

Information under Section 4(1)(b) of Right to Information (RTI) Act in respect of Prime Minister's Office

<u>Sr. No.</u>	<u>Provision in the Act</u>	<u>Information in respect of PMO</u>
(i)	Particulars of its organization, functions and duties.	This information is already available in PMO' website.
(ii)	Power and duties of its officers and employees.	A chart showing work allocation of all the officers of PMO (down to the level of Under Secretary) is posted on the website; officers and employees below the level of Under Secretary provide secretarial assistance to higher officers through sections whose work allocation is separately posted on the website.
(iii)	Procedure followed in its decision making process, including channels of supervision and accountability.	The information on the website broadly gives the procedure followed in decision making process. The work allocation chart would cover the accountability part in this provision.
(iv)	Norms set by it for the discharge of its functions.	There are no norms specific to PMO. General norms/instructions applicable to Ministries/ Departments apply to PMO also.
(v)	Rules, regulations, instructions, manuals and records used by its employees for discharging its functions.	There are no rules, regulations, manuals, etc. specific to PMO. General rules/regulations etc. applicable in Ministries/ Departments apply to PMO also.
(vi)	Statement of the categories of the documents held by it or under its control.	PMO holds a number of categories of documents such as those originating from various Ministries/ Departments, State Governments, Foreign Governments, multilateral agencies, public representatives such as MPs & MLAs, NGOs etc., and also documents relating to various funds under the discretion of PM.
(vii)	Particulars of any arrangement that exists for consultations with or representation by the members of the public, in relation to the formulation of policy or implementation thereof.	Since the policies are formulated and implemented by respective Ministries and Departments, there is no arrangement specific to PMO for consultation with members of public in regard to formulation or implementation of policy.

