

Chapter – 1

INTRODUCTION

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

This Handbook is prepared in accordance with Section (4) of the Right to Information Act, 2005. it contains 17 (seventeen) Manuals dealing with all types of information relating to the District Handloom Office, Nongpoh.

1.2 Objective/purpose of this Handbook: -

This objective/purpose of this hand book is to highlight to the citizens the particulars of the District Handloom Office, Nongpoh, its functions, duties the powers and duties of the Officers and Employees which will include Administrative, Financial and Others.

1.3 Who are the intended users of this Handbook: -

Any citizen who intends to take up weaving may inspects and go through this handbook which will be available with all designated Public Information Officers at the District Level.

1.4 Organization of Information in this Handbook: -

The handbook is prepared at the District Handloom Office, Nongpoh with certain information.

1.5 Defination. (Please provide definations of various terns used in the Handbook).

The Handbook is written in a plain and simple language which any citizen can understand and it covers the information for the entire District.

1.6 Contact person incase somebody wants to get more information on Topics covered in the Handbook as well as other information also.

Any citizen may first contact the Public information officer for any information not covered in the Handbook and if any other information is desired, contact can also be made at the District Handloom Office, Nongpoh.

1.7 Procedure and fee structure for getting information not available in the Handbook.

A citizen who desire for getting information may submit an application in a plain paper along with the application fee with details particulars of the applicant prescribed at Manual 17, Additional Fee will also be charged depending on the types of information wanted. The Fee structure will be as per those determined and fixed by the Government.