AYAWASO WEST MUNICIPAL ASSEMBLY (AWMA)

Government of Ghana

Right to Information Manual

2026

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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 **Ayawaso West Municipal Assembly (AWMA)** and provide the types of information and classes of information available at **Ayawaso West Municipal** Assembly (AWMA), including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Ayawaso West Municipal Assembly (AWMA)

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 Become a First Class Client-Focused Assembly Providing Sustainable Development to the People.

MISSION

The Ayawaso West Municipal Assembly exists to provide socio- economic and environmental services by leveraging on both human and material resources for the development of the Municipality.

Directorates and Departments under Ayawaso West Municipal Assembly (AWMA)
1. Central Administration
2. Human Resource Department
3. Finance Department
4. Budget Unit
5. Internal Audit
6. Records Management Unit (Registry)
7. Environmental Health and Sanitation
8. Procurement
9. National Disaster Management Organization (NADMO)
10. Health Directorate
11. Education Directorate
12. Management Information System (MIS)
13. Environmental Health and Sanitation
14. Physical Planning
15. Social Welfare and Community Development
16. Agriculture
17. Development Planning
18. Urban Roads Department
19. Works Department

20. Birth and Death Registry 21. Transport 22. Statistics Department
Responsibilities of the Institution: ▪ Implementing Government projects at the municipal level. ▪ Issuance of Building Permit. ▪ Issuance of Business Operating Licenses. ▪ Approval of Planning Schemes Layouts. ▪ Development Control -orderly physical development of settlements. ▪ Sanitation and Waste Management. ▪ Fixing of Rates. ▪ Maintenance of Peace and Security ▪ Sports Development

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	• This department is responsible for ensuring the implementation of governmental policies, projects and programs at the MMDAs level. • The Department guides policy formulation, planning and decision-making at the Municipal Assembly as well as acts as a liaison between Heads of other governmental and non-governmental agencies and the Municipal Chief Executive (MCE). • It is responsible for the provision of support services, effective and efficient general administration and organization of the Municipal 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 Municipal Assembly
Human Resource	• 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.
Finance	• It is responsible for management and use of financial resources to achieve value for money. • It advises management on the financial administration Act, Internal audit Agency Act, Procurement Act, and any other financial regulations approved by the government and by doing so ensures the maintenance of proper accounts. • Keeps, renders and publishes statements on Public Accounts. • 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 departments in the Municipality
National Disaster Management Organization (NADMO)	• The NADMO Department assists in planning and implementation of programmes to prevent and/or mitigate disaster in the municipality with the framework of national policies. • Facilitates the organization of public disaster education campaign. • NADMO assists the Municipal Assembly on enforcing laws to prevent and mitigate disasters • They set up monitoring and early warning systems to aid the identification of disasters in their formative stages, to disseminate timely information and warning, and hazard / disaster awareness creation. • They assist and motivate the community based organizations within the Assembly to serve as the credible voluntary organizations to assist in the prevention and management of disasters in the Municipal. • They assist in post-emergency rehabilitation and reconstruction effort in the Municipal Assembly • They are in position to provide the first line response in times of disaster • They ensure disaster prevention, risk and vulnerability reduction as a means of reducing the impact of disasters in the Municipal Assembly.

Health Directorate	• 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 Coordinating Council and Municipal Assembly. • Assists to undertake health education, family immunization, nutrition programmes. • Coordinate works of health centers or posts or community-based health workers. • Facilitate diseases control and prevention and the collection and analysis of data on health within the municipality. • Promote and encourage good health and sanitation. • Assist to formulate, plan and implement health policies within the framework of national health policies and guidelines provided by the Ministry of Health. • Provide reports on the implementation of policies and programes relating to health in the Municipal Assembly. • Supervises and control all Municipal health Institutions, and collection of health statistical data and other relevant information. • Advise on the licensing and regulation of provision of medical care services by the private sector in the municipality. • Advise the Assembly on all matters relating to health including diseases in the Municipality.
Education Directorate	• The Education Department has an advisory role in the Municipal on matters relating to pre-school, primary, Junior High Schools in the Assembly and other matters that may be referred to it by the Assembly. • The department also encourages and reports on implementation of policies and matters relating to basic education in accordance with report format provided by the ministry. • Advises the Municipal Assembly on matters relating to preschool, primary, junior high schools in the municipality and other matters that may be referred to by the Municipal Assembly • Facilitates the appointment, disciplining, posting and transfer of teachers in pre-schools, basic schools, secondary schools and special schools in the municipality • Advises on the appointment of Head teachers and other staffs for schools.

