

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005**

English Version

**Directorate of Public Enterprises & Disinvestment, Punjab
SCO 53-55, 2nd Floor, Sector 17D,
Chandigarh
Tel. No. 2722050, FAX-2714453**

Introduction

In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, **Directorate of Public Enterprises & Disinvestment, Punjab**

- I. has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 - e) Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 - f) Every Information shall be disseminated widely (Sub-Section 1)
 - g) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority's organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

1.1 Name and address of the organization:- **Directorate of Public Enterprises and Disinvestment, Punjab**

1.2 Head of the organization: **Sh. Jaspal Singh, IAS**

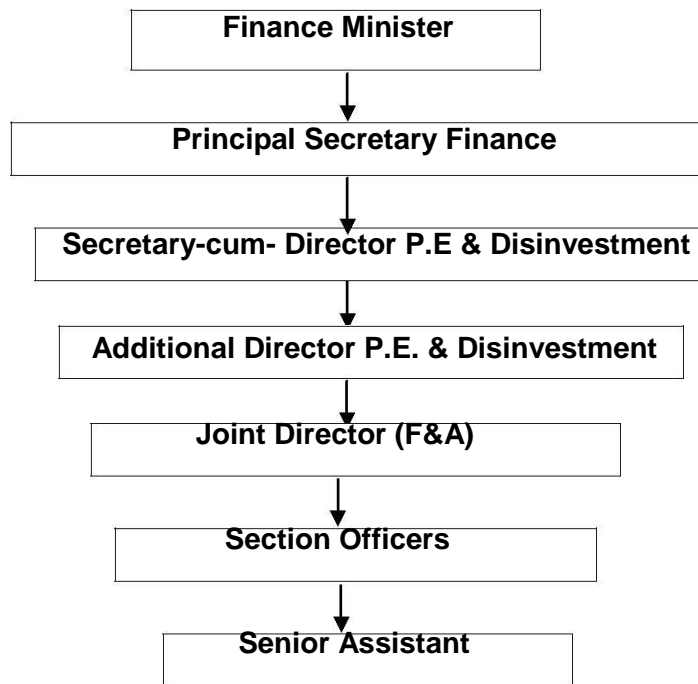
1.3 Key Objectives/ Functions /Duties:

The Govt. of Punjab decided in June 2002 that process of Disinvestment should be implemented through a new Directorate of Disinvestment now (Directorate of Public Enterprises & Disinvestment (DPED) to be set up in the Department of Finance. Accordingly, the existing Bureau of Public Enterprises in the Department of Finance was converted into Directorate of Disinvestment by orders issued vide endst. No. 10(7) 3/02-5FE-IV/6340, dated 11.7.2002.

1.4 Functions and duties: As above

1.5 Organization chart:

The organizational set-up of the Directorate of P.E. & Disinvestment is as under: -



