**VAIKUNTA BALIGA COLLEGE OF LAW, UDUPI**



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**THE RIGHT TO INFORMATION ACT, 2005**

**Section 4 of The Right to Information Act, 2005**

**Obligations of Public Authorities:**

Every Public Authority shall-

a. Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

b. Publish within one hundred and twenty days from the enactment of this Act-

[1.](https://indiankanoon.org/doc/1872338/) the particulars of its organisation, functions and duties

[2.](https://indiankanoon.org/doc/163855/) the powers and duties of its officers and employees

[3.](https://indiankanoon.org/doc/249739/) the procedure followed in the process, including channels of supervision and accountability responsible for decision making

4. the norms set by it for the discharge of its functions

5. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

[6.](https://indiankanoon.org/doc/1774201/) a statement of the categories of documents that are held by it or under its control

[7.](https://indiankanoon.org/doc/227063/) 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 implementation thereof

[8.](https://indiankanoon.org/doc/1434622/) 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 advice, 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

[9.](https://indiankanoon.org/doc/354233/) a directory of its officers and employees

[10.](https://indiankanoon.org/doc/1493389/) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

[11.](https://indiankanoon.org/doc/12308/) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.