

HAND – BOOK

(RIGHT OF INFORMATION ACT-2005)

**OFFICE OF THE SUPERINTENDENT
TURA CIVIL HOSPITAL
WEST GARO HILLS, TURA**

CHAPTER-1

1. Introduction – This handbook is published for the purpose of implementing the right to information ACT 2005 with the main aim of giving information to the public in relation to this Public Authority viz the Superintendent, Tura Civil Hospital, its function, duty etc.

2. Definition used in the Hank Book: -

- i) Public Authority means any authority or body or institution of self government establishment of constituted: -
 - a. By or under the constitution
 - b. By any other law made by Government
 - c. By any other law made by state Legislature
 - d. By notification issued or order made by appropriate Government and includes any
 - e. Body owned, controlled or substantially financed
 - f. Non-government organization substantially finances, directly or indirectly by funds provided by the appropriate government.

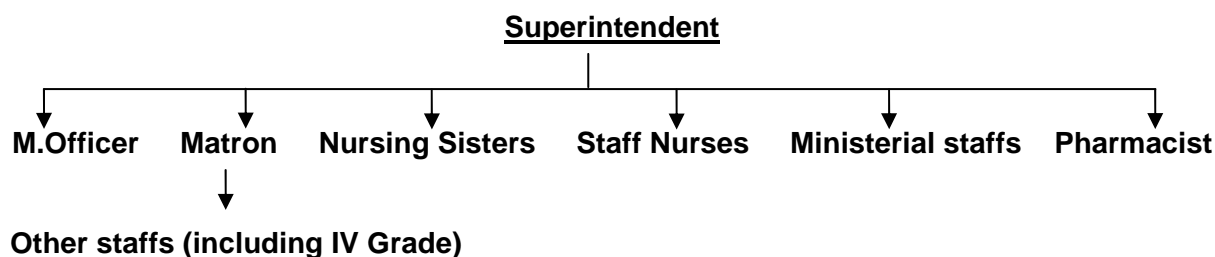
- ii) Public information Officer: - Provides information to persons requesting for information under this Act.

- iii) Assistant Public Information Officer receives the application for information or appeals under this Act for forwarding the same to the PIC. (Procedure and Fee structure for getting information not available in this handbook).

CHAPTER – 2.(MANUAL – 1)

PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

- 2(1) Objective of this Public Authority: - To render Curative Health Service.
- 2(2) Mission / Vision Statement Health for all.
- 2(3) Brief history of the Public Authority; Superintendent of Tura Civil Hospital came into existence in 22nd July 1988.
- 2(4) Duties and Functions: -
- (i) Acts as the administrative center.
 - (ii) Develop work plan in consultation with Directorate level.
 - (iii) Will have all the information relevant to the Health Development activities of the Hospital.
 - (iv) Collects analysis and interprets the data's in respect of Tura Civil Hospital.
 - (v) Responsible for regular maintenance of records relating to all health activities carried by the hospital.
 - (vi) Co-operates and co-ordinates with other Department and NGOs for any Health Development Programme.
- 2(5) List of Services: - 1) Health Care Services in Hospital which include preventive, promotive, curative and rehabilitative services.
- 2(6) **Organisational Structure Diagram:** -



- 2(7) Expectation: - This public Authority expects that the public will co-operate, participate, give suggestion and avail the services provided by this Hospital.
- 2(8) **ADDRESS:** -
- Superintendent
Tura Civil Hospital
Dermile, Tura**
- 2(9) O.P.D. and Office Hours: -
- | | | | | |
|--------------|---|--------------|---|---------------------|
| O.P.D. Hours | - | Registration | - | 9:00 AM to 12:00 PM |
| Office Hours | - | Summer | - | 10:00 AM to 5:00 PM |
| | | Winter | - | 10:00 AM to 4:30 PM |

CHAPTER – 3 (MANUAL – 2)

POWER AND DUTIES OF OFFICER AND EMPLOYEES

3:1 SUPERINTENDENT –

Power: - Administrative is responsible to look after the administration and the maintenance of respective Hospital and shall be answerable / accountable to the Director of Health Services.

Financial: - As stipulated in the Delegation of Financial Power rule, Meghalaya 1981.

