

## **Manual. 1**

### **Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]**

#### **1. Aims and objectives of the public authority.**

*RTI Objective.doc*

#### **2. Mission / Vision Statement of the public authority.**

#### **3. Brief history and background of establishment of the public authority.**

*Background: Goa Institute of Rural Development & Administration is functioning at Ela Farm, Old Goa since December 1999. Goa Institute of Rural Development & Administration was established by converting existing ETC into S.I.R.D. and has been functioning at the site of old E.T.C. It functioned from February 1999 to December 1999 as a government department and was made into autonomous institute from December 1999 on lines of similar institutes in other states (as per the pattern of Govt. of India). GIRDA was further dissolved and a new Institute known as Goa Institute of Public Administration & Rural Development was formed on 1<sup>st</sup> January 2014, as an autonomous body registered under the Society's Act of 1860. GIPARD also functions as the Administrative Training Institute for the State of Goa. It is located in Ela Farm, Old Goa, which is 10 Kms. Away from Panaji.*

## **5. Main activities/functions of the public authority.**

*RTI Functions.doc RTI Work & Activities.doc*

### **6. List of services being provided by the public authority with a brief write up on them.**

- a. *Training – Elected Representatives, Govt. Officers and RD functionaries and NGOs. The Institute conducts several training programmes for Elected Representatives of Panchayat Raj Institutions in the areas of ‘Capacity Building, Goa Panchayat Raj Act’, ‘Budgeting and Accounts for PRIs’, ‘Various Welfare Schemes and Programmes’, etc. Besides the Institute also conducts programmes for Govt. Officers and RD functionaries in the areas of ‘Attitude and Behaviour’, ‘RTI’, ‘Gender Sensitization’, ‘Stress Management’, Information Technology’, etc. The Institute also conducts collaborative programmes with National Institute of Rural Development and also conducts sponsored programmes of the Department of Personnel & Training, Govt. of India.*
- b. *Research – The Institute has conducted four research studies on ‘Panchayat Finances in Goa’, ‘Functioning of Gram Sabhas in Goa’, ‘Empowerment of Women: Appraisal of SHGs under SGSY’ and ‘The Right to Information Act in Goa.*

### **7. Citizens interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

*Being training Institute Goa Institute of Public Administration & Rural Development has limited interaction with the public. However the suggestions received from participants are taken into consideration while preparing a programmes.*

### **8. Postal address of the main office, attached / subordinate office / field units etc.**

*Ela Farm, Old Goa, Goa, 403402.*

*Ph: (0832) 2285985/2285755*

*Fax: (0832) 2285985*

### **9. Working hours both for office and public.**

*9.30 a.m. to 5.45 p.m.*

### **10. Grievance redressal mechanism.**

**Manual. 2**

**Powers and Duties of Officers and Employees  
[Section 4(1) (b) (ii)]**

**Please provide details of the powers and duties of officers and employees of the organization**

<i>Sr. No.</i>	<i>Designation</i>	<i>Powers</i>			<i>Duties</i>
		<i>Administrative</i>	<i>Financial</i>	<i>Others</i>	
1.	<b>Director-General</b>	<p>a. Appointing and disciplinary authority for Group 'C' &amp; 'D' employees and submit proposals for appointment of Group 'A' and 'B' posts to the EC</p> <p>b. Recommend research projects to EC</p> <p>c. Approve organization of various seminars and workshops</p> <p>d. Issue of notice of meetings of the Board, EC and Sub Committees.</p> <p>e. Maintenance of the records of the meetings and their circulation to the members.</p> <p>f. Maintenance of the Register of the Roll of the members of the Society</p> <p>g. Day to day supervision of administrative and financial matters of the Institute.</p> <p>h. Performance of such other duties as may be authorized by the Chairman of the EC and the Director.</p>	<p>1. Power to incur expenditure within the sanctioned budget as delegated by The EC.</p>		<p>As the academic head of the Institute he shall be responsible for the proper administration and conduct of the academic affairs of the Institute</p>
2.	<i>Asst. Director</i>	<p>a. Day to day administrative work for smooth functioning of the Institute.</p> <p>b. Prepare and send proposals for seeking of Recurring and Non Recurring Grants for the</p>	<p>Signing of cheques alongwith DG</p>		<p>Same as powers</p>

