

Duty to Publish Index

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S. No.	Nested Points	Points of Compliance
1	1.1	Aim/Why the Department was setup
2	1.2	Organisation Chart [Clearly defined office hierarchy from Director/Secretary to Clerk/Peon]
3	1.3	Number of employees (total)
4	1.4	Number of employees at every level
5	1.5	Wings/Sections separately identified (eg. Administration, Finance etc.)
6	1.6	Functional jurisdictions for each of the above mentioned wings/sections separately identified
7	1.7	Detailed description of the services rendered by the department
8	1.8	Brief History of the Department
9	1.9	Grievance redressal procedure/mechanism
10	2.1	Duties (Functions/Responsibilities) eg. Budgeting, Administration, Grievance Redressal
11	2.2	Powers (Decision making capacity) eg. Sanctioning leave
12	3.1	Hierarchy of decision making
13	3.2	List of recent decisions made in the last one year
14	3.3	Highest level decision maker in the above list
15	3.4	Minutes of daily meetings/procedural meetings of above list
16	4.1	Links to documents containing and pertaining to norms regarding the discharge of functions
17	5.1	Links to rules, regulation and instructions eg. Procedural/operational manuals
18	5.2	Intelligible to lay-person (without legal jargon)
19	6.1	Listing of main heads/categories of documentation
20	6.2	Detailed listing of the subheads/subcategories of documentation
21	6.3	Procedure to access the original documents
22	7.01	Listing of committees/councils/boards where the public is represented
23	7.02	Listing of the constituents of these committees/councils/boards
24	7.03	Availability of the minutes of the meetings of the committees/councils/boards
25	7.04	Links to the minutes of the meetings of the committees/councils/boards
26	7.05	Purpose of the committees/councils/boards

27	7.06	Frequency of the meetings of the committees/councils/boards
28	7.07	Date of last meeting
29	7.08	Date of next meeting
30	7.09	Information about public accessibility
31	7.10	Location of the next meeting
32	8.01	Listing of internal committees/councils/boards
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34	8.03	Availability of the minutes of the meetings of the committees/councils/boards
35	8.04	Links to the minutes of the meetings of the committees/councils/boards
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