



**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*

Chapter 1	
Introduction	
1.1 Background	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.
1.2 Objective/purpose of this information handbook	As per Section 4(1)(b) of the R.T.I. Act, 2005.
1.3 Who are intended users of the handbook?	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
1.4 Organisation of information	
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.
1.5 Names & addresses of key contact points	
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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	Fuctions	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.