

Right to Information

Manual-I

Particulars of Organization, Functions and Duties

**NAGAON MEDICAL COLLEGE & HOSPITAL
NAGAON, ASSAM**

1.1. Objective/purpose of the Nagaon Medical College:

- a) Education & Research in Medical Sciences-
with efforts to bring the standard of Medical Education to the top level
- b) Education and training in other allied courses like different Nursing courses, and paramedical courses.
- c) To provide better and advanced treatment with latest technology to the suffering community- covering prophylactic, curative and rehabilitative medical care.
- d) Social services of various nature.

1.2. Mission/ Vision Statement of the Nagaon Medical College:

To bring healthcare nearer to the people, to see smiling healthy faces.

1.3. Brief history of Nagaon Medical College and context of its formation:

Development of Medical Education in the State of Assam

The journey of Medical Education in Assam started with the establishment of Berry White Medical School at Dibrugarh about 100 years back. The first Medical College in Assam-the Assam Medical College, Dibrugarh was established on 3rd November 1947 by upgradation of the Berry White Medical School. Subsequently, on 20th September, 1960 the Gauhati Medical College, Guwahati and on 15th August, 1968 the Silchar Medical College, Silchar were established.

In 2023, the Nagaon Medical College situated in the middle Assam district of Nagaon was dedicated to the people by Prime Minister Narendra Damodardas Modi.

Nagaon Medical College is providing MBBS education at present following the recommendations of National Medical Commission of India. At present 100 seats for MBBS education is available in this college.

The College:

The Nagaon Medical College, located at Mohkhuli Chariali, Laokhowa Road, Diphalu of Nagaon has 22 departments including Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology, Community Medicine and Forensic Medicine. The clinical departments shall be Medicine, Surgery, Obstetrics & Gynecology, Eye, ENT, Orthopedics, Pediatrics, Dermatology, Psychiatry, T.B. & Chest, Radiology, Physical

Medicine and Rehabilitation and Anesthesiology. Presently, only MBBS courses are being taught here however, in course of time the college will develop as a post Graduate College with courses in different specialties. Various nursing course and paramedical course will also start in time with the medical college as the training centre.

It has 5 air-conditioned lecture halls, research rooms, administrative block, college council room, medical education unit, examination hall, cafeteria for students, common rooms, gymnasium, swimming pool, auditorium, CSSD, medical gas plant, animal house, and mortuary block.

The Hospital

The Nagaon Medical College Hospital has 400+ beds with the following facilities:

- * A full fledged scientifically designed OPD complex for all departments with adequate waiting space for patients and attendants.
- * A 24 hours Emergency wing designed and equipped to deal with all cases of casualties. trauma, accidents and medical emergencies.
- * A full fledged diagnostic setup with round the clock central laboratory, capable of performing all sports of tests.
- * Ultramodern imaging facilities under Radio diagnosis department with X-ray, Ultrasound and Doppler. CT Scan service is to be added soon.
- * A state-of-the-art- OT complex with modular OTs, CSD, recovery facilities.
- * An intensive care section having ICU, ICCU, NICU, PICU, and dialysis.
- * Spacious wards, treatment rooms with all other facilities.
- * Modern Physiotherapy unit.
- * Modern kitchen.

Residential Campus:

An integrated residential campus shall be developed which shall have quarters for:

- * Principal, Vice-Principal and Medical Superintendent
- * Professors, Associate Professors, Assistant Professors
- * Registrars/ Demonstrators
- * Grade-III, Technical and Nursing staff
- * Grade-IV staff.

