



Government of Ghana

Right to Information Manual Template

Ada East District Assembly (AEDA)

2023

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the Ada East District Assembly (AEDA) and provide the types of information and classes of information available at AEDA, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Ada East District Assembly (AEDA)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

To be among the leading institution in ensuring a satisfactory service delivery to encourage investor friendliness within the people in the district and beyond

MISSION

The Ada East District Assembly exist to facilitate the improvement of life of the people in the Assembly's area of jurisdiction through equitable provision of services for total development of the district within the context of Good Governance.

Directorates and Departments under Ada East District Assembly (AEDA)

1. Central Administration
2. Education
3. Health
4. Finance
5. Works
6. Social Welfare and Community Development
7. Agriculture
8. Physical Planning
9. Forestry and Natural Resource
10. National Disaster Management Organization
11. Statistics
12. Trade and Industry (Business Resource Centre)
13. Human Resource
14. Birth and Death

Responsibilities of the Institution:

The functions of the Assembly as given by the Local Governance Act 936,2016 section 12 are as follows:

- be responsible for the overall development of the district;

- formulate and execute plans, programmes and strategies for the effective mobilisation of the resources necessary for the overall development of the district;
- promote and support productive activity and social development in the district and remove any obstacles to initiative and development;
- sponsor the education of students from the district to fill particular manpower needs of the district, especially in the social sectors of education and health, making sure that the sponsorship is fairly and equitably balanced between male and female students;
- initiate programmes for the development of basic infrastructure and provide municipal works and services in the district;
- be responsible for the development, improvement and management of human settlements and the environment in the district;
- in co-operation with the appropriate national and local security agencies, be responsible for the maintenance of security and public safety in the district;
- ensure ready access to courts in the district for the promotion of justice;
- act to preserve and promote the cultural heritage within the district;
- initiate, sponsor or carry out studies that may be necessary for the discharge of any of the duties conferred by this Act or any other enactment.

2.1 Description of Activities of each Directorate and Department

Directorate/ Department	Responsibilities/Activities
Central Administration	<ul style="list-style-type: none"> • Responsible for the provision of support services, effective and efficient general administration and organization of the District Assembly • The Department coordinates the general administrative functions, development planning and management functions, budgeting functions and rating functions, human resource planning and labour development of the District Assembly

<p>Education</p>	<p>Responsible for pre-school, special school, basic education, development or organization and library services at the district level. The Department</p> <ul style="list-style-type: none"> • Encourages, reports on the implementation of policies and matters relating to basic education following reporting format provided by the Minister • Advises on the appointment of Head teachers • Facilitates the appointment, disciplining, posting and transfer of teachers in pre-schools, basic schools and special schools in the district. • Facilitates the supervision of pre-school, primary and junior high schools in the district. • Advises the District Assembly on matters relating to preschool, primary, junior high schools in the district and other matters that may be referred to it by the District Assembly • Advises on the construction, maintenance and management of public schools and libraries in the District. • Advises on the approval of the opening of private pre-schools, primary and junior high schools.
<p>Health</p>	<ul style="list-style-type: none"> • Advises on the construction and rehabilitation of clinics and health centers • Assists in the operation and maintenance of all health facilities under the jurisdiction of the regional and District coordinating council. • Assists to undertake health education and family immunization and nutrition programmes • Facilitates diseases control and prevention
<p>Finance</p>	<p>Responsible for sound financial management of District Assembly's resources. The Department</p> <ul style="list-style-type: none"> • Keeps, renders and publishes statements on

	<p>Public Accounts</p> <ul style="list-style-type: none"> • Facilitates the disbursement of legitimate and authorized funds • Prepares financial reports at specific periods for the Assembly • Prepares payment vouchers and financial encumbrances • Undertakes revenue mobilization activities of the Assembly • Makes provision for financial services to all in the Assembly.
<p>Works</p>	<ul style="list-style-type: none"> • Assists the Assembly to formulate policies on works within the framework of national policies • Assists the Assembly on matters relating to works in the District. • Assists to prepare tender documents for all civil works projects to be undertaken by the Assembly through contracts or community initiated projects • Encourages and facilitates maintenance of Public buildings and facilities in the District. • Assists to build, equip, close and maintain markets and prohibit the erection of stalls in places other than the markets.
<p>Social Welfare and Community Development</p>	<p>The department assists the Assembly to formulate and implement social welfare and community development policies within the framework of national policy. The Department</p> <ul style="list-style-type: none"> • facilitates community-based rehabilitation of persons with disabilities • facilitates the registration and supervision of non-governmental organizations and their activities in the district. • assists to organize community development programmes to improve and enrich rural life • assists and facilitates provision of community care services including registration of person with disabilities, assistance to the aged,