		<p><i>Institute from Govt. of India.</i></p> <p><i>c. Prepare Annual Status Report of the Institute for sending to NIRD and Govt. of India.</i></p> <p><i>d. Planning and organizing training programmes at Institute level as well as village level</i></p> <p><i>e. Preparing different training schemes for sending to Govt. of India for the purpose of obtaining Central financial support.</i></p> <p><i>f. Maintaining all files and registers related to administrative, accounts and training work.</i></p> <p><i>g. Signing of cheques alongwith DG for all types of expenditure.</i></p> <p><i>h. Sending proposals to NIRD for off campus programmes and DoPT, Govt. of India for Administrative Training programmes to be conducted in GIRDA.</i></p>			
3.	<i>Core Faculty – Public Administration</i>				<ul style="list-style-type: none"> <li>- <i>Prepare proposals for training programmes, workshops and research activities.</i></li> <li>- <i>Design and conduct training programmes, workshops and seminars.</i></li> <li>- <i>Deliver sessions during training programmes</i></li> <li>- <i>Present and publish papers</i></li> <li>- <i>Attend training programmes/ workshops/ meetings outside the State.</i></li> </ul>
4.	<i>Core Faculty – Women’s Development</i>				<ul style="list-style-type: none"> <li>- <i>Prepare proposals for training programmes, workshops and research activities.</i></li> </ul>

					<ul style="list-style-type: none"> <li>- Design and conduct training programmes, workshops and seminars.</li> <li>- Deliver sessions during training programmes</li> <li>- Present and publish papers</li> <li>- Attend training programmes / workshops / meetings outside the State.</li> </ul>
5.	<i>Core Faculty – Decentralized Planning, Monitoring &amp; Evaluation</i>				<ul style="list-style-type: none"> <li>- Prepare proposals for training programmes, workshops and research activities.</li> <li>- Design and conduct training programmes, workshops and seminars.</li> <li>- Deliver sessions during training programmes</li> <li>- Present and publish papers</li> <li>- Attend training programmes/ workshops/ meetings outside the State.</li> </ul>
6.	<i>Core Faculty – Information Technology</i>				<ul style="list-style-type: none"> <li>- Prepare proposals for training programmes, workshops and research activities.</li> <li>- Design and conduct training programmes, workshops and seminars.</li> <li>- Deliver sessions during training programmes</li> <li>- Present and publish papers</li> <li>- Attend training</li> </ul>

					<i>programmes/ workshops/ meetings outside the State.</i>
7.	<i>Accountant</i>				<i>Filing TDS, preparing proposals for recurring / non recurring grants, putting up files for payments, Audit matters, tax, etc.</i>
8.	<i>Accounts Clerk cum UDC</i>				<i>Writing/ maintaining cash book, ledger, working out trial balance, bank reconciliation, service matters.</i>
9.	<i>Steno</i>				<i>Taking dictation and Typing, work related to training programmes.</i>
10.	<i>Library Assistant</i>				<i>Library work, Inward.</i>
11.	<i>LDC 1</i>				<i>Typing of training related material/ letters/ schedules etc</i>
12.	<i>LDC 2 (ATI)</i>				<i>Maintaining Dead Stock Register, Consumable Register, postage register, outward register, booking accommodation, website related work, etc.</i>
13.	<i>LDC 3</i>				<i>Put up demands of stationery and distribution of stationery, typing related to training programmes, etc.</i>
14.	<i>Peon</i>				<i>Xerox, binding reading material sets for training programmes, outdoor errands</i>

15.	<i>Sweeper</i>				<i>Dusting &amp; Cleaning premises</i>
16.	<i>Field Worker</i>				<i>Gardening</i>

