of the facilities available to citizens for
obataining 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 h k k x @ l x B u } k j k d h x ; h 0 ; o L F k k d k f o o j . k t S &

- i p r d k y ;
- u k V d @ u p d M +
- v [k o k j k a d s } k j k
- i n ' k z h
- I p u k i V y & d k ; k y ; d k I p u k i V y
- v f h k y s [k k a d k f u f j { k . k & i o k p d
- 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 & u d y ' k k [k k
- m i y C / k f o h k k x h ; e s u p y
- y k s d i k f / k d j . k d h o c l k b V
- v l ; i p k j i z k j d s l k / k u & x t e e s e p k n h d j k d j]
b ' r g k j t k j h d j A

v / ; k ; & 18 ¼e s u p y & 17½

vU ; mi ; kxh tkudkfj ; ka

Chapter - 18 (Manual - 17)

Other Useful Information

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

18-2 l puk i klr djus ds l æk es &

- vkonu i = ¼rFkk l nHkZ ds fy; s, d Hkjs gq vkonu i = dh i fr½
- 'kYd
- l puk vkonu i = ij fdl rjg l sekxh tk; s & dN fVII
- l puk u nus o vihy djus ds l æk ea ukxfjd ds vf/kdkj o vihy djus dh i fØ; k

18-3 ykd i kf/kdj.k }kjk turk dks fn; s tkus okys i f'k{k.k ds l æk ea &

- i f'k{k.k dk; Øe dk uke o fooj .k
- i f'k{k.k dk; Øe@; kstuk ds i Hkkoh jgus dh l e; l hek
- i f'k{k.k dk; Øe dk mnns ;
- i f'kd" .k dk; Øe ds HkkSrd , oa okf. kT; d y{; ¼foxr o"lz eæ
- ykHkkFkhZ dh i k=rk
- i nkZ {kk, a ¼; fn gks rkæ
- vuqku@l gk; rk ¼; fn gks rkæ
- fn; s tkus okys vuqku@l gk; rk dk fooj .k f t l ea vuqku dh jkf'k dk fooj .k gkæ
- vuqku @l gk; rk ds forj .k dh i fØ; k
- vkonu djus ds fy; s dgk@fdl l s l Ei dz dja
- vkonu 'kYd ¼tgkWmfpr gkæ
- vl; 'kYd ¼tgkafmfr gkæ
- vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks di ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrkZ vkonu djrs l e; fdu ckrka dk o. kZu djæ
- l ayxdk dh l ph
- l ayxdk dk ik: i
- 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 rk&
- i f'k{k.k ds l e; ds ckjs ea vkond dks l fipr djus dk rjhdk
- i f'k{k.k dk; Øeka ds ckjs ea turk dks tkx: d djus ds fy; s ykd i kf/kdj .k }kjk fd; s tkus okys dk; l
- foHkUu Lrjka ij tS sfd ftyk Lrj ij] GyKkd Lrj bR; kfn ij i f'k{k.k dk; Øeka ds ykHkkfFkZ ka dh l pph rFkk vU; fooj .k

18-4 ykd i kf/kdj .k }kjk fn; s tkus okys i æ.k.k i =] vuki fRr i æ.k.k i = vkfn ds l æk ea tks dh eSuPy & 13 ea uk l fEefyr gks

