CHAPTER - III
Chapter - III

Right to Information Acts and Administrative Process Governing the Act


The Important feature of the Right to Information is its mirror effect, which forces equal standards of transparency and accountability on all the users of information. The liability to give information is imposed on the public bodies. Every public authority is headed by a Competent authority. The competent authority is the head of the organisation.

Maharashtra Right to Information Act 2000

According to Section 2 (3) of Maharashtra Act No.XXXVIII of 2000 which enacted on 11th August 2000, 'Competent authority' means the administrative heads of the public authorities in the state, not below the rank of Deputy Collector. Thus, the Collector of the District and the Head of the Government Department is responsible as Competent Authority.

A person desirous of obtaining information shall make an application to the competent authority. On receipt of such application requesting for information under sub section (1), the competent authority sends an application to concerned department and informs the applicant
within 30 working days. The decision of the government authority shall be final. No suit, prosecution or other legal proceeding shall lie against the competent authority for anything done or purported to have been done prejudice to the validity of anything previously done or omitted to be done under the rule.

**Maharashtra Right to Information Ordinance 2002**

On 25th September 2002 an ordinance was passed by the Government of Maharashtra to make rules under which Lokayukta / Upa-Lokayukta was appointed as Last Appellate Authority.

**Table No.3.1**

**Machinery under M.R.T.I. Act 2002**

Lokayukta (II appeal )

Head of the Department (I appeal)

Public Information Officer

The appellate authority of district, sub-division and taluka level had been set up under section 2 (1) of the Act. The Public Information Officer shall not be below the rank of Deputy Officer of the Department.

**Table No.3.2**

**Appellate Authority at different levels**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Level of Decision</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Village Level</td>
<td>Pranta</td>
</tr>
<tr>
<td>2)</td>
<td>Taluka Level</td>
<td>Sub-Divisional Officer</td>
</tr>
<tr>
<td>3)</td>
<td>Sub-Division Level</td>
<td>Additional Collector</td>
</tr>
<tr>
<td>4)</td>
<td>District Level</td>
<td>Collector</td>
</tr>
</tbody>
</table>

Source of the table: Collector Office, Kolhapur.
Since the scope of the study includes Kolhapur city, Kagal and Radhanagari taluka’s, the details regarding the appointment of Information Officers are given below:

### Table No.3.3
Appointment of Information Officers

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Level</th>
<th>Designation of Information Officer</th>
<th>Address of Institution / Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>District</td>
<td>Deputy Collector</td>
<td>Collector Office, Kolhapur District</td>
</tr>
<tr>
<td>2)</td>
<td>Kolhapur City</td>
<td>Deputy Officer of the Department</td>
<td>Office in Kolhapur City, Kolhapur City</td>
</tr>
<tr>
<td>3)</td>
<td>Taluka Kagal</td>
<td>Tahasildar</td>
<td>Tahasildar Office, Kagal, Kagal</td>
</tr>
<tr>
<td>4)</td>
<td>Taluka Radhanagari</td>
<td>Tahasildar</td>
<td>Sub-Divisional Office, Radhanagari, Radhanagari</td>
</tr>
</tbody>
</table>

Source of the table: Collector Office, Kolhapur.

### Table No.3.4
Appointment of Information Officers at Village level.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Level</th>
<th>Designation of Information Officer</th>
<th>Address of Office</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Kagali Taluka</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Kagali</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td>All revenue villages in the circle</td>
</tr>
<tr>
<td>b)</td>
<td>Sidhanerli</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Pimpalgaon</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>Murgud</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td>Kapashi</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>Radhanagari Taluka</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td>All revenue villages in the circle</td>
</tr>
<tr>
<td>a)</td>
<td>Radhanagari</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Kasaba Tarale</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Kaulav</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>Saravade</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td>Kasaba Waive</td>
<td>Circle Officer</td>
<td>Office of Circle Officer</td>
<td></td>
</tr>
</tbody>
</table>

Source of the table: Collector Office, Kolhapur.
The ordinance prescribed the format of Applications under Annexure A,B,C,D & declarations. It also explained about fee in schedule.

In 2002, Freedom of Information Act 2002, ordinance came into force at centre which made necessary to take assent of president for the state's ordinance for this reason Maharashtra Right to Information ordinance 2002 can not be enforced.

