

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 of India 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 Commission and for matters connected there with or incident thereto. Under the above act, the office of the Chief Engineer & Basin Manager, RVN Basin, Berhampur has taken up necessary steps to provide access to information to the different activities. This handbook provides details of information on the above matter.

1.2 OBJECTIVE/PURPOSE OF THIS HAND BOOK

Information provided in this handbook 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 handbook 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-1)** contains particulars of this office, it's functions and duties, 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) provides information on Rules, Regulations, Instructions like Orissa Irrigation Act, Pani Panchayat Act, R&R Policy, Environment Policy, Forest Conservation Act, State Water Policy and working group guide lines of GOI, Manuals & Records like Schedule of Rates for Irrigation Works, OSS, Hand Book of Specifications for construction of Irrigation Projects, Embankment Manual, BIS Codes, IRC Codes, PW Accounts Code etc. used for discharging functions.

CHAPTER-5 (MANUAL-4) informs the 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 there of.

CHAPTER-6 (MANUAL-5) shows categories of documents like Project Related Documents, Design Related Documents, Financial Documents and other Technical and Non-technical Documents held by this office.

CHAPTER-7 (MANUAL-6) provides information of the Committees and other Bodies constituted as its part.

CHAPTER-8 (MANUAL-7) provides information of names, designations and other particulars of the 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.

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

CHAPTER-12 (MANUAL-11) Provides information 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) Speaks about the norms set by the office for the discharge of its main functions.

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

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

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 :

Public Authority - Chief Engineer & Basin Manager, RVN Basin Manager.

BIS codes - Bureaus of Indian Standard codes (books providing Guidelines & information used for design of structures)

PWD code - Public Works Department codes published by GOO which contain information on carrying out various Engineering works.

IRC code - Procedure for design of roads & bridges published by Government 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 & Basin Manager & PIO for this Office

1.7 PROCEDURE & FEE STRUCTURE FOR GETTING INFORMATION NOT

AVAILABLE IN THE HAND BOOK

(a) **Procedure** : A citizen desirous of any information may apply for information in form A as stated below, with the required fee deposited in shape of Treasury Challan or cash as specified in the Schedule under the Head of Account “**0070 - Other Administrative Services - 60 - Other Services - 118 - Receipt under Right to Information Act, 2005 - 0014 - Collection of Fees & Fines - 02178 - Fees and Fines under Right to Information Act-2005**”.

Provided that application fee shall not be payable in case of a person whose name appears in the latest list of persons below poverty line for which he has to produce BPL Card.

FORM-A
See Rule-4(I)

Application for Information under section 6 (I) of the Act.

To

The Public Information Officer
(Name of the office with address)

1. Full name of the applicant:
2. Father/Spouse name:
3. Permanent address:
4. Particulars in respect of Identity of the applicant:
5. Particulars of information solicited
 - (a) Subject matter of information:
 - (b) The period to which the information relates:
 - (c) Specific details of information required :
 - (d) Whether information is required by post / in person/E-Mail :
(The actual postal charges shall be included in providing information)
 - (e) In case by post (ordinary, registered or speed)
6. Address/E-mail ID to which information will be sent & in which form:
7. Has the information provided earlier :
8. Is this information not made available by the Public authority :
9. Do you agree to pay the required fee:
10. Have you deposited application fee:
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same:

Place: _____ Full Signature of the applicant
Date: _____ Address: _____

Office of the Public Information Officer

Received the application from _____
address _____

on _____ seeking information.

Place ; _____ Full name of Public Information Officer

Date _____ Designation

Seal

(b) Fee structure :

**Schedule
(See Rule 4 and 7)
Fees / Amount to be charged for providing information**

PART – 1

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees ten per Application	Treasury Challan / cash
(ii)	Application fee for 1 st Appeal	Rupees twenty	Court fee stamp
(iii)	Application fee for 2 nd Appeal	Rupees twenty five	Court fee stamp

PART – II

(B)	Amount to be charged for Providing information		
(i)	A4 or A3 size paper created or copied	Rupees two per each folio	By cash
(ii)	Paper size larger than A4 or A3	Actual charge or cost price of a copy	By cash
(iii)	Inspection of records	No fee for the first hour & Rs.5.00 for each 15 minutes(or fraction thereof) thereafter	By cash
(iv)	CD with cover	Rupees 50/- per CD	By cash
(v)	Floppy Diskette (1.44MB)	Rupees 50/- per Floppy	By cash
(vi)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vii)	Video Cassette / Microfilm/Microfiche	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(viii)	Certified sample or models of material	Actual cost or price for sample or models	By cash
(ix)	Information in printed form	Price fixed for such publication	By cash

N.B.:- Proper and authenticated money receipt to be issued for all cash payment.
The office is to state the cash receipt No. on the application form 'A'.

Note :-The Principal rules were published in the Gazette of Orissa vide I & P.R. Department Notification No.27163, dated the 1st October 2005 [S.R.O. No. 477/2005,dated the 1st October 2005]