

INFORMATION HANDBOOK

Under

Right to Information Act 2005



**VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI-110 007**

CONTENTS

Introduction

Index of the Manuals

1. Particulars of organization, functions and duties
2. Powers and duties of officers and employees
3. Procedure followed in decision-making process, including channels of supervision and accountability
4. Norms set for the discharge of functions
5. Rules, regulations, instructions, manuals and records for discharging functions
6. A statement of the categories of documents that are held by it or under its control
7. Details of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation
8. List of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. Directory of officers and employees
10. Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
11. Budget allocation
12. Manner of execution of subsidy programmes
13. Particulars of recipients of concessions, permits or authorizations granted
14. Information available in an electronic form
15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. Name designation and other particulars of Public Information Officers
17. Other information as may be prescribed
18. Annexure -I

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provision contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as per provisions of the law/rules. This Information Handbook is divided into 17 manuals.