3:2 Medical Officers: -

Power: - To assist the Superintendent in the matter assigned to his / her for the smooth functioning of the Hospital.

Financial: - Nil

3:3 Matron: -

Power: - To assist the Superintendent in the matter assigned to her in maintaining of the respective Hospital and the staffs (Nursing staffs & all the Grade III & IV staffs) for smooth functioning of the Hospital.

Financial: - Nil

3:4 Principal, FHWTS: -

Power: - To assist the Superintendent in the Matter assigned to her for the smooth running of the school and welfare of the students.

Financial: - Nil

CHAPTER – 4 (MANUAL – 3)

RULES, REGULATIONS ETC FOR DISCHARGING FUNCTIONS

4.1. This public Authority is guided by all the prevailing rules and regulations of the State which are necessary for the administration of the Government Department.

CHAPTER – 5 (MANUAL – 4)

6.1. Consultation with or representation by the members of the public in relation to the formulation of its policy or implementation there of.

6.2. At present there is no provision to seek consultation / participation of public or its representatives for formulation.

CHAPTER – 6 (MANUAL – 5)

- 6.1. The establishment has and maintain all documents in the form of files that are necessary for day to day administration. The documents related to the controlling Authority are handled at Hospital and those relating to the Hospital are preserved and handled at Hospital.

CHAPTER – 7 (MANUAL – 6)

HOSPITAL MANAGEMENT COMMITTEE

1.	Superintendent	-	1
2.	Senior Medical and Health Officer	-	1
3.	Specialist	-	2
4.	Matron	-	1
5.	Nursing Sister	-	2
6.	Pharmacist	-	1

CHAPTER – 8 (MANUAL – 7)

NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER: - SUPERINTENDENT, TURA CIVIL HOSPITAL, NAME OF THE PUBLIC AUTHORITY: - DIRECTOR OF HEALTH SERVICES (M.I.)

8:1 ASSISTANT PUBLIC INFORMATION OFFICER

Sl.No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Smt. Konika T. Sangma	Assistant Matron	03651	232951		03651-232951		Tura Civil Hospital, West Garo Hills, Tura

CHAPTER – 9 (MANUAL – 8)

PROCEDURE FOLLOWED IN DECISION MAKIN PROCESS

- 9:1** Decision at various level of administration is taken as per authority provide under various rules as regulations existing in Hospital.

CHAPTER – 10 (MANUAL – 9)

DIRECTORY OF OFFICERS

Sl.No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Dr. A. K. Roy	Superintendent,	03651	232951		03651-232951	suptch4008@yahoo.com	Tura Civil Hospital, West Garo Hills, Tura
2	Smt. Konika T. Sangma	Asst. Matron	03651	232951		03651-232951		Tura Civil Hospital, West Garo Hills, Tura

CHAPTER 11 (MANUAL – 10)
STATEMENT SHOWING THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS
OFFICERS INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
REGULATION

