

# **RIGHT TO INFORMATION ACT 2005**

## **SECTION 4 (i) b**

- (i) The [particulars](#) of its [organization](#) function and duties.
- (ii) The [powers](#) and duties of officer and employees.
- (iii) The procedure followed in [decision making process](#), including channels of supervision and accountability.
- (iv) The [norms](#) set by it for the discharge of its function.
- (v) The [rules](#), regulation, manuals and records held by it or under its control or used by its employees for discharging its function.
- (vi) A statement of the [categories](#) of documents that are held by it or under its control.
- (vii) The particular of any arrangement that exists for [consultation](#) with or reorientation by the member of the public in relation to the formulation of its policy or implementation thereof.
- (viii) Statement of boards, [council](#), committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and other bodies are open to the public or the minute of the meeting are accessible to public.
- (ix) A [directory](#) of its officers and employees.
- (x) The monthly [remuneration](#) received by cash of its officers and employees including system of compensation as provided in its regulation.
- (xi) The [budgeted](#) allocated to each of its agency indicating the particulars of all plans proposed expenditure and report on disbursement made.
- (xii) The manner of execution of [subsidy](#) programmed, including the amount allocated and details of beneficiaries of such programmed.
- (xiii) Particulars of recipient of concession, [permits](#) or authorization granted by it.
- (xiv) Detail in respect of the information available to or held by it reduces in [electronic form](#).
- (xv) The particular of facilities available to citizens for obtaining information including working hours of a [library](#) or reading room if maintain for public use.
- (xvi) The names designation and other particulars of the [public information officers](#).
- (xvii) Such other information as may be prescribed and thereafter [update](#) these publication every year.