Right to Information Section - 4

Clause 4(1)(b) of the RTI Act 2005 lays down that each public authority shall compile and publish within 120 days from the enactment of the Act, the following 17 manuals:

S.No.	Points	INFORMATION
1.	The Particulars of its	SIDA was set up through U.P.
	organization, function	Government Notification No.
	and duties	8425/Mau/18-11-223 Ya/88 dated
		30/11/89 under section 3 of U.P.
		Industrial Area Development act
		1976. The main objective of the
		Authority is to Acquire Land and
		after developing the necessary
		Infrastructure for Industrial
		Development to make land available
		for allotment to Industrialist on
		liberal terms and conditions. At
		present SIDA has 508 acres of land
		with full Industrial infrastructure.
2.	The powers and duties	The officials of SIDA have to keep in
	of its officers and	mind the Industrial Development of
	employees	District Jaunpur and therein work as
		per the decisions taken by its board
		and as per the directives and rules of
		Industrial Development Department.
3.	The procedure followed	All policy decisions are taken through
	in the decision making	Board meeting of SIDA. Decision of
	process, including	the board are sent to the government

and accountability have been ratified by the Government, the policy decisions are implemented. 4. Norms set by it for the discharge of its function Additional C.E.O. takes work from his subordinates reports are submitted to the Government through the C.E.O. / District Magistrate, Jaunpur 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. A statement of the categories of documents that are held by it or under its control. Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the members of the public		channels of supervision	for ratification and once the decisions
4. Norms set by it for the discharge of its function Additional C.E.O. takes work from his subordinates reports are submitted to the Government through the C.E.O. / District Magistrate, Jaunpur 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. A statement of the categories of documents that are held by it or under its control. Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the		and accountability	have been ratified by the Government,
discharge of its function Additional C.E.O. takes work from his subordinates reports are submitted to the Government through the C.E.O. / District Magistrate, Jaunpur 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. A statement of the categories of documents that are held by it or under its control. 6. A statement of the categories of documents that are held by it or under its control. 6. The particulars of any arrangement that exists for consultation with or representation by, the			the policy decisions are implemented.
discharge of its function Additional C.E.O. takes work from his subordinates reports are submitted to the Government through the C.E.O. / District Magistrate, Jaunpur 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. A statement of the categories of documents that are held by it or under its control. 6. A statement of the categories of documents that are held by it or under its control. 6. The particulars of any arrangement that exists for consultation with or representation by, the			
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submitted to the Government through the C.E.O. / District Magistrate, Jaunpur 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. A statement of the categories of documents that are held by it or under its control. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the		discharge of its function	Additional C.E.O. takes work from
the C.E.O. / District Magistrate, Jaunpur 5. The rules, regulations, instructions, manuals and records, held by it or used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the			his subordinates reports are
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instructions, manuals and records, held by it or under its control, or used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. Files related to Land Allotment Organization, construction/maintenance, administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the			Jaunpur
instructions, manuals and records, held by it or under its control, or used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. Files related to Land Allotment Organization, construction/maintenance, and the directives received from the SIDA board. Files related to Land Allotment Organization, construction/maintenance, and development of growth centre, SIDA udhyog bandhu, and development, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the			
and records, held by it or under its control, or used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation by, the or used by its employees for discharging its functions. 9. The particulars of any arrangement that exists for consultation with or representation by, the or used by it or operating manual (land Allotment), orders passed by the Government from time to time and the directives received from the SIDA board. Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc.	5.	The rules, regulations,	For carrying out the work and duties
or under its control, or used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the		instructions, manuals	reference is made to the U.P.S.I.D.C.
used by its employees for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation by, the from time to time and the directives received from the SIDA board. Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc.		and records, held by it	operating manual (land Allotment),
for discharging its functions. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the received from the SIDA board. Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc.		or under its control, or	orders passed by the Government
functions. 6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the Files related to Land Allotment Organization, construction/maintenance, and Administration, development of growth centre, SIDA udhyog bandhu, advertisement, Minutes of the Board meeting etc.		used by its employees	from time to time and the directives
6. A statement of the categories of documents that are held by it or under its control. 7. The particulars of any arrangement that exists for consultation with or representation by, the Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc.		for discharging its	received from the SIDA board.
categories of documents that are held by it or under its control. Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists arrangement that exists for consultation with or representation by, the		functions.	
that are held by it or under its control. Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the	6.	A statement of the	Files related to Land Allotment
under its control. Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists association are given due consideration. representation by, the		categories of documents	Organization,
growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists for consultation with or representation by, the		that are held by it or	construction/maintenance,
Advertisement, Minutes of the Board meeting etc. 7. The particulars of any arrangement that exists association are given due for consultation with or representation by, the		under its control.	Administration, development of
7. The particulars of any arrangement that exists association are given due for consultation with or representation by, the			growth centre, SIDA udhyog bandhu,
7. The particulars of any arrangement that exists association are given due for consultation with or representation by, the			Advertisement, Minutes of the Board
arrangement that exists association are given due for consultation with or representation by, the			meeting etc.
arrangement that exists association are given due for consultation with or representation by, the			
arrangement that exists association are given due for consultation with or representation by, the			
for consultation with or consideration. representation by, the	7.	The particulars of any	Proposals from Industrialists
representation by, the		arrangement that exists	association are given due
		for consultation with or	consideration.
members of the public		representation by, the	
		members of the public	