Hostels and other faculties:

- * Students' hostels for boys and girls.
- * Interns hostel
- * Bank
- * Police out-post
- * Power substation
- * Modern water supply and STP

1.4. Duties of the Nagaon Medical College:

1.5. Main activities/functions of Nagaon Medical College:

1.6. List of services provided by the with a brief write-up on them:

1) Education & Research:

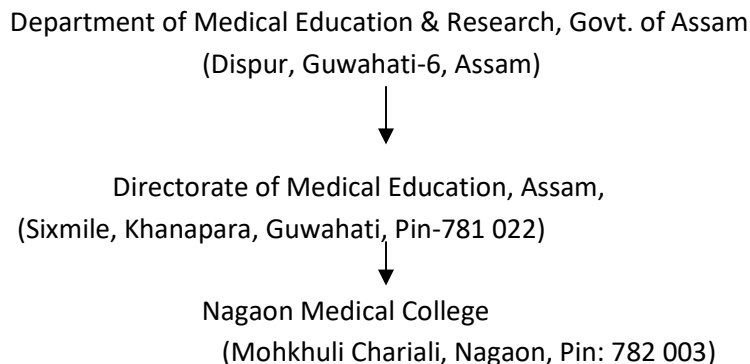
A) Graduate Education: The college providing Undergraduate teaching to the students following recommendations by National Medical Council. Due care is taken to educate the students to make the best possible Indian Medical Graduates.

2) Hospital Services:

Out Patient Department (OPD) Services, Indoor Services, Emergency Services, Various Laboratory Services, Radiological Investigations, etc are extended in its hospital.

- A full fledged scientifically designed out-patient complex for all departments with adequate waiting space for patients and attendants.
- An Emergency wing designed and equipped to deal with all cases of casualties, trauma, accident, and medical emergencies.
- A full fledged diagnostic setup with round the clock central laboratory capable of performing all tests.
- Ultramodern imaging facilities under department of Radio diagnosis and Imaging with X-ray, Ultrasound, Doppler facilities.
- A state of the art OT complex with modular OTs, CSD, recovery facilities.
- Spacious wards, treatment rooms and facilities.
- Modern kitchen.

1.7. Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc.:



1.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

- a) Public should make full use of the facilities provided by the Nagaon Medical College.
- b) While availing the facilities everyone should see that the institution remains neat and clean and any of its public property is not damaged,
- c) Invite valuable suggestions and constructive criticism from the public for enhancing its effectiveness and efficiency.

1.9. Arrangements and methods made for seeking public participation/contribution:

- a) Holding of public meetings involving all sections of the public.
- b) Use of various information media like News papers, TV, Radio etc.
- c) Display of banners, posters and distribution of booklets etc.
- d) Arrange street processions with play cards and distribution of leaflets, hold street corner meetings and drama etc involving various celebrities to appraise the public about AIDS, Blood Donation, Eye Donation etc.

1.10. Mechanism available for monitoring the service delivery and public grievance resolution:

- a) College Council Meetings,
- b) Governing Body Meetings,
- c) Hospital Management Society Meetings,
- d) Annual Meeting of students, faculty and public,
- e) Examining various records of the hospital and college sections,
- f) Meetings convened from time to time by the Principal-cum- Chief Supdt, involving HODs and other faculty other sections of the public.
- g) Placement of complaint/suggestion boxes at various places of the institution and examination of the complaints/suggestions etc.

1.11 Address of the main office and other offices at different levels:

- A) Office of the Principal-cum-Chief Superintendent,
Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003
- B) Office of the Superintendent,
Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003
- C) Office of the Director of Medical Education, Assam
Sixmile, Khanapara, Guwahati-22
- D) Office of the Commissioner & Secretary to the Govt. of Assam,
Deptt. of Health & family Welfare,
P.O.: Dispur, Guwahati, PIN: 781 006.

1.12. Morning hours of the Office: (As per the office hours of the Govt. of Assam offices):

A) Office of the Principal-cum-Chief Superintendent,

Nagaon Medical College

Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003 : **10.00 AM to 5.00PM**

The Principal's office remain closed on all Sundays, Second & Fourth Saturdays and Govt. of Assam holidays.

