

MANUAL – INDEX as per Sec. 4(1) b(i) to b(xvii)
of RTI Act, 2005

Sr. No.	Manuals	Subject
1	MANUAL-1	SEC.4(1)(b)(i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES
2	MANUAL-2	SEC.4(1)(b)(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	MANUAL-3	SEC.4(1)(b)(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY
4	MANUAL-4	SEC.4(1)(b)(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
5	MANUAL-5	SEC.4(1)(b)(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS
6	MANUAL-6	SEC.4(1)(b)(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL
7	MANUAL-7	SEC.4(1)(b)(vii) 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 THEREOF
8	MANUAL-8	SEC.4(1)(b)(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.
9	MANUAL-9	SEC 4(1)(b)(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.
10	MANUAL-10	SEC 4 (1)(b)(X) THE MONTHLY REMMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS
11	MANUAL-11	BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES & REPORTS ON DISBURSEMENTS MADE
12	MANUAL-12	SEC.4(1)(b)(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES
13	MANUAL-13	SEC.4(1)(b)(xiii) PARTICULARS OF CONCESSIONS PERMITS OR AUTHORISATION GRANTED BY IT.
14	MANUAL-14	SEC.4(1)(b)(xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
15	MANUAL-15	SEC.4(1)(b)(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING IMFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM. IF MAINTAINED FOR PUBLIC USE.
16	MANUAL-16	SEC 4(1)(b)(xvi) THE MANES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER.
17	MANUAL-17	SEC.4(1)(b)(xvii) SUCH OTHER INFORMATION AS PRESCRIBED ANNUAL REPORT, ANNUAL RETURNS & FAQs
18	MANUAL-18	(1) THE DETAILS OF FOREIGN/DOMESTIC TOURS UNDERTAKEN BY HEAD OF DEPARTMENT. (2) THE DETAILS OF FOREIGN/DOMESTIC TOURS UNDERTAKEN BY ADDITIONAL TEXTILE COMMISSIONER. (3) INFORMATION RELATED TO PROCUREMENT.
19	MANUAL-19	CAG & PAC PARAS AND THE ACTION TAKEN REPORTS OF DOPT.
20	MANUAL-20	CITIZEN'S CHARTER