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Dr. A. K. Roy	Superintendent	Rs. 26,467.00
2	Dr. (Mrs) Ardina K. Marak	Gynaecologist	Rs. 26,817.00
3	Dr. Melbourne W. Sangma	Psychiatrist	Rs. 27,439.00
4	Dr. Monthu A. Sangma	Sr. Medical and Health Officer	Rs. 22,758.00
5	Dr. (Mrs) Mayalang Laloo	Sr. Medical and Health Officer	Rs. 25,573.00
6	Dr. Rabindra Kr. Khaund	Anaesthetist	Rs. 26,195.00
7	Dr. Narendra Narzaree	Eye Specialist	Rs. 26,195.00
8	Dr. Surya Kr. Gurung	Sr. Medical and Health Officer	Rs. 25,573.00
9	Dr. (Mrs) Lily Sengme Ch. Marak	Medical and Health Officer	Rs. 19,921.00
10	Dr. (Mrs) Cynthia R. Marak	Medical and Health Officer	Rs. 20,156.00
11	Dr. (Mrs) Jakrambal A. Sangma	Medical and Health Officer	Rs. 17,947.00
12	Dr. Perosh R. Marak	Medical and Health Officer	Rs. 19,921.00
13	Dr. Kevin Denis G. Momin	Medical and Health Officer	Rs. 14,216.00
14	Dr. Chestreffield R. Marak	Medical and Health Officer	Rs. 21,775.00
15	Dr. (Mrs) Icylda A. Sangma	Medical and Health Officer	Rs. 23,920.00
16	Dr. (Mrs) Shemida K. Marak	Medical and Health Officer	Rs. 23,910.00
17	Dr. (Ms) Sanbe Ch. Marak	Dental Surgeon	Rs. 21,425.00
18	Dr. (Mrs) Menokichi D. Sangma	Dental Surgeon	Rs. 20,835.00
19	Dr. (Ms) Mima maychet B. Sangma	Medical and Health Officer	Rs. 17,847.00
20	Dr. Rajamoni R. Marak	Medical and Health Officer (Bioche)	Rs. 12278
21	Dr. (Miss) Greenaline K. Marak	Anaesthetist	Rs. 24,456.00
22	Dr. (Miss) Chonrie K. Sangma	Medical and Health Officer (Bioche)	Rs. 16,381.00
23	Dr. Rakran Ch. Marak	Medical and Health Officer (Patho)	Rs. 13,462.00
24	Dr. Sillang R. Sangma	Medical and Health Officer,	Rs. 17,465.00
25	Dr. John Rikrak T. Marak	Medical and Health Officer (Pharma)	Rs. 12,458.00
26	Dr. Tami G. Momin	Medical and Health Officer,	Rs. 17,947.00
27	Dr. (Miss) Zephilla R. Marak	Dental Surgeon	Rs. 20,321.00
28	Dr. (Miss) Sangeeta S. Sangma	Junior Specialist (Paediatrician)	Rs. 15,534.00
29	Dr. (Mrs) Jeby Ashika Rasul Marak	Junior Specialist (Radiotherapy)	Rs. 12,011.00
30	Dr. Deb Barman	Medical and Health Officer,	Rs. 20,435.00
31	Dr. (Mrs) Jinney Tomtommie G. Momin	Medical and Health Officer,	Rs. 21,035.00
32	Dr. Debabrata Das	Ayurvedic Physicain	Rs. 15,549.00

DEPLOYED DOCTORS FROM VARIOUS P.H.C.s AND C.H.C.s

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Dr. (Mrs) Elvina A. Sangma	Medical and Health Officer (Paed)	Rs. 23,920.00
2	Dr. Inbert C. Marak	Medical and Health Officer	Rs. 23,920.00
3	Dr. Toijam Soni Lyngdoh	Medical and Health Officer	Rs. 15,899.00
4	Dr. (Mrs) Bethel Beautious Marak	Medical and Health Officer	Rs. 17,947.00
5	Dr. (Mrs) Reena Konsam	Medical and Health Officer	Rs. 12,073.00

OFFICE STAFFS

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Prettysa R. Marak	Surpervisory Assistant	Rs. 13,554.00
2	Smt. Nikhil Sil	Accountant	Rs. 15,606.00
3	Smt. Pratho Ch. Sangma	Store Keeper	Rs. 10,261.00
4	Smt. Marline T. Sangma	L. D. Assistant	Rs. 9,560.00
5	Smt. Novamie Ch. Sangma	L. D. Assistant	Rs. 8,530.00

A.N.M.s

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Pensive K. Sangma	A.N.M	Rs. 11,976.00
2	Smt. Grindilla Sangma	A.N.M	Rs. 3,838.00

SWEEPERS

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Shri. Niranjan Basfor	Sweeper	Rs. 6,564.00
2	Shri. Sarala Basfor	Sweeper	Rs. 8,194.00
3	Shri. Hiralal Basfor	Sweeper	Rs. 9,921.00
4	Shri. Babuti Basfor	Sweeper	Rs. 7,829.00
5	Shri. Proddip Basfor	Sweeper	Rs. 7,008.00
6	Shri. Dhaneshwari Basfor	Sweeper	Rs. 7,008.00
7	Shri. Lal Babu Basfor	Sweeper	Rs. 6,407.00

8	Shri. Kamalia Basfor	Sweeper	Rs. 7,508.00
9	Shri. Murkey Basfor	Sweeper	Rs. 6,650.00
10	Shri. Bhagchand Harizan	Sweeper	Rs. 7,115.00
11	Shri. Pappu Harizan	Sweeper	Rs. 7,829.00

