

**Board of Apprenticeship Training (Southern Region), Chennai**  
**Information under Section 4(1) of Right to Information (RTI) Act, 2005**

S.no	Name of the Document	Links
1.	<b>Organisation and Function (As per Section 4(1)(b)(i)) -</b> (i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart (vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	<a href="#"><b>Organisation and Function</b></a>
2.	<b>Power and duties of its officers and employees (as per Section 4(1) (b)(ii)) -</b> (i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	<a href="#"><b>Power and duties of its officers and employees</b></a>
3.	<b>Procedure followed in decision making process (as per Section 4(1)(b)(iii)) -</b> (i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability	<a href="#"><b>Procedure followed in decision making process</b></a>
4.	<b>Norms for discharge of functions (as per Section 4(1)(b)(iv)) -</b> (i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	<a href="#"><b>Norms for discharge of functions</b></a>
5.	<b>Rules, regulations, instructions manual and records for discharging functions (as per Section 4(1)(b)(v)) -</b> (i) Title and nature of the record/ manual /instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc.	<a href="#"><b>Rules, regulations, instructions manual and records for discharging functions</b></a>
6.	<b>Categories of documents held by the authority under its control (Section 4(1)(b) (vi)) -</b> (i) Categories of documents (ii) Custodian of documents/categories	<a href="#"><b>Categories of documents held by the authority under its control</b></a>
7.	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4(1)(b)(viii)) -</b>	<a href="#"><b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority</b></a>

	<ul style="list-style-type: none"> <li>(i) Name of Boards, Council, Committee etc.</li> <li>(ii) Composition</li> <li>(iii) Dates from which constituted</li> <li>(iv) Term/ Tenure</li> <li>(v) Powers and functions</li> </ul>	
8.	<b>Directory of officers and employees (Section 4(1) (b) (ix))</b> - <ul style="list-style-type: none"> <li>(i) Name and designation</li> <li>(ii) Telephone, fax and email ID</li> </ul>	<a href="#"><u>Directory of officers and employees</u></a>
9.	<b>Monthly Remuneration received by officers &amp; employees including system of compensation (Section 4(1) (b) (x))</b> - <ul style="list-style-type: none"> <li>(i) List of employees with Gross monthly remuneration</li> <li>(ii) System of compensation as provided in its regulations</li> </ul>	<a href="#"><u>Monthly Remuneration received by officers &amp; employees including system of compensation</u></a>
10.	<b>Name, designation and other particulars of public information officers (Section 4(1) (b) (xvi))</b> - <ul style="list-style-type: none"> <li>(i) Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) &amp; Appellate Authority</li> </ul> Address, telephone numbers and email ID of each designated official	<a href="#"><u>Name, designation and other particulars of public information officers</u></a>
11.	<b>Programmes to advance understanding of RTI (Section 26)</b> - <ul style="list-style-type: none"> <li>(i) Update &amp; publish guidelines on RTI by the Public Authorities concerned</li> </ul>	<a href="#"><u>Programmes to advance understanding of RTI</u></a>
12.	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. (Section 4(1)(b)(xi))</b> - <ul style="list-style-type: none"> <li>(i) Total Budget for the public authority</li> <li>(ii) Budget for each agency and plan &amp; programmes</li> <li>(iii) Proposed expenditures</li> <li>(iv) Revised budget for each agency, if any</li> <li>(v) Report on disbursements made and place where the related reports are available</li> </ul>	<a href="#"><u>Annual Report</u></a>
13.	<b>Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</b> - <ul style="list-style-type: none"> <li>(i) Budget</li> <li>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit</li> <li>(iii) Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.</li> </ul>	<a href="#"><u>Annual Report</u></a>
14.	<b>Manner of execution of subsidy programme (Section 4(i)(b)(xii))</b> - <ul style="list-style-type: none"> <li>(i) Name of the programme of activity</li> <li>(ii) Objective of the programme</li> </ul>	<a href="#"><u>Annual Report</u></a>