	<p>personal welfare services and the like.</p> <ul style="list-style-type: none"> • Assists in child custody, maintenance cases, adoption and reunification of families.
Agriculture	<ul style="list-style-type: none"> • Assists in the formulation and implementation of agricultural policy for the District Assembly within the framework of national policies. • Advises the District Assembly on matters related to agricultural development in the district. • Promotes extension services to farmer.
Physical Planning	<ul style="list-style-type: none"> • Assists in preparation of physical plans as a guide for the formulation of development policies and decisions and to design projects in the district. • Advises on preparation of structures for towns and villages within the district • Advises on setting out approved plans for future development of land at the district level
Forestry and Natural Resource	<ul style="list-style-type: none"> • Responsible for the sustainable development of the forestry and wildlife resources and protected areas, in the district.
National Disaster Management Organization	<ul style="list-style-type: none"> • Assists in planning and implementation of programmes to prevent and/or mitigate disaster in the district with the framework of national policies. • Facilitates the organization of public disaster education campaign.
Statistics	<ul style="list-style-type: none"> • Collects, stores, and analyzes data based on standardized format developed by the Ghana Statistical Service • Advises Assembly on all matters relating to

	<p>statistics</p> <ul style="list-style-type: none"> • Disseminates and publishes statistical data based on guideline developed by the Ghana Statistical Service • Coordinates statistics activity and archiving of statistics to serve as a repository of statistical data in the district. • Promotes Statistical Literacy and Research • Monitors statistical enquires/surveys within the Assembly • Generates the data requirements of the District Assembly on all departments for planning activities of the District Assembly
Trade and Industry	<ul style="list-style-type: none"> • Under the guidance of the Assembly, deal with issues related to trade, cottage industry and tourism in the district.
Human Resource	<ul style="list-style-type: none"> • Ensure effective and efficient administration of human resources • Ensure the institutional policies in respect of employment, personnel, wages and salaries are translated into good management practices • Ensure human resource planning, facilitate recruitment of competent personnel and maintenance of good workplace interactions • Ensure the development of the capabilities, skills and knowledge of staff.
Birth and Death Department	<ul style="list-style-type: none"> • Provides accurate, reliable and timely information of all births and deaths occurring within the district for socio-economic development of the country through their registration and certification.

2.2 Ada East District Assembly's Organogram

<Insert Organogram here if available>

2.3 AGENCIES UNDER ADA EAST DISTRICT ASSEMBLY

Agencies under Ada East District Assembly

1. National Commission for Civic Education
2. National Health Insurance Scheme
3. Ghana Police Service
4. Ghana National Fire Service
5. Information Services Department
6. Judicial Service
7. Sports Authority
8. Ghana Water Company Ltd
9. Electoral Commission
10. Commission for Human Rights and Administrative Justice
11. Electricity Company of Ghana
12. Non- Formal Education Division
13. National Investigations Bureau
14. Meteorological Service Agency
15. Ghana Immigration Service
16. Ghana Navy

National Commission for Civic Education (NCCE)

Responsibilities of the Agency:

The commission works to promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education.

Details of Activities:

- Create and sustain within the society the awareness of the principles and objectives of the 1992 fourth Republican Constitution as the fundamental law of the people of Ghana;
- Educate and encourage the public to defend the

Constitution at all times, against all forms of abuse and violation;

- Formulate for the consideration of Government, from time to time, programmes at the district levels aimed at realizing the objectives of the 1992 fourth Republican Constitution;
- Formulate, implement and oversee programmes intended to inculcate in the citizens of Ada East awareness of their civic responsibilities and an appreciation of their rights and obligations as free people; and
- To assess for the information of Government, the limitations to the achievement of true democracy arising from the existing inequalities between different strata of the population and make recommendations for redressing these inequalities

National Health Insurance Scheme

Responsibilities of the Agency:

Attain universal health insurance coverage in relation to persons resident in the country and particularly in Ada East District, and persons not resident in the country but who are on a visit to this country and to provide access to healthcare services to the persons covered by the scheme.

