

### Right to Information and Obligations of Public Authorities Section 4(1)(b)

4. Obligations of public authorities. – (1) Every public authority shall –

(b) publish within one hundred and twenty days from the enactment of this Act, -

(i) the particulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision-making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;

(v) the rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) 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;

(viii) a statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its art 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.

(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) 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;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed;

and thereafter updates these publications every year;

**Public Information Officer (P.I.O): Dr. (Shri) Sharif Uddin, Associate Professor (Principal)**

**The Shillong Law College**

**Chankheti, Shillong – 793001**

**Meghalaya – India**

**Declaration:**

*The institute endorses the R.T.I. Act 2005 and hereby make statutory declaration under Section 4 (1)(b) of the R.T.I. Act that the Institution will conform to all provision of the Act.*

**Dr. Sharif Uddin**

**Public Information Officer**

## STEPS TO FILE AN R.T.I

1.	Write a formal application may be typed or neatly hand-written, wherein mention atop " Application under RTI act 2005".
2.	You can write RTI application in English and Address the application to " Public Information Officer".
3.	State your request in the form of specific subject and detailed questions. Ask for documents or extracts of documents, if required.
4.	Provide your full name and address, contact details, email address and sign the application clearly. Put in the date and the name of your town.
5.	Take a photocopy for your future references. At the end of the application make a declaration that you are an Indian citizen.
6.	You can post the application letter via speed- post or visit the college during working hours.
7.	The law mandates that information be provided within 120 days for your right to information request.

OR

[FILE R.T.I. ONLINE](#)

Address for communication: **Dr. (Shri) Sharif Uddin, Associate Professor (Principal)**  
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**Dhankheti, Shillong – 793001**  
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