Right to Information

Manual-II

Powers and Duties of Officers and Employees

NAGAON COLLEGE & HOSPITAL

Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

2.1. Please provide details of the powers and duties of officers and employees of the organization:

a) Powers of officers:

- (1) Administrative powers are vested with head of the institution and may be delegated to heads of department and other members of institution as and when need arises.
- (2) Head of this institute has the power of recruitment, transfer, dismissal or terminate services of class iv employee.
- (3) Heads of the departments have controlling authority over subordinate staff and supervise the execution of the works allocated by the head.

b) Duties of officers:

- (1) Duties include teaching, research, tertiary health care including - Duties toward the public and Medico legal and postmortem examination - Immunization and other national preventive and eradicating programmers.
- (2) Duties also include planning, purchasing maintaining the equipments related with health care.

c) Duties of employees:

As per direction from higher authorities.

Powers and duties of the officers are detailed below:

GAZETTED (College Section):**Class-I (Total No. of Posts-)**

Designation	Principal-cum-Chief Superintendent (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	<div>1. He is the academic head of the college and Principal officer of Government responsible for overall control and efficient administration of the college.</div> <div>2. He is the principal executive and academic officer and shall preside at meetings of academic council/ college council of the college</div> <div>3. Dean of Faculty to its affiliated University and advice on academic matters including holding of university MBBS and Post Graduate Medical Examinations</div> <div>4. He has the power to convene meetings of the academic council/ college council/all or any section of the employees of the college/students' union</div> <div>5. He is competent to notify the Head of the Depts.in accordance with the Assam Medical Education Service Rules-2008</div> <div>6. Administrative power as Chief Superintendent of the hospital</div> <div>7. Chairman, Executive Committee of Hospital Management Society</div> <div>8.Chairman, Referral Board for referring patients for treatment elsewhere</div> <div>9. Transfer/Promotion of class-IV & III employees</div> <div>10. Confidential report of Class-I, II, officers</div> <div>11. Leave sanction (Limited to casual leave)</div> <div>12. To Sanction TA/ DA Bill of employees.</div> <div>13. Sanction monthly pay bill of employees</div> <div>14. Member of Selection Board for admission into MBBS & PG Courses</div> <div>15. Such other power as may be conferred by the Govt.</div>
	Others	

Duties	1.To conduct and maintain standard of teaching and research being academic head of the college, 2. To Administrate work of all HODs and others 3. To submit/recommend to its affiliated university all matters related to academics of the college, e.g., holding of university examinations, post-graduate thesis, syllabus, decisions of academic council etc. 4. To submit proposals/financial requirement/ decisions of the college council etc to the DME, Assam ,Commissioner/Secy, Health & F.W. dept for final decision 5. To comply with Govt. queries. 6.Controlling administration of the JMC Hospital as the Chief Superintendent of the hospital 7. Such other duties as may be allotted by the higher authority.
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Designation	Vice-Principal (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	1. Responsible for such administrative matters as may be vested by higher authority. 2. Carry out administrative function in absence of the principal as in charge principal. 3. Daily progress of the students 4. Matters related to Grade-III & IV staff.
	Financial	NIL
	Others	
Duties	1. To conduct and maintain standard of teaching and research, 2. Administrative and academic duties to help the principal 3. Such other duties as may be allotted by the principal.	

Designation	Professor & Head of the Dept.

Powers	Administrative	<ol style="list-style-type: none"> 1. Being the academic head of the dept., he has to conduct and maintain the standards of teaching and research in respective dept. 2. Member of the Academic Council and College Council and as such put forward his suggestions in concerned matters. 3. Confidential report of CI-I, II, officers and also Grade-III staff and forwarded to the Principal. 4. Such other duties as may be allotted by the higher authority.
	Financial	NIL
	Others	
Duties	<ol style="list-style-type: none"> 1. Administrative work in the Dept. 2. Teaching and Research 3. Regulate duties of all officers and other staff under him/her. 4. Treatment of Patients 5. University Examiner- as internal as well as external to other university. 6. Such other duties as may be allotted by the higher authority 	

Designation	Professor	
Powers	Administrative	1. .Member of the Academic Council and College Council and as such put forward his suggestions in concerned matters. 2. Such power as may be conferred by higher authority.
	Financial	Nil
	Others	
Duties	1. Teaching and Research 2. Treatment of Patients 3. University Examiner- as internal as well as external to other university. 4. Such other duties as may be allotted by the higher authority.	