FEMALE HEALTH WORKERS TRAINING SCHOOL, RONGKHON

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Lency Potchilla Marak	Principal	Rs. 19,597.00
2	Smt. Vivelline Sangma	Sister Tutor	Rs. 16,938.00
3	Smt. Janu Birtha G. Momin	Sister Tutor	Rs. 16,165.00
4	Smt. Pynsuklang Dkhar	P.H.N. Tutor	Rs. 14,192.00
5	Smt. Thyarlyne Nangkhlaw	P.H.N. Tutor	Rs. 16,165.00
6	Smt. Modilson Sangma	Sr. Sanitary Inspector	Rs. 14,372.00
7	Smt. John Sangma	Driver	Rs. 8,644.00
8	Smt. Hamilton Sangma	Domestic Staff	Rs. 8,874.00
9	Smt. Blansing Sangma	Domestic Staff	Rs. 8,874.00
10	Smt. Mercy Myllingap	Domestic Staff	Rs. 6,214.00
11	Smt. Jayanti Sangma	Domestic Staff	Rs. 8,874.00
12	Smt. Rutha Marian Garrey	P.H.N.	Rs. 14,192.00

S.T.D. V.D. (CLINIC)

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Afrilda Ch. Marak	Staff Nurse	Rs. 13,414.00
2	Smt. Sophia N. Marak	L. D. Assistant	Rs. 9,388.00
3	Shri. Gathwin Sangma	Social Worker	Rs. 10,532.00
4	Smt. Blessinda R. Marak	Lab. Assistant	Rs. 9,395.00
5	Shri. Winther Ch. Marak	Peon	Rs. 6,993.00
6	Shri. Tinku Basfor	Sweeper	Rs. 7,079.00

POST PARTUM PROGRAMME

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Jhobuline Ch. Marak	L.H.V.	Rs. 15,601.00
2	Smt. Herculish Marak	A.N.M.	Rs. 14,958.00
3	Smt. Indira P. Marak	A.N.M.	Rs. 14,733.00
4	Smt. Rusilla Ch. Marak	U.D.A.	Rs. 12,975.00

5	Shri. Tenjing R. Marak	Field Worker	Rs. 11,991.00
6	Shri. Robustine M. Sangma	Driver	Rs. 7,151.00

NURSING STAFFS OF TURA CIVIL HOSPITAL

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Konika T. Sangma	Assistant Matron	Rs. 20,727.00
2	Smt. Riona Nongpiur	Nursing Sister	Rs. 18,101.00
3	Smt. Marqueen Dyingdoh	Nursing Sister	Rs. 17,381.00
4	Smt. Jerina N. Sangma	Nursing Sister	Rs. 16,352.00
5	Smt. Beronika K. Marak	Nursing Sister	Rs. 15,944.00
6	Smt. Marina V. A. Sangma	Staff Nurse	Rs. 13,756.00
7	Smt. Luma Sangma	Staff Nurse	Rs. 11,140.00
8	Smt. Nosime Marak	Staff Nurse	Rs. 11,740.00
9	Smt. Topati R. Marak	Staff Nurse	Rs. 12,984.00
10	Smt. Krishna Marak	Staff Nurse	Rs. 12,984.00
11	Smt. Issabella G. Momin	Staff Nurse	Rs. 11,740.00
12	Shri. Astik Cherenga	Male Nurse	Rs. 10,932.00
13	Shri. Chengchu M. Sangma	Male Nurse	Rs. 10,932.00
14	Smt. Belcilla Ch. Marak	Staff Nurse	Rs. 14,014.00
15	Smt. Vidaya Sangma	Staff Nurse	Rs. 10,168.00
16	Smt. Gilje Sangma	Staff Nurse	Rs. 13,756.00
17	Smt. Magdaline Marak	Staff Nurse	Rs. 13,756.00
18	Smt. Ritha R. Marak	Staff Nurse	Rs. 11,976.00
19	Smt. Sarangchi Momin	Staff Nurse	Rs. 11,168.00
20	Smt. Hasmeterak	Staff Nurse	Rs. 11,168.00
21	Smt. Salchiba Ch. Marak	Staff Nurse	Rs. 11,168.00
22	Smt. Dimilla A. Sangma	Staff Nurse	Rs. 13,756.00
23	Smt. Nizilla R. Marak	Staff Nurse	Rs. 13,499.00
24	Smt. Pharmazine A. Sangma	Staff Nurse	Rs. 13,756.00
25	Smt. Sabina A. Sangma	Staff Nurse	Rs. 13,242.00
26	Smt. Sengme Ch. Momin	Staff Nurse	Rs. 12,727.00
27	Smt. Pretty Rose Momin	Staff Nurse	Rs. 11,976.00
28	Smt. Resbina Momin	Staff Nurse	Rs. 11,976.00
29	Smt. Jilda Mery Marak	Staff Nurse	Rs. 11,740.00
30	Smt. Julie Marry A. Sangma	Staff Nurse	Rs. 11,976.00

