



**Government of Jammu and Kashmir**  
**General Administration Department**  
 (Administration Section)  
 Civil Secretariat,  
 Srinagar/Jammu.

**URGENT**  
**TIME BOUND**

Subject:- Implementation of Jammu and Kashmir Right to Information Act, 2009.

Circular No. 25 - GAD of 2009  
 Dated:- 05 - 06 - 2009

1. The Jammu & Kashmir Right to Information Act, 2009 has come into effect from the 20<sup>th</sup> of March, 2009. The Act provides for dissemination of information to the residents of the State in the laid down manner. The Act requires the Public Authorities of the State Government to take various specific actions in a time bound manner. The Public Authorities under the Act means any authority or body or institution of self-Government established or constituted-
  - i. by or under the Constitution of India or the Constitution of Jammu and Kashmir;
  - ii. by any other law made by Parliament;
  - iii. by any other law made by State Legislature;
  - iv. by notification issued or order made by the Government and includes any –
    - a) Body owned, controlled or substantially financed;
    - b) Non-Government organization substantially financed, directly or indirectly by funds provided by the Government;
  
2. The important points on which the Public Authorities as mentioned above, are required to take action are indicated hereunder:-
  - i) Under Section 4(a), every Public Authority has to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the State on different systems so that access to such records is facilitated. All Administrative Secretaries are requested to please ensure that all the Public Authorities under their administrative control initiate immediate action for maintenance of the records in a manner and form required under the J&K Right to Information Act, 2009.
  
  - ii) Under Section 4(b), every Public Authority has to publish within 120 days from the commencement of the Act various information pertaining to the organization. To facilitate and maintain uniformity of such information, a format is enclosed with this circular. All Administrative Secretaries are requested to kindly ensure that all Public Authorities under their administrative control publish detailed information pertaining to their organization in the prescribed format within the stipulated period.

They are also requested to ensure that the information is disseminated through various means including booklets, pamphlets, notices, websites etc. The Public Authorities who do not have their own website can furnish a soft copy of the information in the format prescribed to the General Administration Department for hosting it on the site of the General Administration Department (www.jkgad.nic.in).

- iii) Under Section 5(1) and 5(2), the Public Authorities are required to designate Public Information Officers (PIOs) in all Administrative Units or Offices and, if required, Assistant Public Information Officer (APIO) at each sub-divisional or sub-district level, in a time bound manner within 100 days of coming into effect of the Act. All Administrative Secretaries are requested kindly to ensure that the Public Authorities under their administrative control designate the PIO/APIO within the stipulated time frame, under an intimation to the General Administration Department.
3. The J&K Right to information Act, 2009 is available on the website of the General Administration Department. However, a copy of the same is enclosed for ready reference. All the Administrative Secretaries are requested kindly to personally supervise implementation of the Act and ensure that all actions are taken in a time bound manner by all the Public Authorities under their administrative control. The implementation of the Act in the State shall be reviewed by the Chief Secretary on regular intervals.

Sd/-

(Basharat Ahmad Dhar) IAS  
Commissioner Secretary to Government  
General Administration Department

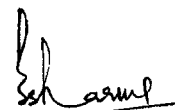
Encl: As above.

NO: GAD(Adm)110/2009-V

Dated: 05-06-2009

Copy to the :-

1. All Administrative Secretaries to Government,
2. Principal Secretary to HCM / HEG.
3. Divisional Commissioner, Kashmir / Jammu.
4. All Heads of Departments.
5. All Deputy Commissioner.
6. All Managing Directors of PSUs / Corporation / Board,
7. Special Assistant to Hon'ble Minister for \_\_\_\_\_ for kind information of the Hon'ble Minister.
8. Principal Pvt. Secretary to Chief Secretary,
9. Pvt. Secretary to Commissioner/ Secretary to Government, General Administration Department.
10. Circular file / Stock file / GAD website.



(Dr. R.S. Sharma) KAS  
Deputy Secretary to Government,  
General Administration Department

To be published by all Public Authorities

25

## **Template for the Information Handbook under Right to Information Act, 2009**

### **Chapter - 1**

#### **Introduction**

- 1.1. Please throw light on the background of this hand-book (Right to Information Act, 2009).
- 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 hand-book.

## **Chapter – 2**

### **Particulars of Organization, Functions and Duties**

- 2.1. Objective/purpose of the public authority.
- 2.2. Mission / Vision Statement of the public authority.
- 2.3. Brief history of the public authority and context of its formation.
- 2.4. Duties of the public authority.
- 2.5. Main activities / functions of the public authority.
- 2.6. List of services being provided by the public authority with a brief write-up on them.
- 2.7. Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc (whichever is applicable).
- 2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
- 2.9. Arrangements and methods made for seeking public participation / contribution.
- 2.10. Mechanism available for monitoring the service delivery and public grievance resolution.
- 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).
- 2.12. Morning hours of the office:  
Closing hours of the office:

**Chapter 3**

**Powers and Duties of Officers and Employees**

3.1 Please provide details of the powers and duties of officers and employees of the organization.

<b>Designation</b>		
<b>Powers</b>	<b>Administrative</b>	1. 2. 3. ... ... ...
	<b>Financial</b>	1. 2. 3. ... ... ...
	<b>Others</b>	1. 2. 3. ... ... ...
<b>Duties</b>	1. 2. ... ...	

