

Chapter -1

Introduction

1.1 The background of this hand-book (Right to information Act. 2005).

In a democratic Republic State, informed citizenry, transparency of information, eradication of corruption, accountability of Government administration to the governed are essentially required for preservation of paramountcy of the democratic ideal. With the objective to ensure access to information to members of public. 'The Right to information Act, 2005 has been enacted by parliament in the Fifty Sixth Year of the Republic of India. Every Public Authority, as per provision made under the sector 4(1) (b) of the Act, is required to disclose its activities functioning, duties, responsibilities etc for information of the public. This is an endeavor to make the members of public known all sorts of information relating to Transport and Commerce (Transport) Department through this hand-book.

1.2 Objective / purpose of this hand-book

The main objective of this hand-book is to give an opportunity to members of the public to have a graphic picture of the Commerce & Transport (Transport) Department, its duties and responsibilities, powers and functions, organisation and hierarchy, missions and visions.

1.3 The intended users of this hand-book.

This hand-book is intended for members of the public in general including the citizens of India and persons other than the citizens and all those who want to have a fast-hand knowledge about the Transport and Commerce (Transport) Department.

1.4 Organisation of the information in this hand-book

Chapter-1 contains introduction and purpose of publication of this handbook. It also covers definitions of various terms used in this book and procedures and Fee structure of getting information not available in the handbook.

Chapter-2 throws light on particulars of the Commerce & Transport (Transport) Department its functions and duties.

Chapter-3 Covers details of powers and duties of officers and employees under the Department.

Chapter-4 gives a description of Rules, Regulations, Instructions, Manual and Records, for discharging functions assigned to this Department.

Chapter-5 contains particulars of arrangements that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy, or implementation thereof.

Chapter-6 gives a statement of the categories of documents that are held by the Department and authorities under its control.

Chapter-7 depicts a statement of boards, committees and other bodies constituted as the part of the Department.

Chapter-8 gives the names, designations and other particulars of the public Information Officers, Assistant Public Information Officers and the Appellate Authorities of the Department.

Chapter-9 explains the procedure followed by the Department in decision-making process.

Chapter-10 exhibits the Directory of officers and Employees of the Department.

Chapter-11 contains particulars relating to the monthly remuneration received by each of officers and employees of the Department including the system of compensation as provided in regulations.

Chapter-12 covers the budget allocated to the Department and authorities under its control.

Chapter-13 explains the manner of execution of subsidy programmes of the Department.

Chapter-14 contains particulars of Recipients of concessions, permits or authorization granted by the Department.

Chapter-15 provides the details of the Norms/Standards set by the department for execution of various activities/programmes.

Chapter-16 provides the details of the information related to the various schemes, which are available in the electronics format.

Chapter-17 contains particulars of the facilities available to citizens for obtaining information.

Chapter-18 deals with information on miscellaneous matters, which may be of use to public.

1.5 Definitions.

- (a) The State Government means “the State Government of Orissa.”
- (b) Principal Secretary means “Principal Secretary to Government of Orissa, Commerce and Transport Department.
- (c) “Public Information Officer” means the Departmental Public Information Officers designated under sub-section (1) and includes Departmental Assistant Public Information Officer designated as such under sub-section (2) of section 5 of the Right to Information Act 2005.
- (d) “Appellate Authority” means the departmental Appellate Authority designated under the provisions of the Act.
- (e) “Department” means the Commerce and Transport (Transport) Department located at State Secretariat premises.
- (f) “State” means the State of Orissa.
- (g) “Act” means “the Right to Information Act-2005.
- (h) Rule means “the Orissa Right to Information Rule 2005” framed under the Act.
- (i) “Information” means any material in any form, including records, documents, memos, E-mails opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data, material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.
- (j) “Prescribed” means prescribed by Rules made under this Act by the Government.
- (k) “Public Authority” means authority or body or institution of Government or Self- Government established or constituted.

- (i) By or under the constitution.
- (ii) By any other law made by Parliament.
- (iii) By any other law made by State legislature.
- (iv) By notification issued or order made by the Government and includes body owned, controlled or substantially financed.

1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Attempts have been made to provide as much information possible relating to the department for public. However, persons requiring more information regarding

activities of the Department may contact any Officer on or above the rank of Under Secretary on any working day during the office hours.

1.7 Procedure and fee structure for getting information not available in the hand book

Person/persons desiring to get information not available in this hand book may get the same on payment of fees as prescribed in the schedule under Rules-4 and 7 of the Orissa Right to Information Rules, 2005 as detailed below.

Fees/ Amount to be charged for providing information

PART-1

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees Ten per Application	Treasury Challan/cash
(ii)	Application fee for 1 st Appeal	Rupees Twenty	Court fee stamp
(iii)	Application fee for 2 nd Appeal	Rupees Twenty Five	Court fee stamp
		PART-II	
(B)	Amount to be charged for Providing information		
(i)	Inspection of documents	No fee for the hour and Rs. 5.00 for each fifteen minutes (or fraction thereof) there after	By cash
(ii)	A-4 size or A-3 size paper created or copied	Rs. 2.00 (Rupees Two) per each folio	
(a)	Typed copy/ photo copy per page	Rs.2.00 (Rupees Two)	By cash
(b)	Information in printed form	Price fixed for such publication.	By cash
(iii)	CD with cover	Rupees Fifty per CD	By cash
(iv)	Floppy Diskette (1.44MB)	Rupees Fifty per Floppy	By cash
(v)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vi)	Video Cassette/ Microfilm/ Microfiche	-do-	By cash
(vii)	Certified sample or models of material	Actual cost or price for sample or models	By cash

N.B: Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. on the application Form 'A'.