

Chapter -1 Introduction

1.1 The background of this Information Manual

In a Democratic Republic, informed citizenry, transparency of information, eradication of corruption, accountability of Government administration to the governed are essentially required for preservation of the democratic ideal. With the objective to ensure access to information to members of public, 'The Right to information Act, 2005 (the Act) has been enacted by the Parliament in the Fifty Sixth Year of the Republic of India. Every Public Authority, as per provision made under the section 4(1) (b) of the Act, is required to disclose its activities functioning, duties, and responsibilities etc for information of the public. In compliance to said provisions of the Act and Govt. of Orissa's Notification, the Women and Child Development Department, Govt. of Orissa, Bhubaneswar has published this manual for access of to such information for the General Public.

1.2 Organization of the information in this Information Manual (I.M)

Chapter-1 contains introduction and purpose of publication of this Information Manual. It also covers definitions of various terms used in this book and Procedures and Fee structure of getting information from the Public Authority.

Chapter-2 throws light on particulars of the Women & Child Development Department, its organization, functions and duties.

Chapter-3 explains the procedure followed by the Department in decision-making process.

Chapter-4 Covers details of powers and duties of officers and employees under the Department.

Chapter-5 gives a description of Rules, Regulations, Instructions, Manual

and Records, for discharging functions assigned to this Department.

Chapter-6 gives a statement of the categories of documents that are held by the Department and authorities under its control.

Chapter-7 contains particulars of arrangements that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy, or implementation thereof.

Chapter-8 depicts a statement of boards, committees and other bodies constituted as the part of this Department.

Chapter-9 exhibits the Directory of officers and Employees of the Department.

Chapter-10 contains particulars relating to the monthly remuneration received by each of officers and employees of the Department including the system of compensation as provided in regulations.

Chapter-11 covers the budget allocated to the Department and authorities under its control.

Chapter-12 explains the manner of execution of subsidy programmes of the Department.

Chapter-13 contains particulars of Recipients of concessions, permits or authorization granted by the Department.

Chapter-14 provides the details of the information related to the various schemes, which are available in the electronics format.

Chapter-15 contains particulars of the facilities available to citizens for obtaining information.

Chapter-16 gives the names, designations and other particulars of the public Information Officers, Assistant Public Information Officers and the Appellate Authorities of the Department.

Chapter-17 deals with information on miscellaneous matters, which may be of use to public.

1.3 Definitions.

In this Information Manual, unless the context otherwise requires:-

- (a) Commissioner-cum-Secretary means " Commissioner-cum-Secretary to Government of Orissa, Women & Child Development Department.
- (b) "Public Information Officer" (PIO) and "Asst. Public Information Officer" (APIO) means the Officers designated under sub-section (1) and sub-section (2) of section 5 of the Right to Information Act 2005 by the Public Authority.
- (c) "Appellate Authority" means the Departmental Appellate Authority designated under Sec.19 of the Act by the Public Authority.
- (d) "Department" means the Women & Child Development Department located at State Secretariat premises, Bhubaneswar.
- (e) Rules means "The Orissa Right to Information Rule 2005" as amended from time to time.
- (f) "Public Authority" means Women & child Development Department, Govt. of Orissa.

Other words and expressions used in this Information Manual should **originally** carry the same meaning as defined in Act and Rules.

Person/persons desiring to get information from the Public Authority may get the same on payment of fees and the manner as prescribed in the Schedule under Rules-4 and 7 of the Orissa Right to Information Rules, 2005 as amended from time to time.

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)	Inspection of documents	No fee for 1 st hour and Rupees five per each 15 minutes there after	By cash
(ii)	A-4 size paper for each folio Larger the A4 or A3.	Rs.2/- per each folio Actual Cost or price of a Copy	
(a)	Print out from computer per page	Rupees ten	By cash
(iii)	CD with cover	Rupees 50/- per CD	By cash
(iv)	Floppy Diskette (1.44MB)	Rupees Fifty per Floppy	By cash
(v)	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
(vi)	Video Cassette/ Microfilm/ Microfiche	-do-	By cash
(vii)	Certified sample of material	Actual cost of price for sample or material	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'.

