INFORMATION OF

SOLID WASTE MANAGEMENT DEPARTMENT UNDER SUB SECTION 4(1)(b) OF CENTRAL GOVERNMENT'S

RIGHT TO INFORMATION

ACT-2005

Manual – 1 to 17



Sr. no.	Manual No.	Subject
1	I	The particulars of organization, functions and duties
2	II	The Powers and duties of Officers and employees
3	III	Information about supervision and responsibility with taking decision through proper channel
4	IV	The norms set by it for the discharge of its functions.
5	V	The rules, regulations, instructions, manuals and records, held or order control or used by employees for discharging functions;
6	VI	A statement of the categories of documents that are held by it or under its control of SWM Dept.
7	VII	The 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.
8	VIII	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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
9	IX	A directory of its officers and employees.
10	X	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
11	XI	The Budget allocated each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

12	XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13	XIII	Details information about consumer services and permit given to public
14	XIV	Details in respect of the information, available to be held reduce in on electronic frms
15	XV	The particulars of facilities availables to citizens by obtaining information, including the working hours of a library or reading room, if maintained for public use
16	XVI	The names, designations and other particulars of the Public Information Officers
17	XVII	Such other information as may be prescribed