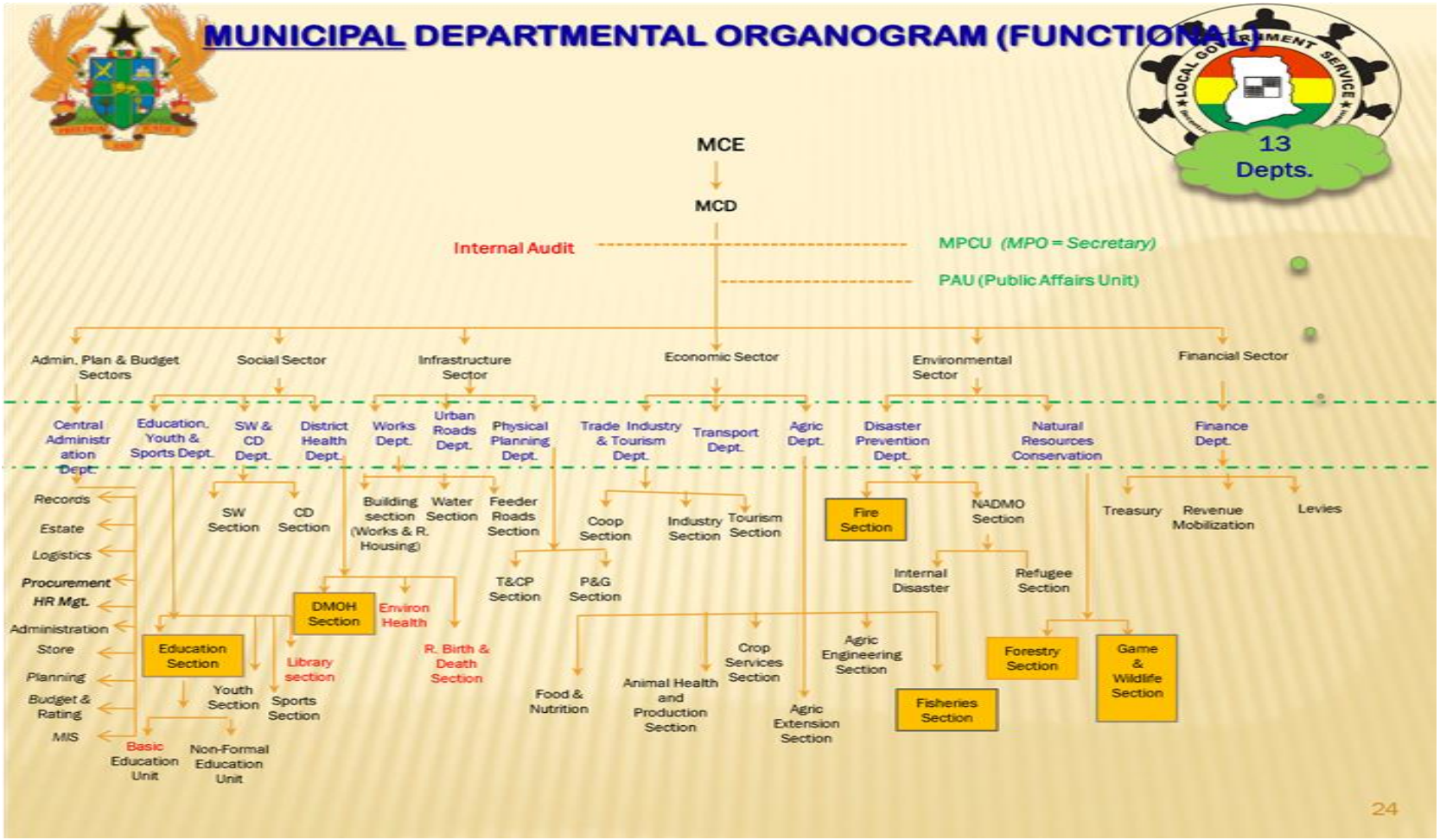
	• Facilitates the supervision of pre-school, primary and junior high schools in the municipality • Advises on the construction, maintenance and management of public schools and libraries in the municipality • Advises on the approval of the opening of private pre-schools, primary and junior high schools
Environmental Health And Sanitation	• It is responsible for providing strategic and administrative leadership for the management of policies and programs relating to Environmental Sanitation. • It provides advice for the formulation and review of policies and programs on Environmental Sanitation, develop technical standards and specification for Environmental Sanitation service delivery. • The department coordinates the application of engineering techniques and concepts in the solution of Waste Management problems. • It liaises with agencies in addressing complex sanitation problems requiring intersectoral collaboration as well as lead the quality assurance process for Environmental Sanitation. • The department initiates and coordinate research and lead the dissemination of results in the Environmental Sanitation field. • It vets building plans and specifications of various types of licensed establishments, for compliance with Environmental Sanitation rules and regulations.
Physical Planning	• Assists in preparation of physical plans as a guide for the formulation of development policies and decisions and to design projects in the municipality. • Manages the activities of the Department of Town and Country Planning and the Department of Parks and Gardens within the Municipality. • Assists in preparation of physical plans as a guide for the formulation of development policies and decisions and to design projects in the municipality. • Advises on preparation of structures for towns and villages within the municipality • Advises on setting out approved plans for future development of land at the municipal level
Social Welfare And Community Development	• The department assists the Assembly to formulate and implement social welfare and community development policies within the framework of national policy. • Facilitates community-based rehabilitation of persons with disabilities (PWDs)

