

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, Project, Planning & Formulation, 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-2 (MANUAL-I)** contains information on objective/purpose the organisation, 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, 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 project report, Planning of future projects by this organisation.

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

CHAPTER-8 (MANUAL-7) provides 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.

As there is no subsidy programmes & recipients of concessions, there have been mentioned as Nil in **CHAPTER-13 (MANUAL-12)** & **CHAPTER-14 (MANUAL-13)**.

CHAPTER-15(MANUAL-14) tells about the norms set by the office for the discharge of its main function that is survey & investigation, analyse the projects, preparation of project reports approval of projects etc..

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.

1.5 DEFINITIONS :

Chief Engineer	-	Chief Engineer , Project, Planning & Formulation
Public Authority	-	Chief Engineer, Project, Planning & Formulation
BIS codes	-	Bureas of India Standard codes (books providing guidelines & information used for design of structures
PWD code	-	Public Works Department codes which contain information on procedures, norms for preparation of estimates, preparation of tender documents & their acceptance, procedure for measurement & payment etc.
IRC code	-	Procedure for design of roads & bridges.

1.6 CONTACT PERSON

1. K.R Acharya, Deputy Director PP-II ,
2. B.K Das Asst Director
3. S.B Mohanty, Asst Director.

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

- Application in writing for the specific information.
- The fee will be decided by the Chief Engineer, PP&F basing the cost involved in preparing the copy.