### Manual. 3

#### Procedure followed in Decision Making Process

*The requirements are put forth by Asst. Director to the Director General and approval is obtained on matters involving expenditure.*

*Major decisions are taken in the meeting of Executive Committee /Board of Governors as per rules of GIRDA*

[Section 4(1) (b) (iii)]

**The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.**

*Same as mentioned above.*

### Manual. 4

#### Norms set by it for the discharge of its functions

[Section 4(1) (b) (iv)]

**Please provide details of the Norms/Standards set by the department for execution of various activities / programmes.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time frame/norm for its completion/disposal</b>	<b>Remarks</b>
1.	Training Programmes	<i>Training programmes are organized/ conducted as per the approved (by Executive Committee) training calendar.</i>  <i>The concerned Course Director announces the programme atleast a month in advance and nominations are invited from various departments.</i>	<i>Period and dates of training programmes are fixed in advance for the whole year while preparing the calendar.</i>  <i>At the end of each programme evaluation of the said programme is done.</i>



**Manual. 5**

**Rules, regulations, instructions, manuals and records for discharging functions.**

**[Section 4(1) (b) (v)]**

**Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:-**

<b>Sr. No.</b>	<b>Name of the act, rules, regulations, etc.</b>	<b>Brief gist of the contents</b>	<b>Reference No. if any</b>	<b>Price in case of priced publications</b>
1.	<i>Order – Genl:/1-1/GIRDA in the Official Gazette dtd. 25<sup>th</sup> Nov.1999 (Series I No. 35)</i>	<i>The Notification includes the Constitution of the Institute, Staffing Pattern, Finances, Training Facilities, Objectives, Rules pertaining to the constitution and functioning of the Governing Board and Executive Committee, Powers and function of the Director and Member Secretary</i>	<i>Order – Genl:/1-1/GIRDA in the Official Gazette 25<sup>th</sup> Nov.1999 (Series I No. 35)</i>	<i>NIL</i>
2.	<i>Order – Amend/Rules/GIRDA/2002-03 in the Official Gazette dtd. 26<sup>th</sup> June 2003 Series I No. 13</i>	<i>Amendment to rules pertaining to the designation of Member Secretary</i>	<i>Amend/Rules/GIRDA/2002-03 in the Official Gazette dtd. 26<sup>th</sup> June 2003 Series I No. 13</i>	<i>NIL</i>
3.	<i>Notification – Amend/Rules/GIRDA/2006-07 in the Official Gazette dtd. 9<sup>th</sup> November 2006 Series I No. 32</i>	<i>Amendment to Rules pertaining to the composition of BOG &amp; EC</i>	<i>Notification – Amend/Rules/GIRDA/2006-07 in the Official Gazette dtd. 9<sup>th</sup> November 2006 Series I No. 32</i>	<i>NIL</i>
4.	<i>Notification 10/01/2014/-Per (PART)</i>	<i>Constitution of Goa Institute of Public Administration and Rural Development</i>	<i>Notification 10/01/2014/-Per (PART) Series I No. 15 10<sup>th</sup> July 2014</i>	

## Manual. 6

### A statement of the categories of documents that are held by it or under its control [Section 4(1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below)

<i>Sr. No.</i>	<i>Nature of record</i>	<i>Details of information available</i>	<i>Unit/Section where available</i>	<i>Retention period, where available</i>
1.	<i>Files</i>	<i>Details of Training Programmes including expenditure sanctions Purchase files Personal Files Accounts Files Administration Files Appointment of staff files</i>	<i>GIPARD</i>	<i>As per Government Guidelines</i>
2.	<i>Cash book Ledger Dead stock register Consumable register Postage stamp register</i>	<i>Expenditure details Purchase details Postage purchased/used</i>	<i>GIPARD</i>	<i>As per Government guidelines</i>
3.	<i>Annual Report</i>	<i>Details of activities of the Institute</i>	<i>GIPARD</i>	<i>As per Government guidelines</i>