Designation	Associate Professor	
Powers	Administrative	1. Member of the Academic Council and College Council and as such put forward suggestions in concerned matters. 2. Such power as may be conferred by higher authority.

	Financial	Nil
	Others	
Duties	1. Teaching and Research 2. Treatment of Patients in clinical depts.. 3. University Examiner- as internal as well as external to other university. 4. Such other duties as may be allotted by the higher authority.	

Designation	Assistant Professor	
Powers	Administrative	1. Member of the Academic Council and College Council and as such put forward suggestions in concerned matters. 2. Such power as may be conferred by higher authority.
	Financial	nil
	Others	
Duties	1. Teaching and Research 2. Treatment of Patients in clinical depts.. 3. University Examiner- as internal as well as external to other university on approval by the affiliated university 4. Such other duties as may be allotted by higher authority.	

Designation	Registrar/Demonstrator/Resident Physician/Resident Surgeon/Resident Pathologist/Clinical pathologist/Refractionist/Anaesthetist.	
Powers	Administrative	1. Such power as may be conferred by higher authority. 2. Maintain records of the duties of the resident doctors.
	Financial	Nil
	Others	
Duties	1. Teaching and Research 2. Treatment of Patients in clinical dept. under supervision of seniors. 3. To maintain duty roster of Grade-III & IV staff in respective dept. 4. To Maintain stock book, records etc of the dept. 5. Such other duties as may be allotted by the higher authority.	

GAZETTED (Class-II): No. of Total Posts-

Designation	Secretary, Nagaon MCH (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	1. Such power as may be conferred by principal
	Financial	Nil
	Others	
Duties	<div>1. Responsible for efficient functioning of the principal's office,</div> <div>2. Responsible for prompt disposal of work</div> <div>3. Go through the dak and give directions to office for its disposal</div> <div>4. To keep himself acquainted with the morale and conduct of the staff working under him</div> <div>5. To check attendance in the office and to see that given instructions are correctly observed;</div> <div>6. To supervise the functioning of the college account section, D.D.O.</div> <div>7. To deal with any other work assigned by the higher officers/ principal.</div>	

Designation	Librarian / Lecturer in Health Statistics/ Lecturer in Audiology/Medico Social Worker / Clinical Psychologist /Psychiatric Social Worker Statistician	
Powers	Administrative	1. Such power as may be conferred by higher authority.
	Financial	Nil
	Others	
Duties	1.Respective duties like librarian’s duties in library, teaching and research by the lecturer/demonstrator, social work and keeping statistics etc.	

Duties of employees:

As per direction from higher authorities.

NON- GAZETTED POSTS:

A) College Section:	Grade-III	--
	Grade-IV	--
B) Hospital Section:	Grade-III	--
	Grade-IV	--

Right to Information

Manual-III

The Procedure followed in the decision making process, including channels of supervision and accountability

Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

The procedure followed in the decision making process, including channels of supervision and accountability.

All procedures are governed by rules and regulations of Govt., Medical Council of India and its affiliated University.

Right to Information

Manual-IV

The norms set by it for the discharge of its functions

Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

Right to Information

Manual-V

The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

5.1 List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of the document: National Medical Council Act and its subsequent directives and amendment.