2nd Manual: Powers & duties of officers & employees

2.1 Powers and duties of officers (administrative, financial & judicial):

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1)	Principal Secretary Finance	<ol style="list-style-type: none"> 1. All matters relating to initiate process of Disinvestment of Public Sector Undertakings/Apex Co-operative Institutions. 2. Financial powers as defined in Punjab Financial Rules. 	<p>-All matters relating to initiate process of Disinvestment of Public Sector Undertakings/Apex Co-operative Institutions.</p> <p>-Financial powers as defined in Punjab Financial Rules.</p>
2)	Director (PE&D)	<ol style="list-style-type: none"> 1. All matters relating to disinvestment process 2. To implement all the policies framed by the Department of Personnel as well as Department of Finance. 3. Financial powers as defined in Punjab Financial Rules. 4. Appointing/punishment authority in case of class III and Class IV. 5. All cases if GPF (Refundable/Non-Refundable) including payment of interest in respect of non-gazetted employees. 6. All cases relating to pay fixation, T.A., CCA, Grant of Assured Career Progression Scheme in respect of Class III and Class IV. 7. All cases relating to leave granted in relation to normal rules in respect of Class III and Class IV. 8. Cases of Loan and advances sent to Bank of Punjab. 9. Permission in respect of sale/purchase of Movable and Immovable property in respect of Class III and Class IV. 10. Medical Claims beyond Rs. 5001 to 25,000/-. <p>Sending of pension cases to Accountant General, Punjab in respect of Class III and Class IV.</p>	<ol style="list-style-type: none"> 1. All matters relating to disinvestment process 2. To implement all the policies framed by the Department of Personnel as well as Department of Finance. 3. Financial powers as defined in Punjab Financial Rules. 4. Appointing/punishment authority in case of class III and Class IV. 5. All cases if GPF (Refundable/Non-Refundable) including payment of interest in respect of non-gazetted employees. 6. All cases relating to pay fixation, T.A., CCA, Grant of Assured Career Progression Scheme in respect of Class III and Class IV. 7. All cases relating to leave granted in relation to normal rules in respect of Class III and Class IV. 8. Cases of Loan and advances sent to Bank of Punjab. 9. Permission in respect of sale/purchase of Movable and Immovable property in respect of Class III and Class IV. 10. Medical Claims beyond Rs. 5001 to 25,000/-. <p>Sending of pension cases to Accountant General, Punjab in respect of Class III and Class IV.</p>
3)	Joint Director (F&A)	<ol style="list-style-type: none"> 1. Disposal of all matters relating to Audit Paras of Public Sector Undertakings/Apex Cooperative Institutions. 2. Collecting and Maintaining of Various Information such as Guarantees, Loan, Equity, Profit & Loss, Dividend etc. of Public Sector Undertakings/Apex Cooperative Institutions. 	<ol style="list-style-type: none"> 1) _____ 2) _____ 3) _____

2.3 Rules/orders under which powers and duties are derived:

- A. Punjab Civil Services Rules,
- B. Punjab Financial Rules, Volume I & II,
- C. Punjab Budget Manual,
- D. Punjab Punishment and Appeals Rules,
- E. Punjab Conduct Rules, 1966,
- F. Service Rules,
- G. Company Act, 1956,
- H. Service Manual,
- I. Finance Department's Finance Manual,
- J. Manual of Instructions of this Directorate and various instructions issued by Government from time to time,
- K. Procedures/Policies framed/adopted by GOI regarding Disinvestment in Public Sector Undertakings.

3rd Manual: Procedure followed in decision making

3.1 Process of decision making: The Directorate of Public Enterprises & Disinvestment serve as the Secretariat for the Cabinet Committee. All the cases of this Directorate are dealt by Section Officers and are submitted to Joint Director (F&A). The Joint Director (F&A) then puts up the cases to higher officers for consideration and orders.

The Directorate of Public Enterprises & Disinvestment draws up proposal on the basis of recommendations of the Core Group of Officers chaired by the Chief Secretary to Govt. Punjab and put up to the Cabinet Committee for its consideration. The Committee has been empowered by the Council of Ministers to take final decision on issues presented before it. While discussing various measures and at the time of final decision on proposal, the Cabinet Committee, in its discretion, can include any member of the Council of Ministers, especially the Minister-in-charge of the concerned Department. Principal Secretary Finance is the Convener of this Committee.

3.2 Final decision making authority: Director/PSF/Finance Minister

3.3 Related provisions, acts, rules etc:

- A. Punjab Civil Services Rules,
- B. Punjab Financial Rules, Volume I & II,
- C. Punjab Budget Manual,
- D. Punjab Punishment and Appeals Rules,
- E. Punjab Conduct Rules, 1966,
- F. Service Rules,
- G. Company Act, 1956,
- H. Service Manual,
- I. Finance Department's Finance Manual,
- J. Manual of Instructions of this Directorate and various instructions issued by Government from time to time,
- K. Procedures/Policies framed/adopted by GOI regarding Disinvestment in Public Sector Undertakings.

