

**RIGHT TO INFORMATION
GOVERNMENT OF WEST BENGAL**

Manuals Under RTI ACT, 2005

1. Particulars of the Organisation (Development & Planning Department) Functions and Duties.
2. Power and Duties of Officers and Employees.
3. Procedure followed in the Decision Making Process including channels of supervision and accountability.
4. Norms set by the Department for discharging of its functions.
5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.
6. Statement of categories of documents held by its or under its control.
7. Particulars of any arrangement that exists for consideration with or Representation by the members of public in relation to the formulation of its policy on implementation thereof.
8. 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 other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.
9. Directory of Officers & Employees of Development & Planning Department, Government of West Bengal.
10. The monthly Remuneration received by each of its Officers and Employees.
11. Budget allocated to each Agency, Plans, Proposed Expenditure etc.
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programmes.
13. Particulars of recipients of concession permit/authorizations granted by legal metrology.
14. Details in respect of information available or held by its reduced in an electronic form.
15. The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room it maintained for public use.
16. The names, Designations and other particulars of public information officers.
17. Such other information as may be prescribed.