

## Introduction

**i). Please throw light on the background of this Handbook (Right to Information Act, 2005).**

This handbook is prepared in compliance with section 4 (1) (b) of RTI Act 2005.

**ii). Objective / purpose of this hand-book?**

The purpose of this handbook is to provide information to the public about Sukhmani Society, Fatehgarh Sahib and its functions, duties and services etc.

**iii). Who are the intended users of this handbook?**

The general public including the service personnel.

**iv). Organization of the information in this hand-book?**

The information is organized under 17 Manuals as provided in the RTI Act, 2005.

**v). Definitions (Please provide definitions of various terms used in the handbook).**

The definition of various terms, abbreviations, and acronyms pertaining to Public Authority are appended below:

**a) "The 'Act' means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force.**

**b. "Board of Governors" shall mean the body which is constituted as the**

**"Board of Governors of the Society" by the Government.**

**c. The "Chairman" shall mean the "Chairman" of the Board of Governors.**

**d. IT shall mean: Information Technology.**

**e. Member means:**

i. The ex-officio members as per the constitution of the society or

ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as lay down by the Board of Governors.

iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as lay down by the Board of Governors.

f "Member Secretary" Means Member Secretary of the Board of Governors of the Sukhmani Society for Citizen Services. Additional Deputy Commission (General) or Additional Deputy Commission (Development) as per the recommendations of Deputy Commissioner shall be the Member Secretary.

g. "CEO" means Chief Executive Officer of the Sukhmani Society for Citizen Services.

h. "The Society" means the Sukhmani Society, Fatehgarh Sahib known by the name, style, and manner of (SSCS- Fatehgarh Sahib).

i. "State Government" shall mean the Government of Punjab in the Department of information Technology or in any other way it is know as.

j. "IT experts" shall mean a specialist from the field of Information Technology, computers, communication of electronics with a format graduate degree in computers/information Technology/communication/ electronics/ management of other related fields with 8 to 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.

k. "Eminent Citizens" shall mean well-known, distinguished, important, renowned or reputed persons from the general public duly recommended by district/state administration. vi. Contact person in case somebody wants to get more information on topics covered in the handbook as well as other information also. Public Information Officer and Assistant Public Information Officer of the Public Authority.

vii. Procedure and Fee Structure for getting information not available in the handbook.

a) Procedure: The 'Form- A' should be filled and addressed to the Public Information Officer/Assistant Public Information Officer of the Public Authority. The 'Form-A' complete from all aspects can be sent by Speed-post, Courier or can be submitted in person along with requisite fee.

b) Fee structure: The requisite fee for seeking information must be deposited in cash/DD or Bankers Cheque along with other particulars.

The fee details are as given below:

1. A request for obtaining information under sub-section(1) of Section 6, shall be accompanied by an application fee of rupees (Rs.10/-) by way of cash against proper receipt or by demand draft or bankers Cheque in favour of the Member

Secretary, Sukhmani Society for Citizen services, Fatehgarh Sahib payable at Fatehgarh Sahib only.

2. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Member Secretary, Sukhmani Society for Citizen services, Fatehgarh Sahib payable at Fatehgarh Sahib only at the following rates:

(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 larger size paper; and (c) For inspection of records, no fee for the first hour; and a fee of rupees ten for each half an hour (or fraction thereof) thereafter.

3 For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Member Secretary, Sukhmani Society for Citizen services, Fatehgarh Sahib payable at Fatehgarh Sahib only at the following rates:-

(a) For information required in diskette or floppy Rupees Fifty per Diskette or Floppy ; and

(b) For information required in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.