	<ul style="list-style-type: none"> <li>(iii) Procedure to avail benefits</li> <li>(iv) Duration of the programme/ scheme</li> <li>(v) Physical and financial targets of the programme</li> <li>(vi) Nature/ scale of subsidy /amount allotted</li> <li>(vii) Eligibility criteria for grant of subsidy</li> <li>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</li> </ul>	
15.	<b>Discretionary and non-discretionary grants (F. No. 1/6/2011-IR dt. 15.04.2013) -</b> <ul style="list-style-type: none"> <li>(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</li> <li>(ii) Annual accounts of all legal entities who are provided grants by public authorities</li> </ul>	<a href="#">Annual Report</a>
16.	<b>Are the details of policies / decisions, which affect public, informed to them (Section 4(1) (c)) -</b> <ul style="list-style-type: none"> <li>(i) Publish all relevant facts while formulating important policies or Publish all relevant facts while formulating important policies or interactive - Policy decisions/ legislations taken in the previous one year</li> </ul>	<a href="#">Annual Report</a>
17.	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public (Section 4(3)) -</b> <ul style="list-style-type: none"> <li>(i) Use of the most effective means of communication - Internet (website)</li> </ul>	<a href="https://nats.education.gov.in/">https://nats.education.gov.in/</a>
18.	<b>Form of accessibility of information manual/ handbook (Section 4(1)(b)) -</b> <ul style="list-style-type: none"> <li>(i) Information manual/handbook available in Electronic format</li> <li>(ii) Information manual/handbook available in Printed format</li> </ul>	<a href="#">Annual Report</a>
19.	<b>Whether information manual/ handbook available free of cost or not (Section 4(1)(b)) -</b> <ul style="list-style-type: none"> <li>(i) List of materials available Free of cost</li> <li>(ii) List of materials available at a reasonable cost of the medium</li> </ul>	<a href="#">Annual Report</a>
20.	<b>Language in which Information Manual/Handbook Available (F No. 1/6/2011-IR dt. 15.4.2013) -</b> <ul style="list-style-type: none"> <li>(i) English</li> <li>(ii) Vernacular/ Local Language</li> </ul>	<a href="#">Annual Report</a>
21.	<b>When was the information Manual/Handbook last updated? (F No. 1/6/2011-IR dt 15.4.2013) -</b> <ul style="list-style-type: none"> <li>(i) Last date of Annual updation</li> </ul>	<a href="#">Annual Report</a>
22.	<b>Information available in electronic form (Section 4(1)(b)(xiv)) -</b> <ul style="list-style-type: none"> <li>(i) Details of information available in electronic form</li> <li>(ii) Name/ title of the document/record/ other information</li> <li>(iii) Location where available</li> </ul>	<a href="#">Annual Report</a>
23.	<b>Particulars of facilities available to citizen for obtaining information (Section 4(1)(b)(xv)) -</b>	<a href="#">Annual Report</a>

	<ul style="list-style-type: none"> <li>(i) Name &amp; location of the faculty</li> <li>(ii) Details of information made available</li> <li>(iii) Working hours of the facility</li> <li>(iv) Contact person &amp; contact details (Phone, fax email)</li> </ul>	
24.	<p><b>Such other information as may be prescribed under Section 4(i) (b)(xvii) –</b>  Grievance redressal mechanism  Details of applications received under RTI and information provided</p> <p>List of completed schemes/ projects/ Programmes  List of schemes/ projects/ programme underway  Annual Report  Frequently Asked Question (FAQs)</p> <p>Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter</p>	<p><u><b>RTI Information and Grievance redressal Mechanism</b></u></p> <p><u><b>Annual Report</b></u></p> <p><u><b>Citizen's Charter</b></u></p>
25.	<p><b>Such other information as may be prescribed (F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013) –</b>  <ul style="list-style-type: none"> <li>(i) Name &amp; details of - (a) Current CPIOs &amp; FAAs, (b) Earlier CPIO &amp; FAAs from 1.1.2015</li> <li>(ii) Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out</li> </ul> </p>	<p><u><b>CPIOs &amp; FAAs</b></u></p>
26.	<p><b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information –</b>  <ul style="list-style-type: none"> <li>(i) Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</li> </ul> </p>	<p><u><b>Information Disclosed to Public</b></u></p>