

**REQUIREMENTS UNDER THE RIGHT FOR INFORMATION ACT 2005**

1	The particulars of its organization, functions & duties	<b>Refer About us</b>
2	The powers & duties of its officers & employees	The Work distribution order in wings; Accounts
3	The procedure followed in its decision making process, including channels of supervision and accountability	Organizational structure within About Us and the Work distribution order in each with refer to the channel of submission and accountability
4	The norms set by it for the discharge of its functions	Department follows Citizen Charter and the norms prescribed by I.A. & A.D. in discharge of its functions.
5	The rules regulations, instructions, manuals and records used by its employees for discharging its functions	<ul style="list-style-type: none"> <li>a. MSO (Admn) Vol. I,II, &amp; III</li> <li>b. Manual of General Office Procedures</li> <li>c. Establishment Manual</li> <li>d. FR &amp; SR Part I to Part V</li> <li>e. General Financial Rules</li> <li>f. Central Civil Service (Pension ) Rules , 1972</li> <li>g. Central Service Medical Attendance Rules, 1944</li> <li>h. entral Civil Service (Conduct) Rules, 1955</li> <li>i. CS (Conduct, Classification Appeal) Rules, 1964</li> <li>j. Information Technology Audit Manual</li> <li>k. All the rules and regulations as issued by the I.A.&amp;A.D. from time to time. <ul style="list-style-type: none"> <li>1. CGA (R&amp;P) Rules 1983</li> <li>2 GPF (CS) Rules 1960</li> </ul> </li> </ul>
6	A statement of the categories of the documents held by it or under its control	See : MSO (A&E)
7	The particulars of any arrangement that exists for consultation with or representation by the members of the public, in relation to the formulation of policy or implementation thereof	Not applicable

8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to public; or the minutes of such meetings are accessible to the public	The following committees are conducted for which public participation or minutes of meetings are not open to public:  1. Disaster Management Committee  2. Working Group on Gender related Issues
9	A directory of its officers and employees	Gradation List of Officers & Staff from time to time referred. However, it is mentioned that this list is not to be treated as a seniority list.
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Administrative Report are referred for specific purpose
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Administrative Report are referred for specific purpose
12	The manner of execution of subsidy program, including the amounts allocated and the details and beneficiaries of such program	Not applicable
13	Particulars of recipients of concessions, permits or authorization granted by it	Not applicable
14	Details of the information available to, or held by it, reduced in an electronic form	Not applicable due to not existence of Entitlement functions.
15	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.	Facilitation Cells : Not available
16	The names, designations and other particulars of the public information officers	<b>Shri A. Paventhan</b> Deputy Accountant General (A&E) & <b>Public Information Officer</b> <b>O/o the Sr. Dy. Accountant General (A&amp;E),</b>

RTI related application to be addressed to **Shri A. Paventhan**, Public Information Officer (PIO), Office of the Senior Deputy Accountant General (A&E), Sikkim Gangtok in the given format accompanied with a fee of Rs.10/- (Rupees Ten) endorsed in Banker's Cheque/Bank Draft/Indian Postal Order in favour of Sr.A.O.-cum-DDO/Admn (A&E), Office of the Sr.Dy.Accountant General (A&E), Sikkim, Gangtok and for providing the information under Sub-section (1) of Section 7 of Right to Information Act 2005, the fee shall be charged at the following rates;

- (i) Rupees Two for each page created or copied (A-4 or A-3 size paper).
- (ii) Actual charge or cost price of a copy in larger size paper.
- (iii) Actual cost or price for samples or models, and
- (iv) For inspection of records, no fee for the first hour, and a fee of Rupees five for each subsequent hours.

**FORM A**

Form of application for seeking information (See rule 3)

**To**  
**The Public Information Officer,**  
**Office of the Sr.Dy.Accountant General (A&E),**  
**Lekha Pariksha Bhawan,**  
**Deorali,Gangtok**  
**Sikkim,**

1. Name of the Applicant .....

2. Address .....

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3. Information sought:-

(Brief title of the information sought .....

not to exceed one line).

**(Details should include separate paras for each information sought)**

4. I state that information sought does not fall within the restrictions contained in the Section 8 & 9 of the Act and to best of my knowledge it pertains to your office.

5. This is it to certify that I,  
.....son/daughter/wife  
of ..... , am a citizen of India.

6. A fee @ of Rs ..... has been deposited in Banker's Cheque No./Bank Draft No./Indian  
Postal Order No.....drawn on  
Bank.....dated.....

(No fees would be charged from the persons below poverty line)

Place:

Date:

Signature of Applicant

Tele No. (Office)

(Residence)

Postal Address

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**Note:** Please ensure that the Form 'A' is complete in all respect and there is not ambiguity in providing the details of information required.