Evasion of Legal Restrictions: The physician shall observe the laws of the country in regulating the practice of medicine and shall also not assist others to evade such laws. He should be cooperative in observance and enforcement of sanitary laws and regulations in the interest of public health. A physician should observe the provisions of the State Acts like Drugs and Cosmetics Act, 1940; Pharmacy Act, 1948; Narcotic Drugs and Psychotropic substances Act, 1985; Medical Termination of Pregnancy Act, 1971; Transplantation of Human Organ Act, 1994; Mental Health Act, 1987; Environmental Protection Act, 1986; Pre-natal Sex Determination Test Act, 1994; Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954; Persons with Disabilities (Equal Opportunities and Full Participation) Act, 1995 and Bio-Medical Waste (Management and Handling) Rules, 1998 and such other Acts, Rules, Regulations made by the Central/State Governments or local Administrative Bodies or any other relevant Act relating to the protection and promotion of public health.

i) Assam Govt. Rules & Regulations:

The following rules, regulation, manual and instructions are used by its employees in discharge of its functions.

1. The Assam Medical Education Service Rules-2008
2. Assam Rules of Executive Business, 1968
3. Manual of Office Procedure, Secretariat, 1981
4. Assam Fundamental Rules and Subsidiary Rules
5. Assam Financial Rules
6. Financial Responsibility and Budget Management Act, 2005
7. Delegation of Financial Power Rules, 1999
8. Assam Contingency Manual
9. Assam Services Pension Rules 1969
10. Assam Services (Discipline and Appeal) Rules, 1964
11. Hand Book of General Circular, 1995 Vol.- I & II
12. Assam (Civil Services) Conduct Rule
13. Protocol Manual, 1991

14. Assam S.C & S.T (Reservation of vacancies and post) Act & Rules 1978
15. Assam Preferential stores Purchase Act, 1989
16. Assam Public Service Commission Regulation
17. Right to Information Act, 2005 and Rules framed there -under
18. The Rules of procedure and conduct of business of Assam legislative Assembly

The above rules and regulations are available in the Website of Assam Administrative Staff College (<http://www.aasc.nic.in>)

The norms set by it for the discharge of its functions:

- a) The discharge of the functions are guided by the norms set under the umbrella of civil services rules of Assam, Assam Finance Rules, Medical Council of India and Guidelines set by the Srimanta Sankardeva University of health Sciences to which this institution is being affiliated.
- b) Various committees and sub committees including college council have role in the discharge of function being supervised by the principal and other officers assigned with the duties.

Right to Information

Manual-VI

A statement of the categories of documents that are held by it or under its control

Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

A statement of the categories of documents that are held by it or under its control:

6.1. Use the format given below to give information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (please mention the level in place of writing “Others”)

Category of Documents held by it or under its control:

- (1) Copies of Assam Medical Education Service Rules-2008
- (2) Copies of Assam Civil Services Rules.
- (3) Acts relating to State and National Medical Councils.
- (4) Notifications issued by the Health & F.W. Department/by the Department of Medical Education and Research, Assam.
- (5) Notification relating to admissions to various health institutions.
- (6) Rules pertaining to functioning of the department.
- (7) Prospectus, brochures, magazines
- (8) Personal files of Employees, office records, property records, cash book, account book, stock book etc.
- (9) University related documents, MCI related documents.

Right to Information

Manual-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.

Formulation of policy:

7.1. Whether there is any provision to seek consultation /participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format:

No provision

All procedures are governed by civil services rules and Regulations of Assam Govt.

Implementation of Policy:

7.2. Whether there is any provision to seek consultation /participation of public or its representatives for implementation of policies? If there is , please provide details of such policy in following format:

No provision

All procedures are governed by civil services rules and Regulations of Assam Govt.

Right to Information

Manual-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 advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

A Statement of boards, council, committees and other bodies constituted as its part:

“Society for Medical Education, Nagaon”, formed by the Govt. of Assam, is entrusted with the task of implementing the Nagaon Medical College.

Right to Information

Manual-X

**The monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulations.
(Is available)**

Nagaon Medical College
Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

Right to Information

Manual-XI

**The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.
(Varies Annually)**

**Particulars of facilities available to citizen for obtaining
information:**

The dissemination of information to the public is done by adopting the following methods/means:

- Notice Board in different parts of the college/hospital/hostels etc
- Through News paper, Radio and Television
- Inspection of records in the office
- Exhibition
- Printed Manual on payment of requisite fee
- Other means like: Public meeting, street procession, distribution of leaflets etc

All information required by citizens as per right to information act is available with the college. Any citizen can apply to get the required information from the concerned State Public Information Officer designated by the college on payment of requisite fee.

