

# **RIGHT TO INFORMATION ACT 2005**

## **CHAPTER – 1**

### **INTRODUCTION**

- 1.1 As a result of Promulgation / enactment of **“The Right to Information Act 2005”** this Hand book of manuals has been prepared in order to have transparency and accountability about the activities of the Public Authority, viz., **“Electricity Department” Government of Puducherry.**
- 1.2 The main purpose of publishing the series of manuals is to inform the public about the activities of this Department in a simplified way and to guide them in need.
- 1.3 Every citizen of India, as defined in the constitution, and also in the Right to Information Act 2005 (No.22 of 2005) can refer these manuals for information and guidance, on request.
- 1.4 Department of Electricity, Government of Puducherry coming in the jurisdiction of Union Territory of Puducherry – including Karaikal, Mahe and Yanam Regions.

1.	CHAPTER – 1	Introduction
2.	CHAPTER – 2	Particulars of Organization, Functions and Duties
3.	CHAPTER – 3	Powers and Duties of Officers and Employees
4.	CHAPTER – 4	Rules, Regulation, Instructions, Manual and Records, for Discharging Functions.
5.	CHAPTER – 5	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
6.	CHAPTER – 6	A statement of the categories of documents that are held by it or under its control
7.	CHAPTER – 7	A statement of Boards, Council, Committees and Other Bodies constituted as its part
8.	CHAPTER – 8	The names, designations and other particulars of the public Information Officers
9.	CHAPTER – 9	Procedure followed in decision Making Process
10.	CHAPTER – 10	Directory of Officers and Employee
11.	CHAPTER – 11	The Monthly Remuneration Received by each of its Officers and Employees, including the system of Compensation as provided in regulations.
12.	CHAPTER – 12	The Budget Allocated to each Agency.

13.	CHAPTER – 13	The Manner of Execution of Subsidy Programme
14.	CHAPTER – 14	Particulars of Recipients of Concessions, permits or authorization granted by it.
15.	CHAPTER – 15	Norms set by it for the discharges of its functions
16.	CHAPTER – 16	Information available in an electronic form
17.	CHAPTER – 17	Particulars of the facilities available to citizens for obtaining information
18.	CHAPTER – 18	Other Useful Information

#### **1.4 (b) Description of Manuals**

<b>Sl.No.</b>	<b>Manual No.</b>	<b>Caption</b>
Chapter-1	INTRO/ED/RIA/2005	Introduction to Right to Information Act.
Chapter-2	01/ED/RIA/2005	Particulars of Organization, Function and duties.
Chapter-3	02/ED/RIA/2005	Powers and duties of officers and employees,
Chapter-4	03/ED/RIA/2005	Rules, Regulation, Instructions, Manual and Records, for Discharging functions
Chapter-5	04/ED/RIA/2005	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
Chapter-6	05/ED/RIA/2005	A statement of the Categories of document that are held by it or under its control
Chapter-7	06/ED/RIA/2005	A Statement of Board, council, committee and other bodies constituted as its part
Chapter-8	07/ED/RIA/2005	The names, designation and other particulars of the Public Information Officers
Chapter-9	08/ED/RIA/2005	Procedure followed in Decision Making Process
Chapter-10	09/ED/RIA/2005	Directory of Officers and Employee

Chapter-11	10/ED/RIA/2005	The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations
Chapter-12	11/ED/RIA/2005	The Budget Allocated to each Agency (Particulars for all Plans, proposed expenditure and report on disbursement made)
Chapter-13	12/ED/RIA/2005	The Manner of Execution of Subsidy Programme
Chapter-14	13/ED/RIA/2005	Particulars of Recipients of Concessions, permits or authorization granted by it
Chapter-15	14/ED/RIA/2005	Norms set by it for the discharge of its functions
Chapter-16	15/ED/RIA/2005	Information available in an electronic Form
Chapter-17	16/ED/RIA/2005	Particulars of the facilities available to Citizens for obtaining Information
Chapter-18	17/ED/RIA/2005	Other Useful Information

1.5 Definitions:-

- (a) This Department / this 'Public Authority' means Department of Electricity.
- (b) Competent authority means the 'Deciding authority'.
- (c) 'Union Territory' Means the Regions of Puducherry, Karaikal, Mahe and Yanam under the jurisdictional of Government of Puducherry.

1.6 Contact Persons: - The Public Relation Officer, Executive Engineer-General, First Floor, Electricity Department, No.137, Subbash Chandra Bose Salai, Puducherry-1.

1.7 Procedure: - On request, in prescribed application. The prescribed application is available with the Office of the Public Information Officer concerned.

**Fee Structure: -**

- (i) The request for obtaining information shall be submitted in the prescribed application form along with a fee of **Rs 10/-**
- (ii) Any one Manual from the set of Manuals **Rs.100/-**
- (iii) Set of 17 Nos. of Manuals **Rs.1,600/-** plus ST as applicable.
- (iv) Any additional information: -
  - (a) **Rs.2/-** per page(A3 or A4 size) for any pre-existing document
  - (b) Actual charge or cost price of a copy in large size paper
  - (c) **Rs.50/-** per item of information to be provided on diskette (CD) or floppy
  - (d) **Rs.75/-** per item of information for 2 years and above, to be compiled to be provided on diskette or floppy.
  - (e) Any other information relating to more than previous 2 years are generally decided by the Head of Circles depending upon the merit of each case.
- (v) All the above fees are exclusive of ST+Other relevant taxes applicable from time to time.
- (vi) For providing the information under sub-section (1) of section 7, the fee shall be remitted by way of cash or Bankers' Cheque / Demand Draft / Court Fee Stamp payable to the concerned Public Information Officer, Electricity Department, Puducherry.