'Maharashtra Right to Information Act 2002'

On 11th August 2003, Maharashtra Right to Information Act 2002 was passed which made provisions for effectively securing and enforcing the right to information in the state of Maharashtra and ensure effective participation of the people in a democratic society.

For discharging the duties impose under section 4, the public authority is directed to appoint one or more officers as Public Information Officers.

Every public authority is required to appoint at least one Public Information Officer, but it may appoint more than one Public Information Officer depending on the requirement and size of the organization.

The primary duty of the Public Information Officer is to deal with requests for information and give reasonable assistance in seeking such information. They can take the assistance of any other officer if necessary for proper discharge of their duties and such officer is bound to render such assistance.
Process for Implementing the Maharashtra Right to Information Act 2002

Flow Chart of the Request for Information

Request

Citizen

Information in 15 working days

Public Information Officer

(48 hours – if information concerns the life or liberty)

Flow Chart of the Request for Information
(if rejected)

Request

Citizen

Decision

1st Appeal

PIO

30 days

1st Appeal

Competent Authority

30/60 days with reason

2nd Appeal

30 days

Final Decision

Lokayukta

OR

Uplekayukta

Complaint

It is observed that the administrative structure which was established at various departments were public authorities in Kolhapur City, Kagal and Radhanagari Taluka under Maharashtra Right to Information Act 2002 were as follows –
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Office (Public Authority under M.R.T.I.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Kolhapur Municipal Corporation</td>
</tr>
<tr>
<td>2)</td>
<td>Office of Labour Commissioner</td>
</tr>
<tr>
<td>3)</td>
<td>Secondary and Higher Secondary Education Council</td>
</tr>
<tr>
<td>4)</td>
<td>Quality Control Department</td>
</tr>
<tr>
<td>5)</td>
<td>Dy. Commissioner Sales Tax Office</td>
</tr>
<tr>
<td>6)</td>
<td>Public Works Department</td>
</tr>
<tr>
<td>7)</td>
<td>Irrigation Department</td>
</tr>
<tr>
<td>8)</td>
<td>Vocational Employment Guidance Office</td>
</tr>
<tr>
<td>9)</td>
<td>Regional Transport Office</td>
</tr>
<tr>
<td>10)</td>
<td>Office of Co-operative Societies</td>
</tr>
<tr>
<td>11)</td>
<td>School Education Department</td>
</tr>
<tr>
<td>12)</td>
<td>Information Office</td>
</tr>
<tr>
<td>13)</td>
<td>Office of Superintendent of Police</td>
</tr>
<tr>
<td>14)</td>
<td>Treasury Office</td>
</tr>
<tr>
<td>15)</td>
<td>Office of Director of Education</td>
</tr>
<tr>
<td>16)</td>
<td>Government Technical Institute</td>
</tr>
<tr>
<td>17)</td>
<td>Social Welfare Department</td>
</tr>
<tr>
<td>18)</td>
<td>Water Conservation Department</td>
</tr>
<tr>
<td>19)</td>
<td>M.S.E.B.</td>
</tr>
<tr>
<td>20)</td>
<td>Office of Charity Commissioner</td>
</tr>
<tr>
<td>21)</td>
<td>Shivaji University</td>
</tr>
<tr>
<td>22)</td>
<td>Government Library</td>
</tr>
</tbody>
</table>

Govt. Circular No.MRTI/186/02/5.
Source of Table - Collector Office
<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of the Office (Public Authority under M.R.T.I.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Kagal Municipal Council</td>
</tr>
<tr>
<td>2)</td>
<td>Tahasildar Office</td>
</tr>
<tr>
<td>3)</td>
<td>Office of Assit. Registrar, Co-operative Societies</td>
</tr>
<tr>
<td>4)</td>
<td>Police Station</td>
</tr>
<tr>
<td>5)</td>
<td>Land Revision and Survey Office</td>
</tr>
<tr>
<td>6)</td>
<td>Gramin Hospital</td>
</tr>
<tr>
<td>7)</td>
<td>Irrigation Department</td>
</tr>
<tr>
<td>8)</td>
<td>M.S.E.B.</td>
</tr>
<tr>
<td>9)</td>
<td>Telephone Office</td>
</tr>
<tr>
<td>10)</td>
<td>Post Office</td>
</tr>
<tr>
<td>11)</td>
<td>Office of State Transport</td>
</tr>
<tr>
<td>12)</td>
<td>R.T.O. Check Post</td>
</tr>
<tr>
<td>13)</td>
<td>Sub-Treasury Office</td>
</tr>
<tr>
<td>14)</td>
<td>Agriculture Office</td>
</tr>
<tr>
<td>15)</td>
<td>Panchayat Samiti</td>
</tr>
<tr>
<td>16)</td>
<td>Office of Weights and Measures</td>
</tr>
<tr>
<td>17)</td>
<td>Forest Department</td>
</tr>
<tr>
<td>18)</td>
<td>Public Works Department</td>
</tr>
</tbody>
</table>
Table No. 3.7