31	Smt. Menoritha A. Sangma	Staff Nurse	Rs. 13,156.00
32	Smt. Leticia G. Momin	Staff Nurse	Rs. 12,212.00
33	Smt. Ritha Techy Sangma	Staff Nurse	Rs. 12,212.00
34	Smt. Chinora Momin	Staff Nurse	Rs. 10,696.00
35	Smt. Martina Momin	Physiotherapist	Rs. 10,446.00

IV Grade Staffs Tura Civil Hospital

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Shri. Pearson Areng	Dresser	Rs. 8,485.00
2	Smt. Pronilla Sangma	Dresser	Rs. 8,687.00
3	Shri. Hemendro Sangma	Medicine Carrier	Rs. 9,700.00
4	Shri. Jullut Sangma	Stretcher Bearer	Rs. 7,722.00
5	Shri. Anaseng sangma	Driver	Rs. 7,679.00
6	Shri. Tarun Marak	Driver	Rs. 7,571.00
7	Shri. Emlington Marak	Handyman	Rs. 8,666.00
8	Shri. Dipu Sangma	Handyman	Rs. 7,937.00
9	Shri. Nightwin Sangma	Handyman	Rs. 7,829.00
10	Shri. Noblu Marak	Male Attendant	Rs. 6,564.00
11	Shri. Chandra Bahadur Chetry	Male Attendant	Rs. 7,722.00
12	Shri. Hedrine Sangma	Male Attendant	Rs. 6,564.00
13	Smt. Cossiline Marak	Female Attendant	Rs. 6,564.00
14	Smt. Rojoballa Bormon	Female Attendant	Rs. 7,722.00
15	Smt. Lulla A. Sangma	Female Attendant	Rs. 7,722.00
16	Smt. Kukilla Sangma	Female Attendant	Rs. 7,969.00
17	Smt. Terelish Marak	Female Attendant	Rs. 7,615.00
18	Smt. Phillomina Sangma	Nursing Orderly	Rs. 7,969.00
19	Smt. Mridulla Sangma	Nursing Orderly	Rs. 8,248.00
20	Smt. Jakre Marcella Marak	Nursing Orderly	Rs. 7,969.00
21	Smt. Merryna Sangma	Nursing Orderly	Rs. 7,508.00
22	Smt. Allina Sangma	Cook	Rs. 9,560.00
23	Smt. Monjulla Sangma	Cook	Rs. 8,864.00
24	Smt. Illa Marak	Cook	Rs. 7,969.00
25	Shri. Jingran Marak	Cook	Rs. 7,079.00
26	Shri. Trumen Sangma	Cook	Rs. 7,186.00
27	Smt. Meritha R. Marak	Cook	Rs. 6,465.00
28	Shri. Anil Koch	Chowkidar	Rs. 10,060.00
29	Shri. Sathindro Sangma	Chowkidar	Rs. 7,937.00

30	Shri. Jostine Areng	Chowkidar	Rs. 6,650.00
31	Shri. Biju Kr. Hajong	Chowkidar	Rs. 7,079.00
32	Shri. Daisy Momin	Mali	Rs. 6,564.00
33	Shri. Dudi Sangma	Male Attendant	Rs. 6,564.00
34	Shri. Dikendro Sangma	Mali	Rs. 8,065.00
35	Shri. Britin Sangma	Driver	Rs. 7,551.00

