

# **Template for the Information Handbook under Right to Information Act**

## **Chapter1**

### **Introduction**

1. Please throw light on the background of this hand-book (Right to Information Act 2005).  
This hand book is being compiled in compliance with the Right to Information Act 2005 which is mandatory for every Public Authority. The handbook contains information related on the policies, schemes and their norms of implementation etc.
2. Objective / purpose of this hand-book  
To make available to the public in the simplest form the salient information pertaining to the different aspects, functioning and documents available with the public authority in question.
3. Who are the intended users of this hand book?  
The general public and interested parties.
4. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.  
Shri A.D.Kynjing, JDA(A&A) designated PIO of Directorate of Agriculture.
5. Procedure and Fee Structure for getting information not available in the hand-book.  
As prescribed under the act.