Details of Activities:

- Register members of the National Health Insurance Scheme
- Register and supervise private health insurance schemes
- Issue identity cards to members of the NHIS
- Receive, process and pay claims for services rendered by healthcare providers
- Undertake public education on health insurance on its own or in collaboration with other bodies.
- Identify and enroll persons exempt from payment of contribution to National Health

Insurance into the National Health Insurance Scheme.

Ghana Police Service

Responsibilities of the Agency

Prevent and detect crime, apprehend offenders and maintain public order and safety of persons and properties

Details of Activities

- Patrol/Snap checks
- Investigation of crime

Ghana National Fire Service

Responsibilities of the Agency:

Provides an efficient and valued fire and rescue service to meet statutory requirement.

Details of Activities:

- Organize Public fire programmes to create and sustain awareness of the hazards of fire and also heighten the role of the individual in the prevention of fire.
- Inspect and offer technical advice on fire extinguishers.
- Co-ordinate and advice on the training of personnel in firefighting departments of institutions in the country.
- Provide Technical advice for building plans in respect of machinery and structural layouts to facilitate escape from fire, rescue operations and fire management.

Information Service Department

Responsibilities of the Agency:

The Department creates awareness on policies of the Government and the Assembly through sensitization and also facilitates the processing of access to information.

Details of Activities:

- Create awareness on Government policies, programs and activities.
- Educate the public on the need to register businesses within the district.
- Improve transparency and access to information in the district.

Judicial Service**Responsibilities of the Agency:**

Responsible for the day-to-day administration of all courts in the district.

Details of Activities:

- Ensure the efficient and speedy disposal of cases at all courts.
- Ensure efficiency and speedy delivery of justice by prosecuting offenders in the district.

Sports Authority**Responsibilities of the Agency:**

Develop, promote and manage sports activities in the district.

Details of Activities:

- Organize and support citizens to participate in sports in the district level.
- Facilitate the organization of district games.
- Encourage citizens to engage in sporting activities.

Ghana Water Company Ltd**Responsibilities of the Agency:**

Supplies potable water

Details of Activities:

They supply potable water for domestic, public, commercial, institutional and industrial use in the district.

Electoral Commission

Responsibilities of the Agency:

To promote public confidence in the democratic process and ensure its integrity by overseeing elections in the district.

Details of Activities:

- Develop and implement guidelines for the conduct of elections
- Demarcate electoral boundaries for election purposes.
- Ensure the compilation, revision and expansion of the voter's register
- Conduct and supervise all public elections and referenda
- Conduct and supervise elections for statutory and non-statutory bodies.
- Develop and implement gender and disability programmes.

Commission for Human Rights and Administrative Justice

Responsibilities of the Agency:

CHRAJ is responsible for promoting and protecting fundamental human rights and freedoms in the district.

Details of Activities:

- Undertake public education activities to promote and deepen the culture of respect for human rights in the district.
- Conduct research to help promote best practice guidelines for the general public to deepen respect for human rights
- Monitor the observance of human rights in the district to ensure that the State complies with its obligations under national and international human rights law
- Investigate complaints of violations of fundamental human rights and freedoms using various methods, including mediation, negotiation, and formal hearing.
- Carry out special investigations into human rights abuses that are systemic or cultural.

Electricity Company of Ghana

Responsibilities of the Agency

Supplies electricity in the district.

Details of Activities

- They transmit, supply and distribute Electricity to all parts of the district.
- They construct, reconstruct, install, assemble, repair, maintain, operate or remove sub-transmission stations, electrical appliances, fittings and installations.
- Supply meters to households in the district.

Non- Formal Education Division

Responsibilities of the Agency:

To coordinate non-formal education activities and offer quality and equitable lifelong learning opportunities for youth and adults outside formal education and provide functional literacy and skills development programmes in the district.

Details of Activities:

- Undertake programmes for the educationally disadvantaged aged 15-45 years old with lifelong learning to enhance functional literacy
- Ensure that the literacy levels needed for socio-economic development are achieved
- Manage resources to achieve NFED's objectives in consonance with the policies of the Non-Formal Education and Lifelong Learning.
- Collaborate and coordinate all functional literacy programmes in the district.

