

## **Chapter1 Introduction**

- 1.1. Please throw light on the background of this hand-book ( Right to Information Act. 2005).
- 1.2. Objective / purpose of this hand-book
- 1.3. Who are the intended users of this hand-book?
- 1.4. Organisation of the information in this hand-book
- 1.5. Definitions (Please provide definitions of various terms used in the hand-book).
- 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.
- 1.7. Procedure and Fee Structure for getting information not available in the and-book.

## **Chapter-2 (Manual . 1) Particulars of Organization, Functions and Duties**

- 2.1. Objective/purpose of the public authority : **To provide information to the public under RTI Act,2005.**
- 2.2. Mission / Vision Statement of the public authority : **Ensuring transparency in administration and credibility and legitimacy of Government.**
- 2.3. Brief history of the public authority and context of its formation : **District Project Co-ordinator, DPEP/SSA, Subarnapur. To carry out the instruction, implementation of various Rules/ Regulations of Government.**
- 2.4. Duties of the public authority : **The Public Authority discharge their duties in official capacity as entrusted by Govt..**
- 2.5. Main activities/functions of the public authority : **Implementation of different programmes for infrastructure development of Primary / upper primary education.**
- 2.6. List of services being provided by the public authority with a brief write-up on them : **Civil works, pedagogical improvement, girls education, education to disabled children, providing surgical benefits to CWSN, providing aids and appliances to CWSN.**

- 2.7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable) : **District offices.**
- 2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency : **Public Authority needs good response, Co-operation and suggestion from public in general and VEC & teachers in particular.**
- 2.9 Arrangements and methods made for seeking public participation/contribution : **Grievance Cell of Collector, Subarnapur and DPC, DPEP/SSA, Subarnapur.**
- 2.10. Mechanism available for monitoring the service delivery and public grievance resolution : **Grievance Cell of Collector, Subarnapur, DPC, DPEP/SSA, Subarnapur, BRC in all the 6 blocks of district.**
- 2.11. Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the user) : **DPEP/SSA, Subarnapur**
- 2.12 Morning hours of the office : **10.00 A.M.**  
Closing hours of the office : **5.00 P.M.**