**Manual. 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

**[Section 4(1) (b) (vii)]**

**Details of the consultative committee and other bodies with which consultations are held**

<b><i>Sr. No.</i></b>	<b><i>Name and address of the consultative Committee / bodies</i></b>	<b><i>Constitution of the committee / body</i></b>	<b><i>Role and responsibility</i></b>	<b><i>Frequency of meetings</i></b>
<i>1.</i>	<i>Board of Governors</i>	<i>RTI Constitution.doc</i>		<i>Twice a year</i>
<i>2.</i>	<i>Executive Committee</i>			<i>Once in three months</i>

**Other procedure adapted for formal or informal consultations with the public may also be indicated such as**

**Other details whether the meetings are open to public etc may be indicated : *Yes***

**Manual. 8**

**A statement of boards, council, committees and other bodies constituted**

**[Section 4(1) (b) (viii)]**

**This can be prepared in the following format:-**

<i>Sr. No.</i>	<i>Name and address of the body</i>	<i>Main functions of the body</i>	<i>Constitution of the body</i>	<i>Date of constitution</i>	<i>Date upto which valid</i>	<i>Whether meetings open to public</i>	<i>Whether minutes accessible to public</i>	<i>Frequency of meetings</i>	<i>Remarks</i>
1.	<i>Board of Governors</i>	RTI <a href="#">Constitution</a>		<i>1.01.2014</i>	<i>5 years</i>	<i>Yes</i>	<i>Yes</i>	<i>Twice in a year</i>	
2.	<i>Executive Committee</i>							<i>Once in three months</i>	

**Manual. 9****Directory of Officers and Employee  
[Section 4(1) (b) (ix)]**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office Tel. No.</b>	<b>E-mail Address</b>
1.	<i>Shri. P. Mathew Samuel, IAS</i>	<i>Director-General</i>	2285985/ 2285755	
2.	<i>Ms. Seema Fernandes</i>	<i>Assistant Director</i>	2285985/ 2284004/ 2285755	<a href="mailto:ad-gipard@gov.in">ad-gipard@gov.in</a> <a href="mailto:sferns16@rediffmail.com">sferns16@rediffmail.com</a>
3.	<i>Ms. Ashwini A. Acharya</i>	<i>Core Faculty in Decentralized Planning, Monitoring &amp; Evaluation</i>	2285985/ 2285755	<i>ashwini.padiyar80@rediffmail.com</i>
4.	<i>Ms. Sarita Patil</i>	<i>Core Faculty in Rural Development</i>	2285985/ 2285755	<i>saritap14@gmail.com</i>
5.	<i>Ms. Arlette M.H. Mascarenhas</i>	<i>Core Faculty in Women's Development</i>	2285985/ 2285755	<i>r_letmas@yahoo.com</i>
6.	<i>Ms. Siddhi V. Naik</i>	<i>Core faculty in Public Administration</i>	2285985/ 2285755	<i>Siddhi338@rediffmail.com</i>
7.	<i>Ms. Swati M. Borkar</i>	<i>Accountant</i>	2285985/ 2285755	<i>mangalnaik@rediffmail.com</i>
8.	<i>Ms. Neeta B. Talkatkar</i>	<i>Jr. Steno</i>	2285985/ 2285755	<i>neeta8@rediffmail.com</i>
9.	<i>Shri. Suraj K. Gaonkar</i>	<i>Upper Division Clerk /Accts. Clerk</i>	2285985/ 2285755	<i>surajkgaonkar@gmail.com</i>
10.	<i>Ms. Rupali V. Bhanage</i>	<i>Library Assistant</i>	2285985/ 2285755	<i>narvekar_rupali@rediffmail.com</i>
11.	<i>Shri Jeronimo M. Raposo</i>	<i>Lower Division Clerk</i>	2285985/ 2285755	<a href="mailto:jerry.raposo@rediffmail.com">jerry.raposo@rediffmail.com</a>
12.	<i>Ms. Khushi K. Madkaikar</i>	<i>Lower Division Clerk</i>	2285985/ 2285755	<i>khushimadkaikat@rediffmail.com</i>
13.	<i>Ms. Asmeeta C. Naik</i>	<i>Lower Division Clerk</i>	2285985/ 2285755	<i>apilarnekar@gmail.com</i>

