

## **CHAPTER 1 INTRODUCTION**

- 1.1 This handbook is prepared in pursuance of the implementation of the Right to Information Act, 2005 to ensure that the basic information about the Planning and Research Department is available to the Public.
- 1.2 The objective of this handbook is to serve as a ready reference on the basic information about the Planning and Research Department such as its functions, organizational structure, duties and responsibilities, details of the contact officers.
- 1.3 The intended users of this handbook are:
  1. Citizens
  2. Data users
  3. Economic Analysts
  4. Research Persons/Scholars
- 1.4 The information in this handbook is organized in the following manner:

Chapter 1:	Introduction
Chapter 2:	Particulars of Organization, functions, and Duties
Chapter 3:	Powers and Duties of Officers and Employees
Chapter 4:	Rules, Regulations, Instructions, Manual and Records etc. For discharging various functions of the Department.
Chapter 5:	Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to formulation of policy or implementation thereof
Chapter 6:	Statement of categories of documents that are held by the Department or under its control
Chapter 7:	Statement of Boards, Council, Committees and Other Bodies
Chapter 8:	Names, designation and other particulars of the Public Information Officers.
Chapter 9:	Procedure followed in decision making process
Chapter 10:	Directory of Officers and Employees
Chapter 11:	The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in regulations.
Chapter 12:	The Budget allocation
Chapter 13:	The Manner of execution of subsidy programme

- Chapter 14: Particulars of recipients of concessions, permits or authorization granted by it
- Chapter 15: Norms set for discharge of functions
- Chapter 16: Information available in an electronic form
- Chapter 17: Particulars of the facilities available to citizens for obtaining Information
- Chapter 18: Other Useful Information
- Chapter 19: Information related to Procurement
- Chapter 20: Public Private Partnership
- Chapter 21: Transfer Policy and Transfer Order
- Chapter 22: RTI applications
- Chapter 23: CAG & PAC paras
- Chapter 24: Citizen Charter
- Chapter 25: Discretionary and Non-Discretionary grants
- Chapter 26: Foreign tours of PM/Ministers.

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1.6 The Director (Planning), Planning and Research Department, No.505, Kamaraj Salai, Saram, Puducherry -605 013 may be contacted for any additional information regarding the topic concerned in the handbook.

1.7 The Procedure and the fee structure for getting information available in the handbook will be on the lines provided in the Right to Information Act, 2005 and as determined by the Government of Pondicherry from time to time.