Right to Information

Manual-XVI

**The names, designations and other particulars of the public Information
Officers
(Detailed in the Website)**

Nagaon Medical College

Mohkhuli Chariali, Laokhoa Road, Diphalu, Nagaon, PIN: 782 003

Other Useful Information:

Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed'

Right to Information Act 2005

What does Right to Information mean?

It includes the right to -

- i. inspect works, documents, records.
- ii. take notes, extracts or certified copies of documents or records.
- iii. take certified samples of material.
- iv. obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.[S.2(j)]

Information means any material in any form records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force -Section 2(f)

Related to seeking information:

- Application to be submitted in writing or electronically along with prescribed fee, to State Public Information Officer (SPIO)/Asstt. Public Information Officer (Asstt. PIO)
- Information to be provided within 30 days. 48 hours where life or liberty is involved. 35 days where request is given to Asst. PIO, 40 days where third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.
 - Time taken for calculation and intimation of fees excluded from the time frame.
 - No action on application for 30 days is a deemed refusal.
 - No fee for delayed response
- **Fee: As stated under Chapter-I (Introduction)**

What is not open to disclosure?

The following is exempt from disclosure [S.(8)].

- a. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.
- b. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- c. information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- d. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- e. Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- f. Information received in confidence from foreign Government?
- g. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- h. Information which would impede the process of investigation or apprehension or prosecution of offenders;
- i. Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- j. Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;
- k. Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

What could be the ground for rejection?

- 1. If it is covered by exemption from disclosure. (S.8)**
- 2. If it infringes copyright of any person other than the State.(S.9)**

Central Information Commission(CIC)

What can I complain about?

- The Central Information Commission is an autonomous body set
- up to inquire into complaints received from citizens
- You can complain that you have been refused access to information. You can also complain about how the public authority has handled your request, for instance;

- failure to respond to your request within 30 working days (or failure to explain why an extension to the 45 days is needed)
- failure to give you proper advice and help within the stipulated time
- failure to give information in the form in which you asked for it
- failure to properly explain reasons for refusing your request, for
- instance if the public authority believes that giving you information would harm a criminal investigation.

What information does the CIC need?

To deal with complaint promptly, send the following details to CIC:

Name and address of the appellant; name and address of the Central Public Information Officer against the decision of whom the appeal is preferred; particulars of the order including number, if any, against which the appeal is preferred; brief facts leading to the appeal. If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Central Public Information Officer to whom the application was submitted, prayer or relief sought; grounds for the prayer or relief; verification by the appellant; and any other information which the Commission may deem necessary for deciding the appeal

RTI Act 2005 – Access

- Universal Access – especially to the Poor
- Fee at a reasonable level – though quantum not specified. No fee for BPL.
- Assistant Public Information Officers at sub-district levels to facilitate filing of applications/appeals
- No need to specify reason for seeking information or other personal details
- Provision to reduce oral requests into writing
- Provision to provide all required assistance, including to disabled persons.
- Information to be provided in local languages
- Provision for damages
- Open only to citizens of India.

What is the reporting procedure?

- **Central Information Commission will send an annual report to the Central Government on the implementation of the provisions of this law at the end of the year. The State Information Commission will send a report to the State Government.**
- **Each Ministry has a duty to compile reports from its Public Authorities and send them to the Central Information Commission or State Information Commission, as the case may be.**
- **Each report will contain details of number of requests received by each Public Authority, number of rejections and appeals, particulars of any disciplinary action taken, amount of fees and charges collected etc.**
- **Central Government will table the Central Information Commission report before Parliament after the end of each year. The concerned State Government will table the report of the State Information Commission before the Vidhan Sabha (and the Vidhan Parishad wherever applicable). (S.25)**