

CHAPTER I INTRODUCTION

1.1 BACKGROUND OF THIS HANDBOOK:

Democracy requires an informed citizenry, and transparency of information is vital to its functioning. Hence it is expedient to provide certain information to the citizen who desire to have it. With a view to make legislation so as to preserve the paramountcy of democratic ideals, "The Right To Information" Bill 2004 was introduced in 'Lok Sabha' on 23rd December 2004. This Bill was subsequently passed by the ' House' on 11th May 2005, after adopting certain amendments. The Bill was later passed by Rajya Sabha on 12th May 2005.

The Bill lays down that the Act would come into force on One Hundred and Twentieth day of its enactment. Keeping this in view and to make the Act operational, the required infrastructure is set up in compliance with the mandatory provisions of the Act. The various records and documents are duly catalogued and indexed in a manner and form which facilitates access to such records to the citizens who desire to have it.

1.2 OBJECTIVES / PURPOSES OF THIS HANDBOOK

To disseminate information regarding :

- The various records / documents available in this Directorate for the public
- The Source from Where / Whom the records can be availed.
- The procedure and fee structures for availing the records.
- The duties , powers, and responsibilities of the various public authorities.
- The Accountability of every public authority.
- The Appellate authority for redressal.
- Means / Methods / Facilities available for obtaining information.
- Particulars of concessions, permits or authorization from the public authority.
- Norms and standards set by the department for execution of various activities/ programmes.

1.3 WHO ARE THE INTENDED USERS OF THIS HANDBOOK.

Every citizen shall have a right to use this booklet, It will be of much use to the students, parents, public authorities of other departments and to the general public who desires to have information regarding the various activities / programmes of this Directorate.

1.4 ORGANIZATION OF THE INFORMATION IN THIS BOOKLET.

- Particulars of organization , functions and duties
- Powers and responsibilities of the Public Authority
- Rules, Regulations, Instructions, Manuals and Records available in this Directorate for discharging functions.
- Particulars of arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation and implementation of Policies.
- Names of the documents, persons in charge of the documents and procedure to obtain them.
- Statement of Boards, Council, Committees and other bodies related to public authority.
- Names, designations and other particulars of the Public Information Officers with addresses, Telephone numbers, Fax , and E-mail addresses.
- Procedure followed in 'Decision Making' for various matters by the Public Authority.
- Directory of the officers and employees.
- Remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.
- Budget allocated to each agency under difference schemes
- Manner of execution of subsidy programmes .
- Particulars of recipients of concessions, permits or authorization granted by the Public Authority.
- Norms set by the department for execution of various activities / Programmes.
- Details of information which are available in an electronic form.
- Particulars of the facilities available to the citizens for obtaining information about the organization and its activities / programmes.
- Other useful information.

**1.5 CONTACT PERSONS IN CASE SOMEBODY WANTS TO GET
MORE INFORMATION ON TOPICS COVERED IN THIS HANDBOOK AS
WELL AS OTHER INFORMATION**

<u>Sl. No</u>	<u>Designation of the Officers</u>	<u>Office Address</u>	<u>Telephone & Fax Number</u>
1.	Director of School Education	Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry-5	0413-2207202 <u>Fax</u> 0413-2205930
2.	Joint Director (Secondary Education)	-do-	0413-2207203
3.	Deputy Director of Education (Women)	-do-	0413-2207207
4.	Deputy Director (Administration)	-do-	0413-2207257
5.	Deputy Director (Elementary Education)	-do-	0413-2207206
6.	Deputy Director (Sports & Youth Services)	-do-	0413-2207210
7.	Deputy Director (Adult Education)	-do-	0413-22207211
8.	Chief Educational Officer, Pondicherry	-do-	0413-2207280
9.	Officer on Special Duty (Plan)	-do-	0413-2207214
10.	Senior Accounts Officer	-do-	0413-2207213
11.	Officer on Special Duty (STC)	-do-	0413-2256503
12.	State Project Director, SSA	-do-	0413-2205419
13.	Chief Educational Officer, Karaikal	Karaikal	04368-230472
14.	Dy. Director (Secondary Education) Karaikal	Karaikal	04368-230473
15.	Chief Educational Officer, Mahe	Mahe	0490-2332613
16.	Delegate to Director of School Education, Yanam	Yanam	0884-2321280

1.6 PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION WHICH ARE AVAILABLE IN THIS HANDBOOK.

- a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- b. Actual charge or cost price of a copy in large size paper;
- c. Actual cost or price for samples or models; and
or bankers cheque payable to the Accounts Officer of the public authority at the following rates:
 - (a) For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and
 - (b) For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.

No fees to be charged from persons who are below poverty line. Further, information to be provided free of charge where the response time-limit is not adhered to.