**Chapter - 4**

**Rules, Regulations, Instructions, Manual and  
Records, for Discharging Functions**

- 4.1. Please provide list of rules, regulations, instructions, manual and records, held by Public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name / title of _____ The document	Type of the document <input type="checkbox"/>
	Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)
Brief Write-up on the Document	
From where one can get a copy of Rules, regulations, instructions, Manual and records	Address: _____ _____ _____ _____
Fee charged by the Department For a copy of rules, regulations, Instructions, manual and records (if any)	

**Chapter 5**

**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 thereof**

**Formulation of Policy**

5.1 Whether there is any provision to seek consultation / participation of public or its representative for formulation of policies? If there is, please provide details of such policy in following format.

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

**Implementation of Policy**

5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation

## Chapter 6

### A statement of the categories of documents that are Held by it or under its control

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, others (please mention the level in place of writing others).

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of





## **Chapter 7**

### **A statement of boards, council, committees and Other bodies constituted as its part**

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- Role of the Affiliated Body ( Advisory / Managing / Executive/Others)
- Structure and Member Composition
- Head of the Body
- Address of main office and its Branches
- Frequency of Meetings
- Can public participate in the meetings?
- Are minutes of the meetings prepared?
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.



## Chapter 9

### Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Business Rules and other rules/regulations etc can be made)
- 9.2 What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?
- 9.3 What are the arrangements to communicate the decision to the public?
- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?
- 9.5 Who is the final authority that vets the decision?
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

S. No.	
Subject on which the decision is to be taken	
Guideline / Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal.	

## Chapter 10

### Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sr.No.	Name	Designation	S.T.D Code	Ph. No.		Fax	E Mail	Address
				Office	Home			

## Chapter 11

### The Monthly Remuneration Received by each of its Officers and Employees, Including the system of Compensation as Provided in Regulations

11.1. Please provide information in following format

S.No.	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation

**Chapter 12**

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

**For Public Authorities responsible for developmental, construction, technical works**

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

**Year** \_\_\_\_\_ :

S.No	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/disbursed (no. of instalments)	Actual expenditure for the last year	Responsible officer for the quality the complete execution of the work

**For other Public Authorities**

Sr.No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed (no. of installments)	Total Expenditure

## **Chapter 13**

### **The Manner of Execution of Subsidy Programmes**

13.1. Please provide the information as per the following format:

- Name of Programme / Scheme
- Duration of the programme / scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application format (where applicable. If the application is made on plan paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates / documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)

- List of beneficiaries in the format given below

S.No. /Code	Beneficiary Name	Amount of subsidy	Parent Guardia ns	Criteria of selectio n	Address			
					District	City	Town/ Village	House No.

**Chapter 14**

**Particulars of Recipients of Concessions, permits or authorization granted by it**

14.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession / Permits / Authorization)
- Objective
- Target set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession / Permits / Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates / documents)
- Format of Attachments
- List of beneficiaries in the format given below

S.No. /Code	Beneficiary Name	Validity period	Parent Guardian s	Address			
				District	City	Town/ Village	House No.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

### **Chapter 15**

#### **Norms set by it for the discharge of its functions**

- 15.1. Please provide the details of the Norms / Standards set by the Department for execution of various activities / programmes.

### **Chapter 16**

#### **Information Available in an electronic form**

- 16.1. Please provide the details of the information related to the various schemes which are available in the electronic format.

### **Chapter 17**

#### **Particulars of the facilities available to citizens for obtaining information**

- 17.1. Means, methods or facilitation available to the public which are adopted by the Department for dissemination of information. Like
- Office Library
  - Drama and Shows



- Through News Paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Others means of advertising

## **Chapter 18**

### **Other Useful Information**

#### **18.1. Frequently Asked Questions and their Answers by Public**

#### **18.2. Related to seeking information**

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

#### **18.3. With relation to training imparted to public by Public Authority**

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (if any)
- Financial and other form of help (if any)
- Description of help (mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Few (Wherever applicable)
- Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (in case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

#### **18.4. With relation to training imparted to public by Public Authority**

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training

- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures /documents
- Format of enclosures /documents
- Procedure of application
- Selection procedure
- Time table of training programme (in case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

#### **18.5. With relation to registration process**

- Objective
- Eligibility for registration
- Pre-requisites (if any)
- Contact information for applying
- Application Fee (Wherever applicable)
- Other Fee (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.