Offices – Radhanagari Taluka

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Office (Public Authority under M.R.T.I.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Tahasildar Office</td>
</tr>
<tr>
<td>2)</td>
<td>Panchayat Samiti</td>
</tr>
<tr>
<td>3)</td>
<td>Office of Assit. Registrar, Co-operative Societies</td>
</tr>
<tr>
<td>4)</td>
<td>Police Station</td>
</tr>
<tr>
<td>5)</td>
<td>Land Revision and Survey Office</td>
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<td>6)</td>
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<td>7)</td>
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</tr>
<tr>
<td>8)</td>
<td>M.S.E.B.</td>
</tr>
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<td>9)</td>
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<td>10)</td>
<td>Sub-Treasury Office</td>
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<td>11)</td>
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<td>Forest Department</td>
</tr>
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<td>13)</td>
<td>Public Works Department</td>
</tr>
<tr>
<td>14)</td>
<td>M.T.D.C.</td>
</tr>
</tbody>
</table>

Let us understand the administrative set up and function of Departments working in Kolhapur City under M.R.T.I Act.

1 - KOLHAPUR CITY

1) Kolhapur Municipal Corporation – Municipal Corporations are established to look after the local affairs of cities. The Corporation is required for providing the essential services and facilities to people living in the metropolis. It makes development plans for the city in a proper and systematic way. It attempts to protect the environment and prevent pollution.
2) **Office of Labour Commissioner** – To check over the facilities given to labourers, time and other conditions of their work, to provide facilities to the workers are the main functions of the department

3) **Secondary & Higher Secondary Education Council** – It provides machinery for the functioning of schools, junior colleges, sanctions to teaching, non-teaching staff, training, provide funds, check over the administrative functions of the school and junior college, conduct examinations, declare the results etc. are the functions of the department
4) **Quality Control Department** – Executive Engineer is the head of the department. To control and check over Lift Irrigation schemes.

To maintain the quality of the construction of the work.

Quality Control over construction wing of canal, rivers, dams etc.

To check the quality of material used for the construction work etc. are the functions of the department.

**Authority under M.R.T.I. Act**

Executive Engineer

(Appellate Authority)

Deputy Engineer

(Public Information Officer)

5) **Sales Tax Office** – To impose the tax on goods, sale of goods, checking of transactions, make enquiry etc. are the functions of the department.

**Authority under M.R.T.I. Act**

Dy. Commissioner of Sales Tax

(Appellate Authority)

Office Superintendent

(Public Information Officer)

6) **Public Works Department** – P.W.D. works in four branches – Drawing Branch, Account Branch, Clerk Branch and Project Branch, Superintendent Engineer is the head of the Department. The head of every branch is Assistant Executive Engineer. The department have four divisions –

1) PWD, Kolhapur City

2) PWD, South Wing
3) Special project

4) National Highway.

Executive Engineer is the head of each division

Functions:
- To construct roads, bridges etc.
- To maintain roads, bridges etc.
- Provide and supply accommodation in Guest / Rest House of Government.
- To give certificate for rent of the buildings.
- To check and provide valuation of the building etc.

Authority under M.R.T.I. Act
 Superintendent Engineer
 (Appellate Authority)
 Executive Engineer
 (Public Information Officer)

7) Irrigation Department – In Kolhapur Circle, Superintendent Engineer is the head of Irrigation Department, Executive Engineer is the head of irrigation division and Deputy Engineer is the head of sub-division or irrigation department.

Functions:
- To construct canals for water supply and other purpose.
- To survey area, land where the proposed work will construct.
- To sanction plans, tenders for the work etc.

Authority under M.R.T.I. Act
 Executive Engineer
 (Appellate Authority)
 Deputy Engineer
 (Public Information Officer)
8) **Vocational Employment Guidance Office** – To register names of unemployed people, to collect information and provide employment or give guidance about the self-employment to the candidates etc. are the functions of the department.

