



HYDERABAD METROPOLITAN WATER SUPPLY & SEWERAGE BOARD

THE RIGHT TO INFORMATION ACT, 2005

No: 22 of 2005

INFORMATION HAND BOOK

(Refer to Chapter II Section 4 (1)(b) of RTI Act, 2005)

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updated on September 2020



**HYDERABAD METROPOLITAN WATER SUPPLY & SEWERAGE
BOARD**

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[Refer to Chapter II Section 4 (1) (b) of RTI Act, 2005]

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**HYDERABAD METROPOLITAN WATER SUPPLY & SEWERAGE BOARD
UNDER SECTION 4(1) (B) OF RTI Act, 2005**

INTRODUCTION

RIGHT TO INFORMATION ACT AND ITS KEY OBJECTIVES

1. About Right to Information

This Act may be called the Right to Information Act, 2005.

1.1 When does it come into force?

It comes into force on the 12th October, 2005 (120th day of its enactment on 15th June, 2005). Some provisions have come into force with immediate effect viz. obligations of public authorities [S.4(1)], designation of Public Information Officers and Assistant Public Information Officers [S.5(1) and 5(2)], constitution of Central Information Commission (S.12 and 13), constitution of State Information Commission (S.15 and 16), non-applicability of the Act to Intelligence and Security Organizations (S.24) and power to make rules to carry out the provisions of the Act (S.27 and 28).

1.2 Who is covered?

The Act extends to the whole of India except the State of Jammu and Kashmir. [S.(12)]

1.3 What does information mean?

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force but does not include "file notings" [S.2(f)].

1.4 What does Right to Information mean?

It includes the right to -

1. Inspect works, documents, records.
2. Take notes, extracts or certified copies of documents or records.
3. Take certified samples of material.
4. Obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.[S.2(j)]

2. Objective / purpose of this Handbook

As per Chapter II 4(1)(b) of Right to Information Act No 22 of 2005 HMWS&SB is obligated to Provide manuals on following 17 items of the Organization.

- I. The particulars of its Organization, 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 and regulations, instructions, manuals 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 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;
- 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 update these publications every year;

The detailed description under each item is furnished for easy access and understanding by the public.

3. Who are the intended users of the Hand Book?

Citizens of Hyderabad metropolitan area including Greater Hyderabad , Outer Ring Road Villages and surrounding Municipalities and all Officers and employees of HMWSSB, Public Information Officers, Asst. Public Information Officers, & Appellate Authorities of this Board. Water Board Employees Trade Unions.

4. Organization of the information in this Hand-book:

Describe how information is organized in this Handbook and what is contained in different chapters.

This Hand Book contains Detailed information about Right to Information Act No: 22 of 2005 and as per Chapter II 4(1) (b) of Right to Information Act No: 22 of 2005 the information on 17 manuals

5. Definitions of Key terms

What does a "Public Authority" mean?

- By or under the constitution
- By any other law made by Parliament
- By any other law made by State Legislature
- By notification issued or order made by the appropriate Government and includes any
 - a) body owned, controlled or substantially financed
 - b) non- Government organization substantially financed directly or indirectly by the appropriate Government.

6 Contact person in case somebody wants to get more information on topics covered in the Hand-book as well as other information also.

Names & addresses of key contact points:

Information pertaining to Finance matters: Director (Finance), Board Office

Information pertaining to Revenue and Water Supply connections Matters : Director (Revenue)

Information pertaining to Projects matters: Director (Projects I & II), Board office

Information pertaining to Technical matters: Director (Technical), Board Office

Information pertaining to Maintenance matters: Director (Operations I & II), Board Office

Information pertaining to Administration matters: Director (Personnel), Board Office.

In regard to Circle/Division areas, the information may be obtained from the concerned area Chief General Manager (Engg)/ General Manager (Engg) of the Board.

7. Procedure and fee structure for getting information not available in the Hand-book

Further information other than not available in this Hand book may be obtained from concerned Area General Managers (Engg), and PRO from Board Office on payment of reasonable fee. PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act.