

INFORMATION HANDBOOK

Proactive Disclosure

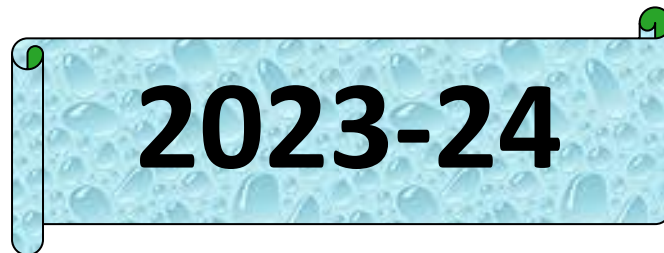
Or

Suo Moto Disclosure

UNDER SEC. 4 (1)(a) & SEC. 4(1)(b)

OF THE

RIGHT TO INFORMATION ACT, 2005



DEPARTMENT OF WATER RESOURCES

NAGALAND: KOHIMA

CONTENTS

| Sl.No. | Chapter | Page Nos. |
|---------------|--|------------------|
| 1. | Manual-I: Particulars of Organisation, Functions and Duties | 1- 3 |
| 2. | Manual-II: Powers and duties of the Administrative Head of Department, Head of the Department and Officers in the Department of Water Resources. | 3- 22 |
| 3. | Manual-III : The procedure followed in decision making process including channels of supervision and accountability. | 23 |
| 4. | Manual-IV: Norms set for discharge of its functions | 24- 25 |
| 5. | 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 | 25- 26 |
| 6. | Manual-VI : Statement of categories of documents that are held by it or under its control | 26- 27 |
| 7. | 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 administration | 27 |
| 8. | Manual-VIII : A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its advice, and as to whether meetings of those boards, councils, committee and other bodies are open to the public or the minutes of such meetings are accessible for public | 27- 28 |
| 9. | Manual-IX: Directory of officers and employees under section 4 (1) (b) (ix) of Right To Information Act, 2005 | 29- 42 |
| 10. | Manual-X : The monthly remuneration received by each of its officers and employees. | 43- 75 |
| 11. | Manual-XI : Budget Allocated to each agency including all Plans, proposed Expenditures and Reports on Disbursements made etc | 76 |
| 12. | Manual-XII : The Manner of execution of subsidy programme, including amount allocated and the details of beneficiaries of such programme | 77 |
| 13. | Manual-XIII : The particulars of recipient of concession, permits or authorization granted by it | 77 |
| 14. | Manual-XIV : The details in respect of the information, available to or held by it, reduced in an electronic form | 77 |
| 15 | Manual-XV : The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use | 77 |
| 16 | Manual-XVI : The Names, Designation and Other Particulars of the Public Information Officer | 78- 81 |
| 17 | Manual-XVII : Such information as may be prescribe | 81 |