**Authority under M.R.T.I. Act**

Divisional Guidance Officer

(Appellate Authority)

Guidance Officer

(Public Information Officer)

9) **Regional Transport Office** – The department works according to the rules and regulations covered under Central Motor Vehicle Rules and Maharashtra Motor Vehicle Tax Act.

Registration of Vehicles, Licence or permit, Tax on vehicle, Transfer of Vehicle etc. are the functions of the department.

**Authority under M.R.T.I. Act**

Regional Transport Officer

(Appellate Authority)

Deputy Regional Transport Officer

(Public Information Officer)

10) **Office of Co-operative Societies** – To register co-operative societies under co-operative societies Act, to supervise over the co-operative societies, to check reports, send notices, election, audit etc. are functions of the department.
Authority under M.R.T.I. Act
Commissioner, Pune
(Appellate Authority)
Assistant Registrar
(Public Information Officer)

11) School Education Division – To provide machinery for primary and middle schools, sanction to the staff, give direction about the working, teaching and examination of the school. To make rules for implementing new techniques, supervise over institutions etc are the functions of the department.

Authority under M.R.T.I. Act
Joint Director
(Appellate Authority)
Office Superintendent
(Public Information Officer)

12) Information Office – Deputy Director, Information is the head of the department.
Functions:- Supply the information about government schemes to the public through media is the main function of the department.

Authority under M.R.T.I. Act
Deputy Director, Information
(Appellate Authority)
Office Superintendent
(Public Information Officer)
13) **Office of Superintendent of Police** – Superintendent of police is the head of the department. There are 4 police stations in Kolhapur city, Juna Rajwada, Laxmipuri, Rajarampuri & Shahupuri.

Filing of complaint, investigation of crime, criminals, procedure followed by authority according to criminal procedure code, Police Act etc. Implementation of I.P.C. etc. are the functions of the department.

**Authority under M.R.T.I. Act**

Superintendent of Police

(Appellate Authority)

Dy. Superintendent of Police (Home)

(Public Information Officer)

14) **Treasury Office** – Treasury officer is the head of Treasury Office who handles the work of 12 talukas. There are two Assistant Treasury Officers.

Functions:

1) Payment of all Government Offices.
2) Pension of all Government servants.
3) Selling of Government stamps.
4) To maintain record of all the above etc.

**Authority under M.R.T.I. Act**

Treasury Officer

(Appellate Authority)

Assistant Treasury Officer

(Public Information Officer)

15) **Office of Director of Education** – Deputy Director is the head of department. To appoint and give sanction to teaching, non-teaching staff, provide funds, check over administrative functions of the colleges etc. are the functions of the department.
Authority under M.R.T.I. Act

Deputy Director of Education

(Appellate Authority)

Assistant Secretary

(Public Information Officer)

16) **Government Technical Institute** – Admissions, teaching, conducting exams, practicals, appointment etc are the functions of the department.

Authority under M.R.T.I. Act

Principal of the Institute

(Appellate Authority)

Office Superintendent

(Public Information Officer)

17) **Social Welfare Department** – To provide facilities to the different castes of society, implementation of plans for S.C. & S.T. Make the progress of public at large etc. are the functions of the department.

Authority under M.R.T.I. Act

Special District Social Welfare Officer

(Appellate Authority)

Senior Social Welfare Officer

(Public Information Officer)

18) **Water Conservation Department** – Executive Engineer is the head of the department. Four Deputy Engineers and other staff work for the water conservation schemes.

Functions: 1) To construct lakes in villages about 0 hecter to 25 hectares capacity.

2) To survey the area and land where the proposed lake will construct.
3) To conserve water for the people at large specially at rural area.

Authority under M.R.T.I. Act

Executive Engineer
(Appellate Authority)
Deputy Engineer
(Public Information Officer)

19) Maharashtra State Electricity Board – Supply of Electricity, provide of electricity, billing, entertain the complaints etc. are the functions of the department.

Authority under M.R.T.I. Act

Executive Engineer
(Appellate Authority)
Deputy Engineer
(Public Information Officer)

20) Office of Charity Commissioner – Charity Commissioner is the head of the department. There is one Assistant Charity Commissioner.