- i æ.k.k i =] vuki fRr i æ.k.k i = vkfn dk uke o fooj .k & v-tk]v-t-tk o fi-oxZ ds LFkk; h tkfr i æ.k.k i =
- i æ.k.k i =] vuki fRr i æ.k.k i = vkfn i klr djus grq i k=rk & l e; & l e; ij 'kkl u }kjk tkjh ifji =ka] funZ kkuq kj A
- vkonu djus ds fy; s dgk@fdl l sl EidlZ dja
- vkonu 'kq'd ¼tgka mfpr g& & vkonu i = ij fu/kkZjr dkVZ Qhl A
- vU; 'kq'd ¼tgk@m fpr g& &
- vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks di; k ml dk mYys[k djrs gq ; g crk, a fd vkonudrkZ vkonu djrs l e; fdu ckrka dk o.ku dj& & tkfr i æ.k.k i = grq l keU; iZ kkl u foHkkx ea=ky; dk i = Øekd 7&13@2004@vk-i: @, d fnukd 11 tgykbZ 2005 ea of.kr fu/kkZjr vkonu i =A
- l ayxdk dh l pph & vkonu i =] 'ki Fk i =] 'k{kf.kd ; k& ; rk dk i æ.k.k i =@i æ.k.khdj .k
- l ayxdk dk ik: i & 'kkl u }kjk fu/kkZjr ik: i
- vkonu djus dh i fØ; k & 'kkl u }kjk fu/kkZjr i fØ; k ds rgr
- vkonu djus ds ckn ykd i kf/kdj .k ea gkus okyh i fØ; k ¼; gka ij ml i fØ; k dk fooj .k na tks vkond }kjk l kjh i kFkfedrk, a ijh djus ds i'pkr ykd i kf/kdj .k }kjk dh tkrh g& &

- vkonu dh l kjh i kfkfedrk, a l gh rjg l s i jh djus ds i 'pkr iæk.k i =] vuki fRr iæk.k i =] vkfn tkjh djus ds fy; s fu/kkZjr l e; vof/k &
- iæk.k i = ds i Hkkoh jgus dh l e; l hek ¼; fn gks rk½ &
- uohuhdj.k dh i fØ; k ¼; fn gks rk½ &

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

- i ath; u dk mnñs ;
- vkond dh i k=rk
- i aZk §kk, a ¼; fn gks rk½
- vkonu djus ds fy; s dgkV@fdl l s l l Ei dZ dja
- vkonu 'kYd ¼tgka mfpr gk½
- vU; 'kYd ¼tgkV mfpr gk½
- vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks di ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrk½ vkonu djrs l e; fdu ckrka dk o.kZ dj½
- l ayZka dh l pñh
- l ayZka 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 foofj.k na tks vkond }kjk l kjh i kfkfedrk, a i jh djus ds i 'pkr ykd i kf/kdj.k }kjk dh tkrh g½
- i Hkkoh jgus dh l e; l hek ¼; fn gks rk½
- uohuhdj.k dh i fØ; k ¼; fn gks rk½

18-6 ykd i kf/kdj.k Municipal Corporation, Trade Tax, Entertainment Tax vkfn½ }kjk VDI yus ds l aZk ea

- VDI dk uke o foofj.k
- VDI yus dk mnñs ;
- VDI fu/kkZj.k djus ds fy; s eki n.M o i fØ; k
- cM+¼Mjor½ fMQKYVI Z dh l pñh

18-7 ykd i kf/kdj.k }kjk ukxfjdka dks nh tkus okyh fctyh@ikuh ds duD'ku] duD'ku dh vLFkk; h@ LFkk; h : i s fopNnu] vkfn ds l czk ea ¼; g l ipuk LFkkh; fudk; t s uxj ikfydk@uxj ifj"kn }kjk nh tk l drh gSA½

- vkond dh ik=rk
- i dka \$kk, a ¼; fn gks rks
- vkonu djus ds fy; s dgk@fdl l s l Ei dz dja
- vkonu 'k'd ¼tgkwmfpr gks
- vl; 'k'd@ns ¼ tgka mfpr gks
- vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks di ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrkz vkonu djrs l e; fdu crka dk o.ku djiz
- l ayxdk dh l ph
- l ayxdk dk ik: i
- vkonu djus dh i f0; k
- vkonu djus ds ckn ykd i kf/kdj.k ea gkus okyh i f0; k ¼; gkij ml i f0; k dk foj.k na tks vkond }kjk l kjh i kFkfedrk, a ijh djus ds i 'pkr-ykd i kf/kdj.k }kjk dh tkrh g
- fcy ea iz, ksx fd; s x; s 'kcnka dk foj.k
- fcy rFkk vl; l okvka ds l czk ea l eL; k gkus dh fLFkr ea l Ei dz l ipuk
- VfjQ rFkk vl; ns

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