

Clause	Description	Publication
(i)	The Particulars of its organization, functions and duties.	Available on our website hort.gov.in Administrative Setup Organization Setup.
(ii)	The powers and duties of its officers and employees. The procedure followed in the decision making	Powers and duties are given in Duties and Responsibilities https://eudyan.hp.gov.in/cms/en/activities/
(iii)	Process, including channels of supervision and accountability.	
(iv)	The norms set by it for the discharge of its functions.	The norms have been set by Horticulture Department its Citizen Charter
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Please refer to link on our website under Act/Rules/Notification/Publication
(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 by the members of public in relation to the formulation of its policy or implementation thereof.	The Statement is available on our website under
(viii)	A Statement of the boards, consultation 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 public or the minutes of such meetings are accessible for public.	
(ix)	A director of its officer OCOs employees	Available on our website in Telephone Directory under Contact Us.
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Monthly remuneration of Horticulture Department staff is available on Employees search section in HIMKOSH (i) DDO wise Employee Status (ii) Employee Monthly/Yearly Salary Statement.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Available on our website hort.gov.in. under various links i.e. (Budget, Works
(xii)	The manner of execution of Subsidy programs, including her amounts	

	allocated and the details of beneficiaries of such programs.	
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Information is available in electronic form at on our website hort.hp.gov.in. under various sections.
(xv)	The particulars of facilities available to citizen 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.	List of Appellate Authorities , Public Information Officers & APIOs is available on our website under RTI Act (Public Information Officers)
(xvii)	Such other information as may be prescribed and there after update these publications every year.	Particulars of Nodal and Transparency Officer : Joint Director of Horticulture, H.P. Navbahar Shimla-171002 Tel. 0177-2841339 e mail horticul-hp@nic.in