	• Facilitates the registration and supervision of non-governmental organizations and their activities in the municipality . • Assists to organize community development programmes to improve and enrich standard of living within the municipality • Assists and facilitates provision of community care services including registration of person with disabilities, assistance to the aged, personal welfare services and the likes.
Agriculture Department	• Assists in the formulation and implementation of agricultural policy for the Municipal Assembly within the framework of national policies. • Advices the Municipal Assembly on matters related to agricultural development in the Municipality. • Promotes extension services to farmers in the Municipality.
Urban Roads Department	• Advises the Municipal Assembly on the formulation and implementation of road policy in the region. • Collects data for planning and development of the infrastructure in the Municipality. • Monitors to ensure that funds from Road fund and other sources are used for the designated roads in line with approved standards. • Assists in the preparation of tender documents and tender evaluation
Natural Resources	• Responsible for the sustainable development of the forestry and wildlife resources and protected areas, in the municipality by combining functions of the Department of Forestry
Works Department	• Assists the assembly to formulate policies on works within the framework of national policies and deals with matters relating to works in the municipality. • 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 Municipality • Assists to build, equip, close and maintain markets and prohibit the erection of stalls in places other than the markets.
Birth And Death Registry	Responsible for: • Births and Deaths Registration Services • Issuance of Birth certificate • Issuance of Death Certificate

	• Issuance of Burial Permits • Preparation of Vital Statistics within the Municipality.
Transport	• The Department of Transport is to assist the Assembly to formulate and implement policies on transport services within the framework of national policies. • Advise the Assembly on matters relating to transport service and prohibit or restrict the driving of general or any specified vehicles on specified roads or specified directions. • Regulate the use and conduct of public vehicles, including the roads and public places in accordance with the Driver and Vehicle Licensing Authority Act (Act 569), and related regulations. • Provide for the identification of licensed vehicles. • Maintain records of classified contractors and consultants in the transport services industry within the Assembly. • Establish, maintain and control parks for motor and other vehicles.
Statistics Department	• Collects, stores, and analyzes data based on standardized format developed by the Ghana Statistical Service • Advises Assembly on all matters relating to statistics • 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 Municipality • Promotes Statistical Literacy and Research • Monitors statistical enquires/surveys within the Assembly • Generates the data requirements of the Municipal Assembly on all departments for planning activities of the Municipal Assembly
Management Information System	• The IT Unit is responsible for IT related matters of the Assembly and the management of the website of the assembly
Procurement	• Plans and coordinates activities related to procurement, manages the development and implementation of plan • liaises with service providers and other stakeholders to undertake procurement activities.
Development Planning	• Preparation of Medium Term Development Plans (MTDP) and Annual Action Plan.

