

CHAPTER 1

INTRODUCTION

- 1.1 This handbook is prepared in pursuance of the implementation of the Right to Information Act, 2005 to make the basic information about the Branch Office of the Planning and Research Department, Karaikal available to the public.
- 1.2 The objective of this handbook is to serve as a ready reference on the basic information about the Planning and Research Department such as its functions, organizational structure, duties and responsibilities, details of the contact officers, details of the schemes etc.
- 1.3 The intended users of this handbook are:
 1. Research Persons / Scholars
 2. Economic Analyst
 3. Data users
 4. Other Public / Citizens
- 1.4 The information in this handbook is organized in the following manner:

Manual 1:	Particulars of Organization, Functions and Duties
Manual 2:	Powers and Duties of Officers and Employees
Manual 3:	Rules, Regulations, Instructions, Manual and Records etc. for discharging various functions of the Department.
Manual 4:	Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof
Manual 5:	A statement of categories of documents that are held by the Department or under its control
Manual 6:	A statement of Boards, Council, Committees and Other Bodies
Manual 7:	The names, designations and other particulars of the Public Information Officers
Manual 8:	Procedure followed in decision making process
Manual 9:	Directory of Officers and Employees

- Manual 10: The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in regulations
- Manual 11: The Budget allocated to each agency (Particulars of all Plans, proposed expenditure and report on disbursement made) For Public Authorities responsible for developmental, construction and technical works.
- Manual 12: The Manner of execution of subsidy programme
- Manual 13: Particulars of recipients of concessions, permits or authorization granted by it.
- Manual 14: Norms set for the discharge of functions
- Manual 15: Information available in an electronic form
- Manual 16: Particulars of the facilities available to citizens for obtaining Information
- Manual 17: Other Useful Information

1.5 Joint Director (Planning), Planning and Research Department, Perunthalaivar Kamarajar Administrative Complex, Karaikal -609602 may be contacted for any additional information regarding the topic concerned in the handbook.

1.6 The Procedure and the fee structure for getting information available in the handbook will be on the lines provided in the Right to Information Act, 2005 and as determined by the Government of Pondicherry from time to time.