3.4 Time limit for taking a decision, if any: N/A

3.5 Channels of supervision and accountability: The work of subordinate is supervised by his senior officer.

4th Manual: Norms for discharge of functions

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

S. no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
	Not applicable	Not applicable	Not applicable	Not applicable

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

The Directorate of P.E. & Disinvestment uses the following rules, regulations manuals etc.:-

- a) Punjab Civil Services Rules,
- b) Punjab Financial Rules, Volume I & II,
- c) Punjab Budget Manual,
- d) Punjab Punishment and Appeals Rules,
- e) Punjab Conduct Rules, 1966,
- f) Service Rules,
- g) Company Act, 1956,
- h) Service Manual,
- i) Finance Department's Finance Manual,
- j) Manual of Instructions of this Directorate and various instructions issued by Government from time to time,
- k) Procedures/Policies framed/adopted by GOI regarding Disinvestment in Public Sector Undertakings.

5.1 Title and nature of the record / manual / instruction gist of contents:

S.no	Title	Nature	Gist of Content
1)	As mentioned above		
2)			
3)			

6th Manual: Categories of documents held by the Authority or which are under its control

This Directorate holds the following records:

- (A) Financial and Technical bids,
- (B) Assets Valuation Report,
- (C) Service Books of employees,
- (D) Personal files of employees,
- (E) Cash Book of this Directorate,
- (F) Office files.

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books and Personnel files 2 Loan files	Approach Public Information Officer	HOD
1. Details of Release of Advertisements & Payments 2. Diary/ Dispatch Registers	-Do-	HOD
1. Cash Book 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Salary Register 5. Provident Fund Register 6. Annual Returns	-Do-	HOD
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	-Do-	HOD
1. Financial and Technical Bids 2. Asset Valuation Report 3. Office files	-do-	HOD

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

No such arrangement exists in the Directorate of Disinvestment.

- 7.1 Relevant rule, circular etc: Not applicable
- 7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation: Not applicable

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc

S.no	Name of the Board/Council/committee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1)	Inter Departmental Committee,	Sh. DP Reddy S. Jaspal Singh	PSF Director (DPED) Secretary (concerned Deptt.) MD, Concerned PSU	Punjab Civil Secretariat	2742316 2727411
2)	Core Group of Officers on Disinvestment	Sh. Sarvesh Kaushal Sh. DP Reddy Sh. SK Sandhu S. Jaspal Singh	Chief Secretary PSF PSCM Director (DPED) Secretary (concerned Deptt.) MD, Concerned PSU	Punjab Civil Secretariat	2740156 2742316 2740923 2727411
3)	Cabinet Sub Committee on Disinvestment	S. Sukhbir Singh Badal, Bhagat Chunni Lal, Sh. Adesh Partap Singh Kairon S. Parminder Singh Dhindsa, Sh. Anil Joshi S. Surjit Singh Rakhra and Sh. Sarvesh Kaushal	Dy. Chief Minister And other Cabinet Ministers	Punjab Civil Secretariat	

8.2 Composition Powers & functions:

(i) Cabinet Sub-Committee on Disinvestment:

- a) To consider the advice of the Core Group of Secretaries regarding policy issues relating to the disinvestment programme.
- b) To decide the price band for the sale of Government shares through GDR/domestic capital market route prior to the book building exercise, and to decide the final price of sale in all cases.
- c) To decide the final pricing of the transaction and the strategic partner in case of strategic sales.
- d) To decide on cases where there is disagreement between the recommendations of the Disinvestment Commission and the views of the Directorate of Public Enterprises & Disinvestment, Department of Finance.
- e) To approve the three-year rolling plan and the annual programme of disinvestment every year.
- f) To decide the final pricing of the transaction and successful bidder in case of sale through sealed bid auction procedure.

