

**RIGHT TO INFORMATION ACT  
MANUAL OF LIEUTENANT GOVERNOR'S SECRETARIAT**

<b>Index</b>	<b>Content</b>
<b>Chapter 1</b>	<b>Introduction</b>
<b>Chapter 2</b>	<b>Particulars of Organisation, Functions and Duties</b>
<b>Chapter 3</b>	<b>Powers and Duties of Officers and Employees</b>
<b>Chapter 4</b>	<b>Rules, Regulations, Instructions, Manual and Records, for Discharging Functions</b>
<b>Chapter 5</b>	<b>Particulars of any Arrangement that Exists for Consultation</b>
<b>Chapter 6</b>	<b>A Statement of the Categories of Documents that are Held by it or Under its Control</b>
<b>Chapter 7</b>	<b>A Statement of board, Councils, Committees, and other bodies Constituted as its part.</b>
<b>Chapter 8</b>	<b>The Names, Designations and other Particulars of the Public Information Officers</b>
<b>Chapter 9</b>	<b>Procedure followed in Decision making process.</b>
<b>Chapter 10</b>	<b>Directory of Officers and Employees</b>
<b>Chapter 11</b>	<b>The Monthly Remuneration Received by each of its Officers and Employees</b>
<b>Chapter 12</b>	<b>Particulars all Plans, Proposed Expenditure and Report on Disbursement Made.</b>
<b>Chapter 13</b>	<b>The Manner of Execution of Subsidy Programme</b>
<b>Chapter 14</b>	<b>Particulars of Recipients of concessions, permits or authorisation granted by it</b>
<b>Chapter 15</b>	<b>Norms set by it for the Discharge of its Functions</b>
<b>Chapter 16</b>	<b>Information available in an electronic form</b>
<b>Chapter 17</b>	<b>Particulars of the Facilities Available to Citizens for Obtaining Information</b>
<b>Chapter 18</b>	<b>Other Useful Information</b>