National Investigations Bureau

Responsibilities of the Agency:

Oversees matters of the counterintelligence and internal security of the district.

Details of Activities:

- Dealing with organized and financial crime, sabotage, terrorism, hijacking, piracy, drug trafficking, and providing intelligence to counter threats to Ghana's national security.

- Arrest, detain, and interrogate over a wide range of criminal offenses.

Meteorological Service Agency

Responsibilities of the Agency

Provide weather forecast on daily basis on radio and television.

Details of Activities

- Collect, process, store and disseminate meteorological information.
- Undertake collaborative work the Agricultural agencies and others on meteorological related matters and provide expert advice.

2.4 Classes and Types of information

List of various classes of information in the custody of Ada East District Assembly

CLASSES OF INFORMATION	TYPES OF INFORMATION
1. Management Information	<ul style="list-style-type: none"> • Annual Action Plan • Progress Report • General Assembly Decisions
2. Executive File	<ul style="list-style-type: none"> • Sub-committee report • Public Complaints Committee Report (PRCC) • Documents on contracts • Procurements documents
3. District Security Information	<ul style="list-style-type: none"> • District Security decisions • Reports from NADMO
4. Financial Information	<ul style="list-style-type: none"> • Annual Budget estimate • Fee-fixing resolution • Audited reports • Financial statement • Records on registered businesses
5. AEDA Maps, Town Plans and Development Information	<ul style="list-style-type: none"> • Building permits records • Town and community plans

- Road maps
- Records on geographical boundaries
- Infrastructure records.

Types of Information Accessible at a fee:

- Request for information in a language other than the language in which the information is held.
- When a request is made for a written transcript of the information, the information officer may request a reasonable transcription cost.
- Cost of media conversion or reformatting.

3. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the Ada East District Assembly. To requests for information under the RTI Act from the Ada East District Assembly, applicants are to follow these basic procedures:

3.1 The Application Process

- a. Application by any person or organization who seeks access to information in the custody of Ada East District Assembly must be made in writing, using the standard RTI Application Form. **(See Appendix A for the Standard RTI Application Form)**. A copy of the form can be downloaded or completed and submitted electronically on the Ada East District Assembly's official website or the Ministry of Information website.
- b. In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organization represented by the applicant.
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought. (Applicants are to specify the class and type of information including cover dates).
 - Payment of relevant fee if applicable.
 - Signature/ thumbprint.
- c. Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

 - Driver's License.
 - Passport.
 - National ID.
 - Voter's ID.
- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic

copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)

- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
 - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
 - A witness must endorse the face of the request with the writing; *“the request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request.”*
 - The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identifies which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

- a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time

limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

4. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion; the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant.
 - The incorrect, misleading, incomplete or the out-of-date information in the record.
 - Signature of the applicant.
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution.
- e. A statutory declaration must be attached.

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

6. Appendix A: Standard RTI Request Form

[Reference No.:]

**APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO
INFORMATION ACT, 2019 (ACT 989)**



1.	Name of Applicant:	
2.	Date:	

3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/> Organization/Institution <input type="checkbox"/>		
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification: <input type="checkbox"/> National ID <input type="checkbox"/> Card <input type="checkbox"/> Passport <input type="checkbox"/> Voter's ID <input type="checkbox"/> Driver's License			
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

<p>10.</p>	<p>Manner of Access:</p>	<p><input type="checkbox"/> Inspection of Information</p> <p><input type="checkbox"/> Copy of Information</p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/></p>
<p>10 (a).</p>	<p>Form of Access:</p>	<p><input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille</p>
<p>11.</p>	<p>Contact Details:</p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p>12.</p>	<p>Applicant’s signature/thumbprint:</p>	
<p>13.</p>	<p>Signature of Witness (where applicable)</p> <p><i>“This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request.”</i></p>	

7. Appendix B: Contact Details of AEDA's Information Unit

Name of Information/Designated Officer:

OPHELIA KARIKARI

Telephone/Mobile number of Information Unit:

+233246905091

Postal Address of the institution:

P. O. BOX AF 20, ADA-FOAH

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>Section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>AEDA</i>	<i>Ada East District Assembly</i>

9. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Function</i>	<i>Powers and duties</i>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>