(ii) Core Group of Officers on Disinvestment:

- a) The Core Group shall directly supervise the implementation of the decisions of all strategic sales;
- b) The Core Group shall monitor the progress of implementation of the decisions of the Cabinet Sub Committee;
- c) The Core Group shall make recommendations to the Cabinet Committee on Disinvestment on disinvestment policy matters.

(iii) Administrative, financial, appointing and punishing powers of different officers are as per Punjab CSR Rules, Punjab Financial Rules and Departmental Service Rules

- 8.3 Whether their meetings are open to the public? Not applicable
 8.4 Whether the minutes of the meeting are open to the public: Not applicable
 8.5 Place where the minutes if: Not applicable.
 8.6 Open to the public is available? Not applicable.

9th Manual: Directory of Officers and employees

- 9.1 Name and designation
 9.2 Telephone, fax and email ID,
 Tel. No.- 2722050, FAX-2714453 and pbdisinvest17@hotmail.com

Sr. No.	Name of the Officer/ Official	Designation	Residential Address	Telephone
1.	Sh. Jaspal Singh, IAS	Director	# 43, Sector 24-A, Chandigarh	(R) 2711043
2.	Sh. Madan Lal Sharma	Jt. Director (F&A)	# 2013, Sector 21, Panchkula	(O) 2722050 (M) 9888975237
3.	Sh. Lakhjit Singh	PA/ Director	# 1432,/ 2nd Floor, Sec. 40-B, Chd	(M) 98551 94222
4.	Sh. Kunal Gupta	Section Officer	H.No. 672, Sector 16, Panchkula.	(M) 9417996033
5.	Smt. Swaran Kaur	Sr. Scale Steno	# 306 (39 West), Mohali	(M)9781718704
6.	Smt. Shashi Bala	Sr. Assistant	# 2120-A, Sector 66, Mohali	(M) 9780139847
7.	Smt. Khushwant Kaur	Jr. Scale Steno	# 2795, Sector 49-D, Chandigarh	(M) 8427102795
8.	Sh. Rajveer Singh	Cashier	# 553, Sector 22-A, Chandigarh	(M) 7696089799
9.	Sh. Davinder Singh Bisht	Peon	H.No. 4597-B, Sector 46-D, Chandigarh	(M) 9501785540
10.	Sh. Bachan Singh	Peon	#2610/A, Sec. 39-C, Chandigarh	(M) 94170 47394
11.	Sh. Kalyan Singh	Peon	H.No. 4452-A, Sec 46D, Chd.	(M) 8054329148
12.	Sh. Deepak Kumar	Peon	Retd. Officers Colony, Vill. Kansal, SAS Nagar Mohali	(M) 9855445088
13.	Sh. Subhash Chand	Driver (on contract)	# 2182, DMC, Sector 38 (West), Chandigarh.	(M) 9888442182
14	Sh. Ashok Kumar	Driver	#3559, Sec-22A, Chandigarh	M-9023442813

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

- 10.1 Name and designation of the employee
- 10.2 Monthly remuneration
- 10.3 System of compensation as provided by in its regulations

Employee name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
Madan Lal Sharma	Joint Director (F&A)	70169.00	Nil	Remuneration are as per pay scale of Govt. of Punjab.
Lakhjit Singh	Personal Assistant	50286.00	Nil	-do-
Shashi Bala	Sr. Assistant	40947.00	Nil	-do-
Swaran Kaur	Sr. Scale Steno	40512.00	Nil	-do-
Kunal Gupta	Section Officer	38713.00	Nil	-do-
Khushwant Kaur	Jr. Scale Steno	29157.00	Nil	-do-
Rajveer Singh	Jr. Assistant	22486.00	Nil	-do-
Ashok Kumar	Driver	26695.00	Nil	-do-
Devinder Bisht	Peon	20227.00	Nil	-do-
Bachan Singh	Peon	17852.00	Nil	-do-
Kalyan Singh	Peon	17069.00	Nil	-do-
Deepak Kumar	Peon	Through outsource agency	Nil	Remuneration is determined by their employee
Subhash	Peon	Through outsource agency	Nil	Remuneration is determined by their employee

