

**TEMPLATE FOR THE INFORMATION HAND BOOK UNDER
RIGHT TO INFORMATION ACT**

CHAPTER – 1

INTRODUCTION

This handbook is to provide information about Mother Theresa Institute of Health Sciences(Pondicherry)society, Pondicherry fully funded and run by the Government of Pondicherry for citizens to secure access to information in order to promote transparency and accountability in the working of this institution. This handbook has been prepared as per provision contained in the Right to Information Act, 2005. In case anybody wants to get more information on topics covered in this handbook as well as other information, they may contact Registrar-cum-Accounts Officer of Mother Theresa Institute of Health Sciences(Pondicherry)society, Pondicherry. Those who want information not available in the handbook may write to the Dean of this institution indicating specifically the information they want and purpose of using the information after following prescribed procedure.