

## CHAPTER – 1

### INTRODUCTION :-

1.1 Our country, India is a sovereign democratic republic. The constitution of India guarantees certain fundamental rights to its citizens. Certain rights that are not guaranteed under the fundamental rights are derived under the directive principles of the constitution. Such of those rights that are not covered under the above two captions are also guaranteed to the citizens of India from time to time through enactment of Laws, rules and regulations. One among them is the right to provide information to the public. In a democracy people of that sovereignty expects transparency in administration to eliminate the corruption from the public life. Transparency is one of the salient features of the efficient administration. The success of any national programme for improving the image of the public service as an instrument of Social good largely depends upon the efficient functioning of the Administration. An efficient administration is also crucial for creating an environment that will help increase productivity of the economy as a whole by setting an example of optimum utilization of resources. Organisations and methods techniques are specifically designed for the analysis and improvement of administrative system and office mechanism. They aim at improving the capability of an enterprise to make optimum use of its resources in men, material, money and time and thus enable to do things faster better and more easily and more profitably. In fact transparency in administration and the enjoyment of right by the citizens to get information from the Government about the various acts and rules and regulations in executing various welfare schemes for the betterment of the governed go a long way in achieving goal of E-Governance. In the enlightened democratic system it is expedient to provide for certain information to citizens to desire to have it.

In the background of the enactment of the Act "Right to Information Act, 2005" the necessity arises to the Social Welfare Department to codify its public welfare activities under a single informative system so as to make it available to furnish any information required by the citizens who are desirous to have it.

Social Welfare Department is implementing various welfare schemes to the PH, mentally retarded down-rodden and backward class people. Besides, these schemes, this department is also bestowing its services to the Physically Handicapped, Aged and Infirm, Blind, Deaf and Dumb, Mentally Retarded children by running various homes and catering the services to the inmates of the Homes.

This department is also helping the backward students by opening hostels and granting scholarships so as to acclaim the educational pursuit by the under privileged students. Therefore, naturally this department have a lot of rules, regulations, acts etc., to implement and execute them. The information related to such welfare schemes have to be on hand in the wake of the enactment of Right to Information Act. As such, a comprehensive Hand Book is vital requirement to enlighten information on the Social Welfare Department to the public.

## **1.2 OBJECTIVE / PURPOSE OF THIS HAND BOOK :-**

The very purpose of this hand book is to bring all information into one single volume to serve the purpose of furnishing information as and when sought for by the citizens. The information related to various schemes / homes / hostels or any other administrative related matter scatters into various units under this department. In such a big department obtaining information in piece meal in cumbersome and time consuming one. Hence, all information put together at one point of source is immense use commensurating the Right to Information Act 2005.

This hand book is nothing but to serve as a centralized source of information.

## **1.3. THE INTENDED USERS OF THIS HAND BOOK :-**

This hand book is for the prime use of this department. This hand book shall be supplied to all gazetted officers of this department, besides the executive staff and all Head of Departments and Superintendents of all Homes of this department. The copies of this hand book are also provided to the Sate Information Commission appointed under this Act. This hand book is also made available to the public. The most users of the hand book is departmental staff.

## **1.4. ORGANISATION OF THE INFORMATION IN THIS HAND BOOK :-**

To chanelize the information to the seekers is in an organized manner by appointing / designating Public Information Officer for the Social Welfare Department and Assistant Public Information Officer for the other three region in respect of this department. The Director of the department is the public authority to appoint / designate such officers for the department for the purpose of the Right to Information Act.

**1.5. DEFINITIONS :-**

Head of Department	The Director of Social Welfare Department
Public Authority as far as this department is concerned	The Director
Executive Officer	Assistant Directors and Superintendent of Concerned Homes run by this department
Directorate	Main Office of the Directorate of Social Welfare
Establishment Section	The section of Establishment headed by the Senior Accounts Officer
Accounts Section	Dealing with expenditure and budget headed by the Junior Accounts Officer
D.D.	Deputy Director
F.O.	Field Officer
O.H.S.S.	Observation Home & Special School
H.A.I.	Home for Aged and Infirm
A.R.G.S.S for VH & HI	Ananda Rangarpillai Govt., Special School for Visually Handicapped & Hearing Impaired
HMRC	Home for Mentally Retarded Children
Hostel	Hostels for BC students run by this Directorate for both Boys and Girls
Assistance	Assistance
P.H.	Physically Handicapped

**1.6. CONTACT PERSON IN CASE SOMEBODY WANTS TO GET MORE INFORMATION ON TOPICS COVERED IN THE HANDBOOK AS WELL AS OTHER INFORMATION ALSO :-**

The Field Officer of the Social Welfare Department in Dte' of Social Welfare is the contact person for more information subject to the procedure under the Act.

**1.7. PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HAND BOOK :-**

The procedure stipulated under provision 6 & 7 of Right to Information Act will be followed in case of getting information from this department. The fees will be charged as fixed by the "State Information Commission" or by the department.