

RTI Act 2009

Section-4. Obligations of public authorities –

<p><u>Section-4 (1) Every public authority shall-</u></p> <p><u>Section-4 (1) (a)</u></p> <p>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;</p>	<p>Process of indexing of records and cataloguing the same has been initiated in the Chief Minister's Secretariat.</p>
<p><u>Section-4 (1) (b) (i)</u></p> <p>publish within one hundred and twenty days from the commencement of the Act.-</p> <p>the particular of its organization, functions and duties;</p>	<p>This information regarding the organisational structure, functions and duties is already available in Chief Minister Secretariat's website.</p>
<p><u>Section-4 (1) (b) (ii)</u></p> <p>the powers and duties of its officers and employees;</p>	<p>A organisational chart showing hierarchy of all the officers of Chief Minister's Secretariat (down to the level of Under Secretary) is posted on the website: officers and employees below the level of Under Secretary provide secretarial assistance to higher officers through concerned sections and same is also given in the organisational chart.</p> <p><u>Powers and Duties</u></p> <p>Principal Secretary:- General Superintendence, Direction and Management of the Affairs of the Chief Minister's Secretariat.</p> <p>Special Secretary:- To assist the Principal Secretary in all the matters of Administration, management affairs and decision making of the Chief Minister's Secretariat.</p> <p>Deputy Secretary / Under Secretary:- To assist the Principal Secretary in all the matters of Administration, management affairs and</p>

	<p>decision making of the Chief Minister's Secretariat.</p> <p>Section Officer/ Head Assistant/ Senior Assistant/ Junior Assistant:- To process/ examine all the proposals regarding administrative matters/ establishment matters and submit the same to the higher authorities for appropriate orders.</p>
<p><u>Section-4 (1) (b) (iii)</u></p> <p>the procedure followed in the decision making process, Including channels of supervision and accountability;</p>	<p>There is no notified procedure followed in decision-making process in Chief Minister's Secretariat. However, all the administrative issues are being disposed of in accordance with J&K Business Rules. The organisational chart would cover the accountability part in this provision.</p>
<p><u>Section-4 (1) (b) (iv)</u></p> <p>the norms set by it for the discharge of its functions;</p>	<p>There are no norms specific to Chief Minister's Secretariat. General norms/ instructions applicable to other Departments apply to Chief Minister's Secretariat also.</p>
<p><u>Section-4 (1) (b) (v)</u></p> <p>the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;</p>	<p>There are no rules, regulations, manuals etc. specific to Chief Minister's Secretariat. General rules/regulations etc. applicable in other Departments apply to Chief Minister's Secretariat also.</p>
<p><u>Section-4 (1) (b) (vi)</u></p> <p>a statement of the categories of documents that are held by it or under its control ;</p>	<p>Chief Minister's Secretariat holds a few categories of documents relating to J&K Relief fund under the discretion of Chief Minister.</p>
<p><u>Section-4 (1) (b) (vii)</u></p> <p>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;</p>	<p>Since the policies are formulated and implemented by respective Departments, as such there is no arrangement specific to Chief Minister's Secretariat for consultation with members of public with regard to formulation or implementation of policy.</p>
<p><u>Section-4 (1) (b) (viii)</u></p> <p>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 advice, and as to whether</p>	<p>There are various committees/ councils/ boards/ bodies headed by Chief Minister which are given below:-</p> <ol style="list-style-type: none"> i) Governing Body, SKIMS. ii) Haj & Auqaf

