



**THE RIGHT TO INFORMATION ACT, 2005  
OBLIGATIONS OF PUBLIC AUTHORITIES**

**A DRAFT TEMplete FOR  
INFORMATION HAND BOOK**

[Refer to Chapter II Section 4(1) b of RTI Act, 2005]

*Office of the Superintending Engineer  
Public Health Circle  
Seethammadhara North Extension  
Visakhapatnam*

<b>Chapter 1</b>	
<b>Introduction</b>	
<b>1.1 Background</b>	The Right to Information Act, 2005 empower to get information from any "Public Authority". The Public Information Officer of a public authority plays a pivotal role in making the right of a citizen to information a reality. A citizen has a right to seek such information from public authority which is held by the public authority (or) which is held under this control.
<b>1.2 Objective/purpose of this information handbook</b>	As per Section 4(1)(b) of the R.T.I. Act, 2005.
<b>1.3 Who are intended users of the handbook?</b>	Citizens, Civil society organizations, public representatives, officers and employees of public authorities including Public Information officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions
<b>1.4 Organisation of information</b>	
Chapter-I	Introduction.
Chapter-II	Organization, functions and duties.
Chapter-III	Powers and Duties of Officers and Employees.
Chapter-IV	Procedure followed in decision making process.
Chapter-V	Norms set for the Discharge of Functions.
Chapter-VI	Rules, Regulations, Instructions, Manual and Records for Discharging Functions.
Chapter-VII	Categories of Documents held by the Public Authority under its Control
Chapter-VIII	Arrangement for Consultation with, or Representation by the Members of the Public relation to the Formulation of Policy or implementation there of
Chapter-IX	Boards, Councils, Committees and other Bodies constituted as part of Public Authority.
Chapter-X	Directory of Officers and Employees.
Chapter-XI	Monthly Remuneration received by Officers and Employees, including the System of Compensation as Provided in Regulations.
Chapter-XII	Budget Allocated to Each Agency including Plans etc.,
Chapter-XIII	Manner of Execution of subsidy Programme
Chapter-XIV	Particulars of Recipients of concessions, permits or Authorization Granted by the Public Authority
Chapter-XV	Information Available in Electronic Form
Chapter-XVI	Particulars of Facilities available to Citizens for Obtaining information.
Chapter-XVII	Names, Designations and other Particulars of Public information Officers.
Chapter-XVIII	Other Useful Information.
<b>1.5 Names &amp; addresses of key contact points</b>	
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## CHAPTER 2

### Organisation, Functions and Duties [ Section 4(1)(b)(I)]

#### 2.1 Particulars of the Organization, functions and duties :-

Sl.No.	Name of the Organization	Address	Functions	Duties
1	Public Health Circle, Visakhapatnam	Seethammadhara North Extension Visakhapatnam - 13	Monitoring of Works in Municipalities under the control of Public Health Circle, Visakhapatnam	Over all Control of works and administrative control of staff in P.H. Engineering Department of Zone- I.