


Information as required under the provision of section 4(1) of RTI Act, 2005.

1	Particulars of its organization functions, and duties	Development Section of the Collectorate. Routine work under the provisions of ORM 1964 and according Administrative Approval for construction and repair of Revenue buildings
2	The powers and duties of its officers and employees	As stated above
3	The procedure followed in the decision making process, including channels of supervision and accountability	No decision making process. Only routine matters.
4	The norms set by it for the discharge of its function	As per provisions of ORM 1964
5	The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functionalities	As per provisions of ORM, 1964
6	A statement of categories of documents that are held by it or under its control	Not applicable
7	The particulars of any arrangements that exists for consultation with, or representation, by, the members of the public in relation to the formulation of its policy or implementation here of.	Not applicable
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Not applicable.
9	A directory of its officers and employees	Not applicable
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Not applicable
11	The budget allocated to each of the agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
12	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes	Not applicable
13	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Not applicable
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.	

10. The names, designations and other particulars of Public Information Officers	Does not arise as the section is part of the Collectorate
11. Such other information as may be prescribed and thereafter update these publications every year	Nothing


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 Development Section,
 Collectorate, Nahanangpur
