

V

PEOPLE'S RTI ASSESSMENT- 2008
PA PREMISES INSPECTION

Name and address of Public Authority

Name : _____
 Address : _____

 State : _____ Pin: _____
 Email : _____ Tel: _____

I 1. Was there a Sign Board with the following details: *[Tick the details displayed and code as 1. If not displayed code 0]*

		Yes	No
a.	a. Sign board prominently noticeable	1	0
b.	b. It was in local language	1	0
c.	c. It was easily readable	1	0
d.	d. Information displayed accurate	1	0

I 2. Was there display of following information? *[Tick the details displayed and code as 1. If not displayed code 0]*

		Yes	No
a.	a. Name of PIO	1	0
b.	b. Telephone number	1	0
c.	c. Room number, if relevant	1	0
d.	d. Timings for submission of RTI	1	0
e.	e. Timings for submission of fee	1	0
f.	f. Quantum of fee / Mode of payments	1	0
g.	g. Room number for cashier	1	0

I 3. Information relating to Section 4(1)(b) (i)-(xvii) *[Tick the details displayed and available and code as 1. If not displayed code 0]*

	I 3.	I 4.	Section 4 (1) (b)		I 3. Displayed on notice board		I 4. Available as record for inspection	
					Yes	No	Yes	No
a.			a.	Particulars of the organisation	1	0	1	0
b.			b.	Particulars of its functions	1	0	1	0
c.			c.	Particulars of its duties	1	0	1	0
d.			d.	Powers of its officers and employees	1	0	1	0
e.			e.	The duties of its officers and employees	1	0	1	0

		<i>Section 4(1)(b)</i>	I 3. Displayed on notice board		I 4. Available as record for inspection		
			Yes	No	Yes	No	
I 3.	I 4.						
f.	<input type="checkbox"/>	f.	Procedure followed in decision making process, including channels of supervision and accountability	1	0	1	0
g.	<input type="checkbox"/>	g.	Norms set in discharging its functions	1	0	1	0
h.	<input type="checkbox"/>	h.	Rules, regulations, instructions, manuals and records used by its employees for discharging its functions;	1	0	1	0
i.	<input type="checkbox"/>	i.	Categories of documents that are held by it	1	0	1	0
j.	<input type="checkbox"/>	j.	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 implementation thereof;	1	0	1	0
k.	<input type="checkbox"/>	k.	Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	1	0	1	0
l.	<input type="checkbox"/>	l.	Directory of its officers and employees;	1	0	1	0
m.	<input type="checkbox"/>	m.	Monthly remuneration received by its officers and employees, including the system of compensation as provided in its regulations;	1	0	1	0
n.	<input type="checkbox"/>	n.	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	1	0	1	0
o.	<input type="checkbox"/>	o.	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	1	0	1	0
p.	<input type="checkbox"/>	p.	Particulars of recipients of concessions, permits or authorisations granted by it;	1	0	1	0
q.	<input type="checkbox"/>	q.	Details in respect of the information, available to or held by it, reduced in an electronic form	1	0	1	0
r.	<input type="checkbox"/>	r.	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	1	0	1	0
s.	<input type="checkbox"/>	s.	Names, designations and other particulars of the Public Information Officers;	1	0	1	0
t.	<input type="checkbox"/>	t.	Such other information as may be prescribed	1	0	1	0