PHARMACIST

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Shri. Ganashyam Boro	Pharmacist	Rs. 15,244.00
2	Shri. Jayanta Baruah	Pharmacist	Rs. 10,408.00
3	Smt. Kyntiewmon Kshiar	Pharmacist	Rs. 9,014.00

X-RAY DEPARTMENT

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Shri. Sonon D. Sangma	Radiographer	Rs. 10,532.00
2	Shri. Saimon Saljrang M. Sangma	X-Ray Technician	Rs. 9,073.00
3	Smt. Diety Dora Marak	X-Ray Attendant	Rs. 6,564.00

X-RAY DEPARTMENT

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Shri. Secondson Ch. Marak	Lab. Technician	Rs. 9,857.00
2	Shri. Twilight	Lab. Technician	Rs. 9,357.00
3	Shri. Nibash Saha	Lab. Assistant	Rs. 11,833.00
4	Smt. Nepjak Sangma	Lab. Assistant	Rs. 12,691.00
5	Shri. Walestone Sangma	Lab. Assistant	Rs. 9,738.00
6	Shri. John Federick Sangma	Lab. Attendant	Rs. 6,564.00
7	Shri. Sangku Marak	Lab. Attendant	Rs. 6,564.00
8	Smt. Minotibala Roy	Lab. Attendant	Rs. 9,421.00

PLAN STAFFS

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Somokgreen R. Marak	Nursing Sister	Rs. 19,698.00
2	Smt. Terasa N. Marak	Nursing Sister	Rs. 14,979.00
3	Smt. Dipti Sangma	Health Educator	Rs. 14,979.00

4	Shri. Pedison Marak	Dresser	Rs. 7,786.00
5	Shri. Nickson D. Marak	Dark Room Assistant	Rs. 7,014.00
6	Smt. Notje Sangma	Female Attendant	Rs. 7,079.00
7	Smt. Lenish Sangma	Female Attendant	Rs. 6,564.00
8	Shri. Tripto Sangma	Stretcher Bearer	Rs. 6,579.00
9	Shri. Cherak Sangma	E.C.G. Technician	Rs. 9,760.00
10	Shri. Pitchanon Tongper	E.C.G. Technician	Rs. 9,073.00
11	Smt. Sakhilla Sangma	Staff Nurse	Rs. 14,014.00

BLOOD BANK

Sl.No.	Names of Staffs	Designation	Pay Total Emuloment
1	Smt. Salchiba	Staff Nurse	Rs. 11,165.00
2	Smt. Babitha Sangma	Female Attendant	Rs. 6,564.00
3	Smt. Simche Sangma	Female Attendant	Rs. 6,564.00
4	Shri. Birju Basfor	Sweeper	Rs. 4,754.00
5	Shri. Debdulal Bandopadya	Lab. Technician	Rs. 12,660.00
6	Shri. Elvis Presley Sangma	Lab. Technician	Rs. 12,188.00

CHAPTER – 12 (MANUAL – 11)

THE BUDGET ALLOCATED TO TURA CIVIL HOSPITAL

(PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE)

12:1 YEAR 2004 – 2005: -

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)
1	2210-Medical & Public Health	Non-Plan: - Rs.438.45 (lacs)	Rs.182.86 (L)	Rs. 182.70 (L) (0.84 exceeded on salaries)
		Plan: - Rs.59.20(L)	Rs. 37.98(L)	Rs. 35.32(L)
2	2211-Family Welfare	Non-Plan: - Rs.11.95(L)	Rs. 37.98(L)	Rs.6.1(L)
		Rs. 20.86(L)	Rs. 15.07(L)	Rs. 15.23(L) (0.16 exceeded on salaries) Sanctioned in 4 installment

CHAPTER – 13 (MANUAL – 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

13.1 There is no subsidy programme in this establishment.

CHAPTER – 14 (MANUAL – 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OR AUTHORISATION GRANTED**

14: - 1. There is no recipient of concessions, permit of authorization as there is no such scheme.

CHAPTER – 15 (MANUAL – 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

16.1 At present there is no information available in Electronic form in this establishment.

CHAPTER – 17 (MANUAL – 16)

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

17.1 At present the only facility available to citizens for obtaining information is through Notice Board and official records.

CHAPTER – 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

18.1 }
18.2 } NO SUCH INFORMATION