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

11.1 Total Budget for the Public Authority:

11.2 Budget for each agency and plan & programmes: _____

11.3 Proposed expenditures: _____

11.4 Revised budget for each agency, if any: _____

11.5 Report on disbursements made and place where the related reports are available: _____

12th Manual: Manner of execution of subsidy programmes

Not applicable

S.no	Name of the programme or activity	Objective of the programme	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
1)	Not applicable						
2)							
3)							

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.): Not applicable

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

Not applicable

S.no	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/permits or authorization	Date of award of concessions/permits or authorization	For each concession, permit or authorization granted
1)	Not applicable					
2)						
3)						

14th Manual: Information available in electronic form

- 14.1 Details of information available in electronic form: All information related to this office is available on our website: pbdisinvest.nic.in
- 14.2 Name/title of the document/record/other information: All information related to this office is available on our website: pbdisinvest.nic.in
- 14.3 Location where available: Directorate of Public Enterprises and Disinvestment, Punjab SCO 53-55, 2nd Floor, Sector 17-D, Chandigarh

15th Manual: Particulars of facilities available to citizens for obtaining information

- 15.1 Name & location of the facility: Not applicable.
- 15.2 Details of information made available: Not applicable.
- 15.3 Working hours of the facility: Not applicable.
- 15.4 Contact Person & contact details (phone, fax, email): Not applicable.

16th Manual: Names, designations and other particulars of public information officers

- 16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Madan Lal Sharma, PIO	Jt. Director (F&A)	H. No. 2013, Sec. 21, Panchkula.	2722050	98889 75237	2714453	madanlal sharma 1963@yahoo.in
2)	Sh. Jaspal Singh, IAS, First Appellate Authority	Secretary Expenditure and Director P.E. & Disinvestment	H.No. 43, Sector 24 Chandigarh	2727411	99885 28481	2714453	pbdisinvest17@hotmail.com

17th Manual: Any other useful information

- 17.1 Citizen's charter of the public authority: Not applicable.
- 17.2 Grievance redressal mechanisms: Not applicable
- 17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2013			
2014			

- 17.4 List of completed schemes / projects / programmes:
N.A.
- 17.5 List of schemes/projects/programmes underway

N.A

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

S.no	Project /Scheme/Programmes Name	Details of Project	Name of Contractor	Amount of Contract	Completion of Contract/Duration
1)	N.A	NA	NA	NA	NA
2)					
3)					
4)					

17.7 Any other Information:

Form 'A'

Form of application for seeking information under the Right to Information Act, 2005

I.D.No _____
(For official use)

To

**The Public Information Officer,
Authority Name
City**

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - E. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntary disclosure?

7. Do you agree to pay the required fee? _____
8. Have you deposited application fee? (If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?
Place :
- Date :

Full Signature of the applicant and Address
E-mail address, if any.....
Tel. No.
(Office).....
(Residence).....

..

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____
Web-site: _____
Tel. No : _____

=====
Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation and, Therefore, your application is being referred herewith to Shri _____
- 4 This is supersession of the acknowledgement given to your on _____

Yours faithfully,
Public Information Officer.
E-mail address: _____
Web-site: _____
Tel. No. _____

Form 'C'
Rejection Order
[See rule 8&9]

From _____

Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address:

Web-site: _____

Tel. No. _____

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FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N o	Name and Addre ss of Applic ant	Date of Receipt of Applica tion in Form A	Type of Inform ation asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Receipt no.	Date	Information		Application	
							Sup plie d	Part ially Sup plie d	Rej ect ed	Return ed to Applica nt

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

Not applicable

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

Not applicable