14.	<i>Shri. Santosh D. Adkonkar</i>	<i>Peon</i>	2285985/ 2285755	<i>Santosh.Adkonkar@rediffmail.com</i>
15.	<i>Ms. Seema S. Haramagatti</i>	<i>Sweeper</i>	2285985/ 2285755	-
16.	<i>Ms. Sangeeta S. Kunkalkar</i>	<i>Field Worker</i>	2285985/ 2285755	-

**Manual. 10**

**The monthly remuneration received by each of its officers and employees, including the System of Compensation as provided in Regulations  
[Section 4(1) (b) (x)]**

**Details of the consultative committee and other bodies with which consultations are held**

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Pay scale</i>	<i>Monthly remuneration</i>
1.	<i>Shri. P. Mathew Samuel, IAS</i>	<i>Director-General</i>		<i>Honorarium 2500/-</i>
2.	<i>Ms. Seema Fernandes</i>	<i>Assistant Director</i>	<i>15600-39100+GP 5400</i>	<i>60244</i>
3.	<i>Ms. Ashwini A. Acharya</i>	<i>Core Faculty in Decentralized Planning, Monitoring &amp; Evaluation</i>	<i>15600-39100+GP 5400</i>	<i>58587</i>
4.	<i>Ms. Sarita Patil</i>	<i>Core Faculty in Rural Development</i>	<i>15600-39100+GP 5400</i>	<i>58587</i>
5.	<i>Ms. Arlette M.H. Mascarenhas</i>	<i>Core Faculty in Women's Development</i>	<i>15600-39100+GP 5400</i>	<i>58587</i>
6.	<i>Ms. Siddhi V. Naik</i>	<i>Core faculty in Public Administration</i>	<i>15600-39100+GP 5400</i>	<i>52412</i>
7.	<i>Ms. Swati M. Borkar</i>	<i>Accountant</i>	<i>9300-34800+GP 4200</i>	<i>37227</i>
8.	<i>Ms. Neeta B. Talkatkar</i>	<i>Jr. Steno</i>	<i>5200-20200+GP 2400</i>	<i>27784</i>
9.	<i>Shri. Suraj K. Gaonkar</i>	<i>Upper Division Clerk /Accts. Clerk</i>	<i>5200-20200+GP 2400</i>	<i>27784</i>
10.	<i>Ms. Rupali V. Bhanage</i>	<i>Library Assistant</i>	<i>5200-20200+GP 2400</i>	<i>26263</i>
11.	<i>Shri Jeronimo M. Raposo</i>	<i>Lower Division Clerk</i>	<i>5200-20200+GP 1900</i>	<i>21235</i>
12.	<i>Ms. Khushi K. Madkaikar</i>	<i>Lower Division Clerk</i>	<i>5200-20200+GP 1900</i>	<i>21235</i>
13.	<i>Ms. Asmeeta C. Naik</i>	<i>Lower Division Clerk</i>	<i>5200-20200+GP 1900</i>	<i>21235</i>
14.	<i>Shri. Santosh D. Adkonkar</i>	<i>Peon</i>	<i>5200-20200+GP 1800</i>	<i>19283</i>
15.	<i>Ms. Seema S. Haramagatti</i>	<i>Sweeper</i>	<i>5200-20200+GP 1800</i>	<i>19283</i>
16.	<i>Ms. Sangeeta S. Kunkalkar</i>	<i>Field Worker</i>	<i>5200-20200+GP 1800</i>	<i>19283</i>

## Manual. 11

### The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

[Section 4(1) (b) (xi)]

#### Non-Plan Budget

<i>Major Head</i>	<i>Activities to be performed</i>	<i>Sanctioned Budget</i>	<i>Budget Estimate</i>	<i>Revised Estimate</i>	<i>Expenditure for the last year</i>
3451 Secretariat Economic Services 800 – Other Expenditure 03 – Grants to GIRDA 74 – Grants in Aid	Training programmes, salaries of staff, day to day office expenses, purchase of teaching/ training aids, library books, furniture, etc Maintenance/repairs of building .				