<p>meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;</p>	<ul style="list-style-type: none"> iii) J&K Board for Muslim Specified Wakafs Board and Specified Wakf Properties. iv) Board of Directors, Islamia College, Srinagar. v) State Board for Wildlife. vi) Compensatory Afforestation Fund Management & Planning Authority (CAMPA) vii) J&K State Advisory Council (for Hr. Education) viii) Governing Board of Islamic College of Science & Commerce, Srinagar. ix) Committee for Launching of Jawaharlal Nehru National Urban Renewal Mission (JNNURM) x) Katra Development Authority. xi) District Development Boards of J&K Districts xii) Board of Directors of the J&K State Power Development Corporation Ltd. xiii) State Disaster Management Authority (SDMA) xiv) Governing Body of J&K State Council for Science & Technology xv) Gulmarg Development Authority. xvi) Pahalgam Development Authority. xvii) Wullar Manasbal Development Authority. xviii) Sonamarg Development Authority. xix) Patnitop Development Authority. xx) Mansar-Surinsar Development Authority. xxi) Tourism Advisory Committee. <p>The meetings are not open to the public.</p>
<p><u>Section-4 (1) (b) (ix)</u> a directory of its officers and employees;</p>	<p>The names along with designation of all the officers have been posted on the website.</p>
<p><u>Section-4 (1) (b) (x)</u> the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</p>	<p>The pay scales of all the officers of Chief Minister's Secretariat have been posted on the website along with names and designation of officers.</p>
<p><u>Section-4 (1) (b) (xi)</u> the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</p>	<p>Chief Minister's Secretariat does not have budget allocation for any programme nor it has any agency under its direct control.</p>
<p><u>Section-4 (1) (b) (xii)</u> the manner of execution of subsidy</p>	<p>There are no subsidy programmes executed by Chief Minister's Secretariat.</p>

programmes, including the amounts allocated and the details of beneficiaries of such Programmes;	
<u>Section-4 (1) (b) (xiii)</u> particulars of recipients of concessions' permits or authorizations granted by it;	There are no concessions, permits or authorisations granted by this office. A brief write-up of Chief Minister's Secretariat is already available on the website.
<u>Section-4 (1) (b) (xiv)</u> details in respect of the information, available to or held by it, reduced in an electronic form;	All this information is being made available on the website of Chief Minister's Secretariat which can be treated as information available in electronics form.
<u>Section-4 (1) (b) (xv)</u> the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room' if maintained for public use;	There is no public library or reading room maintained by Chief Minister's Secretariat. Officials/officers of the Chief Minister's Secretariat are available on phone and personally from 9:30 a.m. to 5:00 p.m. (Monday to Friday except Holidays) at the offices of the Chief Minister's Secretariat at Jammu/Srinagar.
<u>Section-4 (1) (b) (xvi)</u> the names, designations and other particulars of the Public Information Officers;	The name and designation of the Public Information Officers and Assistant Public Information Officers for Chief Minister's Secretariat are available on the website.
<u>Section-4 (1) (b) (xvii)</u> such other information as may be prescribed ; and thereafter update these publications every year;	Shall be considered at appropriate time.
<u>Section-4 (1) (c)</u> publish all relevant facts while formulating important policies or announcing the decisions which affect public ;	Since the policies are formulated and implemented by respective Departments, as such question of publishing all relevant facts while formulating important policies does not arise.
<u>Section-4 (1) (d)</u> provide reasons for its administrative or quasi-judicial decisions to affected Persons.	Not relevant to Chief Minister's Secretariat.
<u>Section-4 (2)</u> It shall be a constant endeavour of every	Every endeavour shall be made to provide available information suo moto to the public at regular intervals through various means of

<p>public authority to take steps in accordance with the requirements of clause (b) of subsection (1) to provide as much information suo motu to the public at regular intervals through various means of communications including internet, so that the public have minimum resort to the use of the Act to obtain information.</p>	<p>communications.</p>
<p><u>Section-4 (3)</u></p> <p>For the purposes of sub section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the Public.</p>	<p>All the important information pertaining to sub-section (1) about the Chief Minister's Secretariat has been posted on the website.</p>
<p><u>Section-4 (4)</u></p> <p>All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Public Information Officer available free or at such cost of the medium or the print cost price as may be prescribed.</p> <p>Explanation:- For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers public announcements media broadcasts, the internet or any other means, including inspection of offices of any public authority.</p>	<p>The efforts are being made to keep the relevant information readily available to facilitate the Public Information Officer to provide the required information / material to the applicant(s)/ public at reasonable cost.</p>