

Right to Information Act, 2000

Section 3 - Obligation of Public Authorities

Every public authority shall,-

- (a) maintain all records in such manner and form as is consistent with its operational requirements duly catalogued and indexed;
 - (b) publish at such intervals as may be prescribed,-
 - (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of officers and employees and the procedure followed by them in the decision making process;
 - (iii) the norms setup by the public authority for the discharge of its functions;
 - (iv) the details of facilities available to citizens for obtaining information;
 - (c) publish all relevant facts concerning such of the important decisions and policies that affect the public as may be prescribed while announcing such decisions and policies;
 - (d) before sanctioning or initiating or causing to sanction or initiate any project, scheme or activity as may be specified by the State Government, publish or communicate to the public generally or to the persons affected or likely to be affected by the project, scheme or activity in particular in such manner as may be prescribed, the facts available to it or to which it has reasonable access which in its opinion should be known to them in the best interests of maintenance of democratic principles;
 - (e) publish such other information as may be prescribed.
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