

भारत सरकार
जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
केंद्रीय भूमिजल बोर्ड
"भूजल भवन", एनएच- 4, फरीदाबाद-121001
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
Central Ground Water Board
"Bhujal Bhawan", NH-IV, Faridabad- 121 001

संख्या: CGWB/RTI/RTI Manual-updating/2017-18

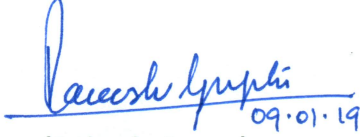
दिनांक:

CIRCULAR

Sub: Updating of RTI Manual of CGWB.

Section 4 of the Right to Information Act, 2005 stipulates that all Public Authorities make *suo moto* disclosure of certain categories of information. These disclosures are expected to promote transparent functioning of the Public Authorities and more importantly, enable the citizen to access the information held by these authorities without taking recourse to the RTI Act. The transparency audit of mandatory disclosure under section 4(1) (b) is to be carried out by all public authorities. It is therefore essential that RTI Manual comprising mandatory disclosure under section 4 (1) (b) of the Act needs to be updated annually.

It is therefore requested that the desired information as per the list attached may be provided by mail to hindi-cgwb@nic.in latest by 15th January 2019, so that the same may be included in the updated RTI manual and submitted to the Chairman, CGWB for final approval.


09.01.19.

(Rakesh Gupta)

Assistant Director (OL) &
Central Public Information Officer

Distribution:

1. TS to Chairman, CGWB, CHQ, Faridabad.
2. TS to Member South/ Member HQ/ Member North West/ Member East CGWB, CHQ, Faridabad.
3. TS to Member Secretary, CGWA, New Delhi.
4. PS to Director (Admn.), CGWB, CHQ, Faridabad.
5. OIC, NDC, CGWB, CHQ, Faridabad.
6. SE, MMS, CGWB, CHQ, Faridabad.
7. Senior A.O., CGWB, CHQ, Faridabad.
8. Programmer, CGWB, CHQ, Faridabad.
9. A.O. (Budget), CGWB, CHQ, Faridabad.
10. OIC (Library), CGWB, CHQ, Faridabad.

MATERIAL FOR UPDATION OF RTI MANUAL OF CGWB

SL.NO.	TOPIC	CONCERNED SECTION
1.	The particulars of the Organization, functions & duties, Organization chart, vision, mission & key objectives, any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted.	Chairman Cell CGWA
2.	The powers and duties of its officers and employees, work allocation,	Administration
3.	The procedure followed in the decision making process, including channels of supervision and accountability	Administration
4.	The norms set by it for the discharge of its functions	Chairman Cell
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions, Transfer policy & transfer Orders, categories of documents /custodian of documents	Administration, Chairman Cell, CGWA ,MMS
6.	Statement of the categories of documents that are held by it or its control	Chairman Cell
7.	The particulars of any arrangement that exists for consultation with , or representations by the members of the public in relation to the formulation of its policy or implementation thereof;	Chairman Cell
8.	Statements of boards , councils , committees and other bodies consisting of two or more persons constituted ad its part or for the purpose of its advise, and as to whether meetings of those boards , councils, committees and another bodies are open to the public, or minutes of such meetings are accessible for public	Chairman Cell
9.	Directory of its officers and employees	Administration, Programmer (email Id)
10.	List of employees with gross monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulations, foreign & domestic tours by officers of the rank of joint Secretary to the Govt. and above , places visited, period of visit, expenditure on the visit	Administration
11.	Budget allocated, budget for each plan & Programmer, indication the particulars of all plans proposed expenditures and reports on disbursement made	Budget Section
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. List of completed & underway schemes/ projects/ Programmes. Frequently Asked Question(FAQs)	Member (HQ)
13.	Particulars of recipients of concessions, permits or authorizations granted by it	Chairman Cell, CGWA
14.	Details in respect of information available to or held by it, reduced in an electronic form.	Chairman Cell, NDC
15.	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.	Chairman Cell, OIC library
16.	The names, designations and other particulars of the Public Information Officers, APIO & Appellate Authority and details of third party audit of voluntary disclosure.	Nodal Officer, RTI
17.	Such other information as may be prescribed	