Functions:
1) To register the charitable institutions / associations.
2) To check the documents relating to the institution.
3) To check constitution, jurisdiction and functioning of the institute.
4) To follow procedure for Registration.
5) To check Annual Reports of the Institute etc.
Authority under M.R.T.I. Act

Charity Commissioner

(Appellate Authority)

Superintendent (Law)

(Public Information Officer)

21) Shivaji University - Vice-Chancellor is the head of Shivaji University. The main function of the institution is to provide affiliation to the colleges, to conduct examinations of degree and diplomas. Monitor over the educational institutions, provide certificates, degrees to the passed students etc.

Authority under M.R.T.I. Act

Vice-Chancellor

(Appellate Authority)

Examination Section - Controller of Examination

Affiliation Section - Director, B.C.U.D.

Administration Section - Registrar

Account & Finance Section - Finance Officer

(Public Information Officer)

22) Government Library - Librarian is the head of the department. To maintain the books, publish books and distribute to the offices and public at large etc. are the main function of the department.

Authority under M.R.T.I. Act

Librarian

(Appellate Authority)

Office Superintendent

(Public Information Officer)
II - Kagal Taluka

Kagal is sensitive taluka consisting total 86 villages. Total population of Kagal is about forty thousand. It is 15 km. away from Kolhapur City. It consisted of 5 revenue mandals. There are total 18 offices in Kagal.

Let us understand the administrative set up and function of Departments working in Kagal Taluka.

1) Kagal Municipal Council – Municipalities are set up in cities declared as smaller urban areas by the government. A municipality can be set up in a town with a population of more than 25 thousand. Municipalities are classified as 'a', 'b', 'c' on the basis of population. A municipality is also known as Municipal Council.

The Chief Officer is the head of the administrative staff of the Municipality. He supervises and controls all the administrative affairs of the municipality.

It is the main concern of the municipality to supply drinking water, establish hospitals, cleaning and maintenance of roads, arranges for street lighting. It provides drainage facilities, maintain public sanitation and health, take care of old and unsafe buildings, builds market places. It provides for the educational facilities. It runs public libraries. It develops public parks and gardens etc. are the functions of the department.
Authority under M.R.T.I. Act

Municipal Commissioner (Pune)

(Appellate Authority)

Chief Officer

(Public Information Officer)

2) Tahsildar Office – Tahasildar is the head of the tahasil. Revenue matters, employment guarantee schemes, handling chapter cases, election, 7/12 extract, land, rationing, caste certificate, payment etc. are the main functions of the department.

Authority under M.R.T.I. Act

Tahsildar

(Appellate Authority)

Nayab Tahsildar

(Public Information Officer)

3) Office of Asst. Registrar, Co-op. societies – To register Co-operative societies under co-operative societies Act is the main function of the department there are total 710 societies in Kagal.

Authority under M.R.T.I. Act

Registrar (Division Office)

(Appellate Authority)

Asst. Co-operative Officer

(Public Information Officer)

4) Police Station – To maintain Law and order the department came into existence. It protect and give help to the society, search, to maintain station diary, entertain complaints and solve the disputes etc. are the
main functions of the department. In Kagal, 20 police, 10 Hawaldar and 1 lady police is the staff.

**Authority under M.R.T.I. Act**

Superintendent of Police  
(Appellate Authority)

Assistant Police Inspector  
(Public Information Officer)

All applications filed at Kolhapur division.

5) **Land Revision & Survey Office** – Maintenance of land, survey, maps, maintain record, protection to documents etc. are the functions of the department.

**Authority under M.R.T.I. Act**

City Survey Officer (Kolhapur Division)  
(Appellate Authority)

Surveyor Inspector  
(Public Information Officer)

6) **Gramin Hospital** – Treatment to the patient and protection of health of people are the functions of the department. There is medical officer (Class-I)

**Authority under M.R.T.I. Act**

Medical Officer  
(Appellate Authority)

Office Superintendent  
(Public Information Officer)

7) **Irrigation Department** – To construct canals is the function of the department. Deputy Engineer is the head of the department.
8) M.S.E.B. – To supply electricity is the function of the department. New connection, Line Billing, Transform maintenance etc. are the other functions of department. There are total 8 section offices. Deputy Engineer is the Head of the department.

Authority under M.R.T.I. Act

Executive Engineer

(Appellate Authority )

Deputy Engineer

(Public Information Officer)

9) Telephone Office – The Information Officer is not appointed under this Act. The department has its own system i.e. information centre of the department. The information is supplied to the citizens through this centre. Executive Engineer is the head of the department.

