

INDEX

Sl. No.	Chapter No.	Particulars	Page No.
1	1	Organizational Structure of the Department	1 - 2
2	2	Particulars of organization, Functions and Duties – Organizational Structures, Diagrams at various levels – state, directorate, region, district, block etc.	3 - 28
3	3	Powers and Duties of the officers and employees	29-36
4	4	Rules, Regulation, Instructions, manual and records for discharging Functions	36 – 37
5	5	Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof	37
6	6	Statement of the categories of documents that are held by it or under its control	38
7	7	A statement of boards, council, committees or other bodies constituted as its part	38
8	8	The names, designation and other particulars of the Public Information Officers	38
9	9	Procedure followed in Decision Making Process	39
10	10	Directory of Officers and Employees	40 – 62
11	11	Monthly Remuneration received by the Officers and Employees including the system of compensation etc. – - Pay and allowances	63 – 87
12	12	The Budget Allocation to each Agency	88
13	13	The Manner of Execution of subsidiary Programme	88
14	14	Particulars of Receipt, Concessions, Permits etc.	88
15	15	Norms set by it for the discharge of its function	89
16	16	Information available in an electronic form	89
17	17	Particulars of the facilities available to citizens for obtaining information	89
18	18	Other useful information – <u>Suo-Motu disclosure of information of the department</u>	89-98
	Supplementary	▪ Name and number of the accounts auditable by this department	92-93
		▪ Circle-wise number of accounts, placement of Audit Officers & number of accounts audited during 2008-09	94
		▪ Some innovative works for development of human resource and strengthening the internal audit system of the department	95-96
		▪ 10 Points Agenda	97
		▪ Information regarding the disposal of request of the citizens under RTI-Act- 2005	98