	in relation to the	
	formulation of its policy	
	or implementation	
	thereof.	
8.	A statement of the	The list of members on the Board of
	boards ,councils	SIDA is annexed as (Annexure-a)
	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.	A Directory of its	The list of officers and employees of
	officers and employees.	SIDA is annexed (Annexure-B)
10.	The monthly	The monthly salary of officers and
	remuneration received	employees of SIDA is annexed.
	by each of its officers	(Annexure-C)
	and employees,	
	including the system of	
	compensation as	
	provided in its	
	regulations.	

11.	The budget allocated to	The proposed Income-Expenditure
	each of its agency,	Budget 2005-2006 of SIDA is annexed.
	indicating the	(Annexure-D)
	particulars of all plans,	
	proposed expenditures	
	and reports on	
	disbursements made.	
12.	The manner of	No Provision.
	execution of subsidy	
	programmes, including	
	the amounts allocated	
	and the details of	
	beneficiaries of such	
	programmes.	
13.	Particulars of recipients	No Provision.
	of concessions, permits	
	or authorisations	
	granted by it.	
14.	Details in respect of the	SIDA has a website with the URL
	information, available to	http://www.sidajaunpur.com
	or held by it, reduced in	
	an electronic form.	
15.	The particulars of	Citizens can directly contact office.
	facilities available to	
	citizens for obtaining	
	information, including	
	the working hours of a	
	library or reading room,	
	if maintained for public	
	use.	
16.	The names, designations	The details of Public Information

	and other particulars of	Officer is as following:		
	the public Information	Shri K. D. Mishra, Ad. CEO SIDA,		
	officers.	Jaunpur, C/o Shri C.M. Pandey,		
		Husainabad (Line Bazaar,		
		Collectorate Road), Jaunpur. Further		
		details are available in annexure E		
		and Annexure-F		
17.	Such other information	Nil		
	as may be prescribed,			
	and thereafter update			
	these publications every			
	year.			

ANNEXTURE-A CONSTITUTION OF THE AUTHORITY

1.	Industrial Development Commissioner/ Principal	Member
	Secretary, Government of U.P ex officio	Chairman
2.	Commissioner, Varanasi Division, Varanasi	Vice
		Chairman
3.	Secretary, P.W.D.,U.P. Government, or his nominee	Member
	who should not be below the rank of joint secretary	
	Ex-Officio	
4.	Secretary, Urban Development, U.P. Government, or	Member
	his nominee who should not be below the rank of joint	
	secretary Ex-Officio	
5.	Secretary, Public enterprise bureau, U.P.	Member
	Government, or his nominee who should not be below	
	the rank of joint secretary. Ex-Officio	
6.	Managing Director, U.P. State Industrial Development	Member
	Corporation. (UPSIDC) Ex-Officio	
7.	Chairman, U.P. Jal Nigam or his nominee	Member
	Ex-Officio	
8.	Chairman, U.P. Power Corporation Ltd. or his	Member
	nominee not below the rank of Zonal Chief Engineer	
	Ex-Officio	
9.	District Magistrate, Jaunpur Ex-Officio	Member
10.	Chief, Urban and Rural Planing, U.P., Lucknow Ex-	Member
	Officio	
11.	Superintending Engineer 8/10 Division under Chief	Member
	Engineer, (Sharda Sahayak).Allahabad Ex-Officio	
12.	Joint Director (Treasury) Regional Office, Maqbool	Member
	Alam Road, Varanasi Ex-Officio	
13.	C.E.O. SIDA	Member-
		Secretary

Annexture-B SCHEDULE OF OFFICERS/EMPLOYEES OF SIDA

S.No.	Name	Designation	Address	Phone
1	Shri	C.E.O,SIDA/Dist	DM's residence	05452-240240
	Anurag	rict Magistrate	Jaunpur.	05452-260201
	Yadav	Jaunpur		
2	Shri	Additional Chief	C/o. Shri C.M.	05452-220483
	K.D.	Executive	Pandey,	05452-273689
	Mishra	officer/G.M.,	Husainabad, (Line	05454-273304
		D.I.C. Jaunpur	Bazaar, Collectorate	05454-273669
			Road), Jaunpur	M9415228273
3	Shri	Manager	C/o Shri Brahmdeo	05454-273669
	Shwetabh	(Property,	Singh (Forest	05454-273304
	Vishnu	Law/Planning)	Ranger), Shekhpur	M 983948087
	Ranjan		(Khunuspur),	
	Das		Jaunpur	
4	shri	Office	Vill. Muhuiddinpur	05454-273669
	Ravindra	Superintendent	Post. Kudda	05454-273304
	Nath		Jaunpur	M9451117699
	Yadav			
5	Shri Om	Driver	Vill.: Bathuyawar	
	Prakash		Post: Gulzarganj	
	Yadav		Jaunpur	
6	Shri Ravi	Peon	Vill: Muhuiddinpur	
	Shankar		Post: Kudda	
	Yadav		Jaunpur	
7	Shri Raj	Peon	Vill: Newada	
	Mani		Post: Pawara	
	Pal		Jaunpur	

ANNEXTURE-C

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES OF SIDA

S.No.	Name of	Designation	Basic	D.A	H.R.A
	Officers/Employees		Pay(Rs.)	(Rs.)	(Rs.)
1	Shri Shwetabh	Manager			
	Vishnu Ranjan	(Property,	8275	6124	375
	Das	Law/Planning)			
2	shri Ravindra Nath	Office	4800	3552	225
	Yadav	Superintendent			
3	Shri Om Prakash	Driver	3650	2701	230
	Yadav				
4	Shri Ravi Shankar	Peon	2605	1928	125
	Yadav				
5	Shri Raj Mani	Peon	2550	1887	125
	Pal				

ANNEXTURE-E

LIST OF PUBLIC INFORMATION OFFICER

S.No.	Name of the Nominated	Office	Address of Residence
	Officer and his	Address and	and Phone Numbers.
	designation	Phone	
		Numbers.	
1	Shri K.D. Mishra	Industrial	C/o Shri C.M.
	Additional Chief	Area	Pandey, Husainabad
	Executive officer/G.M.,	Sathariya,	(Line Bazaar
	D.I.C. Jaunpur	Jaunpur	Collectorate Road),
		05454-273304	jaunpur
		05454-273669	M9415228273
		05452-220483	

ANNEXTURE-F

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER

S.No.	Name of the Nominated	Office	Address of Residence
	Officer and his	Address and	and Phone Numbers.
	designation	Phone	
		Numbers.	
	Shri Shwetabh Vishnu	Industrial	C/o Shri Brahmdeo
	Ranjan Das	Area	Singh (Forest
1	Manager (Property,	Sathariya,	Ranger), Shekhpur
	Law/Planning)	Jaunpur	(Khunuspur),
		05454-273669	Jaunpur
		05454-273304	M9839438087