

RIGHT TO INFORMATION

No.1-17/2011-
Department of the Advocate General,
State of Himachal Pradesh, Shimla.

Dated:-

NOTIFICATION

In supersession of this department notification No.1-7/2010-15145-49, dated 19th May, 2010 the Task Committee in the Department of the Advocate General, Himachal Pradesh is hereby re-constituted consisting of the following:-

1. Shri J.K. Verma, Deputy Advocate General, Appellate Authority.
2. Shri J.S.Guleria, Assistant Advocate General, Public Information Officer.
3. Smt. Veena Chauhan, Administrative Officer, Assistant Public Information Officer

The Task Committee shall act in accordance with the provision of Section 4(1) of the Right to Information Act, 2005, which consists the following, seventeen manuals:-

- (i) The particulars of its organization, functions and duties.
- (ii) The powers and duties of the officers and employees.
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability.
- (iv) The norms set by it for the discharge of its function.
- (v) The rules, regulations, instructions, manuals and records held by it or under its control.
- (vi) A statement of the categories of documents that are held by it or under its control.
- (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 administration thereof.
- (viii) A statement of the board, counsels, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
- (ix) A directory of its officers and employees.
- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursements made.
- (xii) The manner of execution of subsidy programmers including the amount allocated and the details of beneficiaries of such programmes.

- (xiii) Particulars of recipients of concessions, permits or authorization granted by it.
- (xiv) Details in respect of the information available to or held by it, reduced in an electronic form.
- (xv) The particulars of facilities available to citizen for obtaining information, including the working of a library or reading room, if maintained, for public use.
- (xvi) The names, designation and other particulars of the Public Information Officers.
- (xvii) Such other information as may be prescribed and thereafter update these publications every year.

(R.K.BAWA)
Advocate General,
Himachal Pradesh.
Dated:-9-11-11

Endst.No. As above-37429

Copy forwarded to:-

1. The Principal Secretary (Home) to the Government of Himachal Pradesh, Shimla-171002.
2. The Secretary (AR) to the Government of Himachal Pradesh, Shimla-171002.
3. Shri.J.K.Verma, Deputy Advocate General, H.P. for necessary action.
4. Shri. J.S.Guleria, Assistant Advocate General, H.P. for necessary action.
5. Smt.Veena Chauhan, Administrative officer of this department for necessary compliance. The work relating to Information Act also assigned to her.
6. Personal Files of the above officers for record.
7. File No.1-7/2010 for records.

Advocate General,
Himachal Pradesh.