

Chapter No.	Details/Subject	Document
1	Particulars of its Organization, Functions And Duties	Manual-1
2	Powers And Duties of Its Officers And Employees	Manual-2
3	Procedure followed in the decision making process including channels, of supervision and accountability	Manual-3
4	The norms set by it for the discharge of its functions	Manual-4
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Manual-5
6	A statement of the categories of documents that are held by it or under its control	Manual-6
7	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 at administration there of	Manual-7
8	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.	Manual-8
9	A directory of its officers and employees	Manual-9
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Manual-10
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Manual-11
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Manual-12
13	Particulars of recipients of concessions, permits or authorizations granted by it	Manual-13
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Manual-14
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Manual-15
16	The names, designations and other particulars of the Public Information Officers	Manual-16
17	Any such other information as maybe prescribed	Manual-17