Authority under M.R.T.I. Act

Assistant Engineer (Divisional Office)

(Appellate Authority )

Deputy Engineer

(Public Information Officer)

10) Post Office – The department has not appointed Public Information Officer. Head Post Master is the head of the department.

11) Office of State Transport – Depot Manager is the Head of the department. Traffic, workshop and administration are the functions
of the department. The department has not mentioned Public Information Officer under MRTI Act.

12) **R.T.O check Post** - Checking of vehicles is the main function of the department. The department has not appointed Public Information Officer under MRTI Act.

13) **Sub-Treasury Office** – Deputy Treasury Officer is the head of the department. Payment, Pension, to maintain records are the functions of the department.

   **Authority under M.R.T.I. Act**
   
   Treasury Officer
   
   *(Appellate Authority)*
   
   Deputy Treasury Officer
   
   *(Public Information Officer)*

14) **Agriculture Office** – The information about the schemes, agricultural product etc. is available in this department.

   **Authority under M.R.T.I. Act**
   
   Agriculture Officer
   
   *(Appellate Authority)*
   
   Head Clerk
   
   *(Public Information Officer)*

15) **Panchayat Samitti** – Block Development Officer works as the administrator of this department. There are various departments – 1) General administration 2) Finance 3) Public works 4) Agriculture 5) Health 6) Education 7) Social Welfare.
It plans development schemes according to needs of people.
It provides facilities for public health and education.
It looks after the repairing of roads.
It carries out the plans of social welfare etc. are the functions of the Panchayat Samiti.

Authority under M.R.T.I. Act
Block Development Officer
(Appellate Authority)
Head of every department
(Public Information Officer)

16) Office of Weights and Measures – The department supervises over the system. There may be use of false weights and measures by the seller then the complaint regarding the matter entertained by this department.

Authority under M.R.T.I. Act
Senior Officer
(Appellate Authority)
Head Clerk
(Public Information Officer)

17) Forest Department – Plantation, protection and preservation of forest is the main function of the department.

Authority under M.R.T.I. Act
Forest Officer
(Appellate Authority)
Office Superintendent
(Public Information Officer)
18) **Public Works Department** – Construction of roads, bridges etc. To maintain roads and bridges, to give certificate for rent of buildings etc. are the functions of the department. Deputy Engineer is the head of the office.

**Authority under M.R.T.I. Act**

Executive Engineer  
(Appellate Authority)

Deputy Engineer  
(Public Information Officer)

**III - Radhanagari Taluka**

Radhanagari is the rural area consisting 121 villages. It is 42 km. away from Kolhapur city. The administrative place of Radhangari is far away from villages thus there are difficulties for citizens to communicate with the public officials. There are total 14 offices in which Maharashtra Right to Information Act 2002 was implemented. The authorities of 13 offices mentioned in Table 3.7 are same as that of Kagal Taluka. Only M.T.D.C. was the office which is not located in Kagal. Thus I will explain here only the administrative set up of M.T.D.C.

**M.T.D.C.** – Tourism is the need of the society. Tourists visits Radhanagari because of dams, Abhayaranya etc. The atmosphere of Radhanagari is also good. Thus to control and supervise the system and provide facilities to the tourists the department is established at Radhanagari.

**Authority under M.R.T.I. Act**

Secretary, Tourists Department  
(Appellate Authority)

Office Superintendent  
(Public Information Officer)
The administrative process governing the Act is available in every department under Maharashtra Right to Information Act 2002.

**Right to Information Act 2005**

At present in all departments mentioned above Right to Information Act 2005 is applicable.

The Parliament of India passed the Right to Information Act in May 2005. This Act received Presidential assent in June 2005 and came into full force from 12 October 2005.

The R.T.I. Act 2005 covers all central, State and local governments bodies and in addition to the executive, it also applies to the judiciary and legislature. It covers all bodies owned, controlled or substantially financed, either directly or indirectly by the government and non-governmental organizations and other private bodies substantially funded, directly or indirectly by the government.

The Act envisages the setting up of independent Information Commissions one at Centre and one at each state.

The Act provides for levels of appeals against the Public Information Officer. The first appeal to an officer senior to the PIO and the second appeal to the central or state information commissioner.

