

**Information Hand Book**  
**Under RTI Act, 2005**  
**For**  
**State Planning Board, Planning Department, Govt. of Meghalaya.**

**Chapter –I**

- 1.1** This hand book under RTI Act, 2005 focuses on the structure and functions of the State Planning Board. The information in this book may be updated from time to time as is necessary.
- 1.2** The objective/purpose of this hand book is to present briefly (a) the constitution of the State Planning Board (b) the functions of the State Planning Board (c) the organizational set up of the office of the State Planning Board and (d) the financial allocation allotted for running of the Board etc.
- 1.3** The intended user of this hand book is the State Public Information Officer, the Department Public Information Officer and the Assistant Public Information Officer.
- 1.4** The information in this hand book relates to the organization of the State Planning Board.
- 1.5** Does not arise.
- 1.6** The Assistant Public Information Officer (Research Officer State Planning Board) the Public Information Officer (Special Officer & Ex-Officio Under Secretary, State Planning Board) and the Appellate Authority (Commissioner & Secretary, State Planning Board) may be contacted for more information.
- 1.7** The procedure and fee structure may be obtained from the office of State Planning Board as prescribed by the Government.