

**Manual 15: FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.**

Deputy Secretary (Audit & Budget) has been appointed as State Public Information Officer and Assistant Secretary (Establishment) has been appointed as State Assistant Public Information Officer in order to provide information to the citizens on getting applications from them, in terms of provisions laid down in The Right to Information Act, 2005 with reference to the Rules of the West Bengal Right to Information Rules, 2006.

Special Secretary (Establishment) has been appointed as the Appellate Authority for carrying out the purposes of the said Act.

Besides there is an RTI Cell to receive and dispose of the applications as per West Bengal Right to Information Rules, 2006, in this Department. The Cell consists of one L.D., one U.D., one S.O., one A.S. and one D.S. for speedy disposal of the case in this Department.