*GIPARD also receives grants from the following:*

Ministry of Rural Development, GoI  
Ministry of Panchayati Raj, GoI  
Department of Personnel & Training, Govt. of India.

#### Plan Budget

<i>Name of the Plan scheme</i>	<i>Activities to be undertaken</i>	<i>Date of commencement</i>	<i>Expected date of completion</i>	<i>Amount sanctioned</i>	<i>Amount disbursed / spent</i>
<i>NIL</i>					



**Manual. 12**

[Section 4(1) (b) (xii)]

**List of institutions given subsidy**

<b>Sr. No.</b>	<b>Name &amp; address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
1.	<i>Not Applicable</i>					

**List of individuals given subsidy**

<b>Sr. No.</b>	<b>Name &amp; address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
1.	<i>Not Applicable</i>				

**Manual. 13**

**Particulars of Recipients of Concessions, permits or authorization granted by it**

[Section 4(1) (b) (xiii)]

<b>Sr. No.</b>	<b>Name &amp; address of the institution</b>	<b>Nature of concession/permit/ authorization provided for which subsidy provided</b>	<b>Purpose for which granted</b>	<b>Scheme and criterion for selection</b>	<b>No. of similar concession given in past with purpose</b>
<i>Not Applicable</i>					

**Manual. 14**

**Particulars of Recipients of Concessions, permits or authorization granted by it**

[Section 4(1) (b) (xiv)]

**Information available in an electronic form**

**15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.**

<b>Sr. No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available or is being used as back end data base</b>
1.	<i>Not Applicable</i>			

**Manual. 15**

**Particulars of the facilities available to citizens for obtaining information**

[Section 4(1) (b) (xv)]

**Facilities available for obtaining information**

<b>Sr. No.</b>	<b>Facility available</b>	<b>Nature of information</b>	<b>Working hours</b>
1.	<i>Notice Board</i>	<i>Activities and Programmes</i>	<i>9.30 a.m. to 5.45 p.m.</i>
2.	<i>Information on the website</i>	<i>About the Institute</i>	
3.	<i>Annual Report</i>	<i>All the activities/programmes done for that financial year alongwith audit reports</i>	<i>Not Applicable</i>
4.	<i>Library</i>	<i>Reference books and Journals, Magazines, etc</i>	<i>9.30 a.m. to 5.45 p.m.</i>

**Manual. 16**

**Name & designation and other particulars of Public Information Officers**

[Section 4(1) (b) (xvi)]

<i>Sr. No.</i>	<i>Designation of the officer designated as PIO</i>	<i>Postal address</i>	<i>Telephone No.</i>	<i>E-mail address</i>	<i>Demarcation of area / activities, if more than one PIO is there</i>
1.	<i>Asst. Director</i>	<i>GIPARD , Ela Farm, Old Goa, Goa.</i>	<i>2285985 / 2285755 / 2284004</i>	<i>ad-gipard@gov.in <a href="mailto:sferns16@rediffmail.com">sferns16@rediffmail.com</a> gird.goa@nic.in</i>	-

**List of Assistant Public Information officers**

<i>Sr. No.</i>	<i>Designation of the officer designated as APIO</i>	<i>Postal address</i>	<i>Telephone No.</i>	<i>E-mail address</i>	<i>Demarcation of area / activities, if more than one APIO is there</i>
<i>NIL</i>					

**First Appellate Authority within the department**

<i>Sr. No.</i>	<i>Designation of the officer designated as First Appellate Authority</i>	<i>Postal address</i>	<i>Telephone No.</i>	<i>E-mail address</i>
1.	Director General	<i>GIPARD, Ela Farm, Old Goa, Goa.</i>	<i>(0832) 2285985 /2285755</i>	<i>gird.goa@nic.in</i>

**Manual. 17**

[Section 4(1) (b) (xvii)]

**Other information as may be prescribed**

**All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.**