

CHAPTER - 1

Introduction

1.1 BACKGROUND OF THIS HAND BOOK (RIGHT TO INFORMATION ACT - 2005)

Right to information is an act to provide for setting out the practical regime to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incident thereto. Under the above act, the office of the Chief Engineer, Designs, Research & Quality Control, under the Engineer-in-Chief, Water Resources Department has taken up necessary steps to provide access to information to the different activities. This hand book provides details of information the above matter.

1.2 OBJECTIVE/PURPOSE OF THIS HAND BOOK

Information provided in this hand book will be useful for easy access to the information system of this organisation.

1.3 INTENDED USERS FOR THIS HAND BOOK

Citizens of India.

1.4 ORGANISATION OF INFORMATION IN THIS HAND BOOK

The hand book provides information in the format as prescribed by the Public Relation Department & supplied to this office by the Water Resources Department. Information have been organised in a way in the form of chapters (manuals) so that a common man can easily understand and make access in to the information system.

The **CHAPTER-1** shows introduction.

The **CHAPTER-2 (MANUAL-I)** contains particulars of organisation, functions and duties, its mission, brief history, duties of different officials, main activities, list of services being provided by the public authority, mechanism available for monitoring the service delivery & public grievance resolution, address of the main sub-ordinate offices & office hours.

CHAPTER-3 (MANUAL-2) shows powers & duties of officers & employees.

CHAPTER-4 (MANUAL-3) provided information on Rules, Regulation, Instructions ,Manuals & Records like BIS codes used for discharging functions.

CHAPTER-5 (MANUAL-4) informs that there is no arrangement for consultation with or representation by the members of the public in relation to formulation of its policy or implementation there of.

CHAPTER-6 (MANUAL-5) shows categories of documents like design report, drawings & Topo graphs held by the organisation.

CHAPTER-7 (MANUAL-6) provides information an Technical Advisory Committee (major project).

CHAPTER-8 (MANUAL-7) provides name ,designation and other information on Public Information Officers of this office.

CHAPTER-9 (MANUAL-8) provides procedure followed in the Decision making process.

CHAPTER-10 (MANUAL-9) shows directory of officers & employees.

CHPATER-11 (MANUAL-10) provides information about remuneration of employees of the office .

CHAPTER-12 (MANUAL-11) says about the budget provisions.

CHAPTER-13 (MANUAL-12) & CHAPTER-14 (MANUAL-13). As there is no subsidy programmes & recipients of concessions, these may be considered as Nil .

CHAPTER-15(MANUAL-14) tells about the norms set by the office for the discharge of its main function that is design of structures & preparation of drawings.

CHAPTER-16 (MANUAL-15) gives details about information available in an electronic form.

CHAPTER-17(MANUAL-16) provides information particulars of facilities available to the public.

CHAPTER-18(MANUAL-17) Frequently asked questions and their answers by Public.

1.5 DEFINITIONS : Definitions not covered under Para-2 of Rights to Information Act- 2005 and applicable to this Public Authority as mentioned below :

- Chief Engineer** - Chief Engineer , Designs, Research & Quality Control
- Design** - Finalisation of parameters of engineering structures.

- Research** - Estimation of properties of materials & predicting behaviour of engineering structures through physical & Mathematical models.
- Quality Control** - To look after the quality of works during execution.
- Dam Safety** - To assess the health of existing dams, prescribing Provisions for their safety & taking appropriate measures for the purpose.
- Hydraulic Research** - Assessing behaviour of hydraulic structures through Physical model tests.
- Public Authority** - Chief Engineer, Designs , Research & Quality Control.
- BIS codes** - Bureaus of Indian Standard codes (books providing Guidelines & information used for design of structures)
- PWD code** - Public Works Department codes published by GOD which contain information on carrying out various Engineering works.
- IRC code** - Procedure for design of roads & bridges published by Government of India.
- TOPO Sheets** - Geographical maps published by Survey of India.

1.6 CONTACT PERSON

In case some body wants to get more information on topics covered in the hand book as well as other information also

**Assistant to Chief
 Engineer, Designs
 & Research
 and
 PIO for this Organisation.**

1.7 PROCEDURE & FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HAND BOOK

- Application in writing for the specific information.
- GOD time to time.

The present fee structure is as given below: