

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 organization, function and duties	SIDA was set up through U.P. Government Notification No. 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 of its officers and employees	The officials of SIDA have to keep in mind the Industrial Development of 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 in the decision making process, including	All policy decisions are taken through Board meeting of SIDA. Decision of the board are sent to the government

	channels of supervision and accountability	for ratification and once the decisions have been ratified by the Government, the policy decisions are implemented.
4.	Norms set by it for the discharge of its function	For the effective disposal of work, the 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.	For carrying out the work and duties reference is made to the U.P.S.I.D.C. operating manual (land Allotment), orders passed by the Government from time to time and the directives received from the SIDA board.
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	Proposals from Industrialists association are given due consideration.

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

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

	and other particulars of the public Information officers.	Officer is as following : Shri K. D. Mishra, Ad. CEO SIDA, 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 as may be prescribed, and thereafter update these publications every year.	Nil

ANNEXTURE-A
CONSTITUTION OF THE AUTHORITY

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

Annexture-B

SCHEDULE OF OFFICERS/EMPLOYEES OF SIDA

S.No.	Name	Designation	Address	Phone
1	Shri Anurag Yadav	C.E.O,SIDA/District Magistrate Jaunpur	DM's residence Jaunpur.	05452-240240 05452-260201
2	Shri K.D. Mishra	Additional Chief Executive officer/G.M., D.I.C. Jaunpur	C/o. Shri C.M. Pandey, Husainabad, (Line Bazaar, Collectorate Road), Jaunpur	05452-220483 05452-273689 05454-273304 05454-273669 M.-9415228273
3	Shri Shwetabh Vishnu Ranjan Das	Manager (Property, Law/Planning)	C/o Shri Brahmdeo Singh (Forest Ranger), Shekhpur (Khunuspur), Jaunpur	05454-273669 05454-273304 M.- 983948087
4	shri Ravindra Nath Yadav	Office Superintendent	Vill. Muhuiddinpur Post. Kudda Jaunpur	05454-273669 05454-273304 M.-9451117699
5	Shri Om Prakash Yadav	Driver	Vill.: Bathuyawar Post: Gulzarganj Jaunpur	
6	Shri Ravi Shankar Yadav	Peon	Vill: Muhuiddinpur Post: Kudda Jaunpur	
7	Shri Raj Mani Pal	Peon	Vill: Newada Post: Pawara Jaunpur	

ANNEXTURE-C

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES OF SIDA

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

ANNEXTURE-E

LIST OF PUBLIC INFORMATION OFFICER

S.No.	Name of the Nominated Officer and his designation	Office Address and Phone Numbers.	Address of Residence and Phone Numbers.
1	Shri K.D. Mishra Additional Chief Executive officer/G.M., D.I.C. Jaunpur	Industrial Area Sathariya, Jaunpur 05454-273304 05454-273669 05452-220483	C/o Shri C.M. Pandey, Husainabad (Line Bazaar Collectorate Road), jaunpur M.-9415228273

ANNEXTURE-F

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER

S.No.	Name of the Nominated Officer and his designation	Office Address and Phone Numbers.	Address of Residence and Phone Numbers.
1	Shri Shwetabh Vishnu Ranjan Das Manager (Property, Law/Planning)	Industrial Area Sathariya, Jaunpur 05454-273669 05454-273304	C/o Shri Brahmdeo Singh (Forest Ranger), Shekhpur (Khunuspur), Jaunpur M.-9839438087