**Table No. 3.8**

**Machinery under R.T.I. Act 2005**

State Information Commissioner

(2nd Appeal)

Head of the department

(1st Appeal)

State Public Information Officer

Assistant Public Information Officer

(Application)

Citizen

(Applicant)
Due to R.T.I. Act 2005, there is considerable change in the government offices in Kolhapur city. P.I.O. and A.P.I.O.s are appointed in every division. But Kagal and Radhanagari talukas carried out the same structure available under M.R.T.I. Act 2002.
The few administrative mechanism available in Kolhapur city under R.T.I. Act 2005 are as follows:

**Table No.3.9**

**Kolhapur Municipal Corporation**

<table>
<thead>
<tr>
<th>Department</th>
<th>P.I.O</th>
<th>A.P.I.O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment</td>
<td>Deputy Municipal Commissioner</td>
<td>Assistant Deputy Municipal Commissioner</td>
</tr>
<tr>
<td>Water Supply</td>
<td>Water Supply Officer</td>
<td>City Engineer</td>
</tr>
<tr>
<td>Fire brigade and other</td>
<td>City Engineer (Electricity)</td>
<td>City Engineer</td>
</tr>
<tr>
<td>Waste Management</td>
<td>City Engineer</td>
<td>Assistant Engineer</td>
</tr>
<tr>
<td>Development Department</td>
<td>Development Engineer</td>
<td>Project Officer</td>
</tr>
<tr>
<td>Education</td>
<td>Education Officer</td>
<td>Asst Educational Officer</td>
</tr>
<tr>
<td>Tax &amp; other</td>
<td>Deputy Municipal Commissioner</td>
<td>Zonal Officer</td>
</tr>
<tr>
<td>Construction</td>
<td>City Engineer</td>
<td>Assistant Engineer</td>
</tr>
<tr>
<td>Health</td>
<td>Health Officer</td>
<td>Assistant Health Officer</td>
</tr>
<tr>
<td>Transport</td>
<td>Depot Controller</td>
<td>Assistant Depot Controller</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Department/Responsibilities</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>Dr. D.T. Shirke</td>
<td>I/c Registrar</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Shri. G.S. Kulkarni)</td>
<td>- Engineering (Civil &amp; Electrical) &amp; Garden</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Shri. C.S. Kotmire)</td>
<td>- Meeting/Establishment/Cyclostyle</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Dr. V. N. Shinde)</td>
<td>- (B. O. S, Eligibility, Grievance Committee)</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Shri. B. M. Hirdekar)</td>
<td>- (M.B.A. Admission, Health Centre, University Press &amp; Deptt. of Sports)</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Capt. N. P. Sonaje)</td>
<td>- (Guest House/Security/Vehicle/Inward &amp; Outward/Telephone, PG Academic/PG Seminar/PG Admission)</td>
</tr>
<tr>
<td>Director (Asstt. Information Officer)</td>
<td>Dr. B. B. Vibhute</td>
<td>- Adult &amp; Continuing Education</td>
</tr>
<tr>
<td>Director (Co-Ordinator - DSW/NSS)</td>
<td>Shri. C. P. Kotmire</td>
<td>- (Affiliation/P.G. Affiliation/BCUD/Academic Audit)</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Dr. V. N. Shinde)</td>
<td>- (Pre-Exam-Appointment Unit, Strong-room, Statement of Marks Unit, Lapses, Convocation Unit, External Section &amp; on Exam]</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Shri. A. D. Patil)</td>
<td>- (Statistics)</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
<td>(Capt. N. P. Sonaje)</td>
<td>- (Shivaji University Merit, Scholarship)</td>
</tr>
<tr>
<td>Chief Accountant (Asstt. Information Officer)</td>
<td>(Shri. S. S. Chavan)</td>
<td>- (Internal Audit/T. A. D. A. Bills/Cash Book)</td>
</tr>
<tr>
<td>Dy. Registrar (Asstt. Information Officer)</td>
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<td>- (Examination Bills/Pay Bills/P. F./Budget/Gen.Works Bills/PG Bills/Budget/Stock Verification/Publication)</td>
</tr>
<tr>
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</tbody>
</table>

**Table 3.10**

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Prof. DR. M. M. SALUNKHE, HON. VICE-CHANCELLOR**

**APPENDATE OFFICER**
References:

Administrative process mentioned in this chapter is based on the survey conducted in the area.

Source - Collector Office, Kolhapur
Source - Tahsildar Office, Kagal
Source - Tahsildar Office, Radhanagari

Flow chart from Right to Information –

A vaccine against corruption \textsuperscript{[1]} Shrinivas Madhav
Workshop on Right to Information.

Discussion with Public Information Officers.