	• Helps in Coordination of activities of other departments
Budget Unit	• Facilitate the preparation and execution of the budget of the assembly; • Facilitate the preparation, collation and submission of annual estimates by other Departments, Agencies and Institutions in the assembly. • Assist in the translation of the Medium-Term Development Plan of the Assembly into the municipal investment programme.
Internal Audit	• The Internal Audit overall responsibility to give assurance to management on the assemblies' activities
Records Management Unit (Registry)	• Keeping records and disposal of records of the assembly.

2.2 AYAWASO WEST MUNICIPAL ASSEMBLY'S ORGANOGRAM



2.3 AGENCIES UNDER AYAWASO WEST MUNICIPAL ASSEMBLY

Agencies under Ayawaso West Municipal Assembly
1. YOUTH EMPLOYMENT AGENCY 2. NATIONAL YOUTH AND SPORT AUTHORITY 3. CENTER FOR NATIONAL CULTURE 4. BUSINESS ADVISORY CENTER 5. NATIONAL COMMISSION FOR CIVIC EDUCATION 6. NATIONAL HEALTH INSURANCE AUTHORITY 7. NATIONAL SERVICE SCHEME (N.S.S) 8. NATIONAL IDENTIFICATION AUTHORITY (N.I.A) 9. INFORMATION SERVICES DEPARTMENT 10. ELECTORAL COMMISSION

NATIONAL HEALTH INSURANCE AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
Registers and renews health insurance of subscribers	• Implements, operates and manages the NHIS. • Determines in consultation with the Minister contributions that should be made by members of the NHIS. • Registers members of the NHIS. • Register and supervise private health insurance schemes. • Issue identity cards to members of the NHIS

NATIONAL COMMISSION FOR CIVIC EDUCATION	
Responsibilities of the Agency:	**Details of Activities:**
The NCCE is a constitutional body mandated to create and sustain awareness of constitutional democracy for the achievement of political economic and social stability through civic education	• Formulate, implement and oversee programs intended to inculcate in the citizens of Ghana awareness of their civic responsibilities and an appreciation of their rights and obligations as free people.

	• Promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education. • Create and sustain awareness of constitutional democracy for the achievement of political, economic and social stability through civic education

NATIONAL SERVICE SCHEME (N.S.S)	
Responsibilities of the Agency: The National Service Scheme (Ga West Secretariat) has the mandate to deploy full time Ghanaian youth who have completed tertiary programmes/ courses within or outside Ghana and have attained the age of eighteen years and above for a Period of one-year national service to Ghana.	**Details of Activities:** • On-campus orientation for final year tertiary students (Prospective National Service Personnel) • Collect requests from User Agencies • Collate requests and submit to Regional Office • Deployment of National Service Personnel • Validation and registration of National Service Personnel • Monitoring and evaluation of National Service Personnel work • Collect monthly duty forms from NSP duly signed by their supervisors and process monthly allowances. • Payment of monthly allowances to deserving National Service Personnel • Collect and process annual Certification of National Service Personnel

YOUTH EMPLOYMENT AGENCY	
Responsibilities of the Agency: Facilitate the employment of youth in available job vacancies	**Details of Activities:** • Make available employment vacancies to youth • Process the application of employment seeking letters

BUSINESS ADVISORY CENTER (BAC)	
Responsibilities of the Agency:	**Details of Activities:**
Facilitate the implementation of policies on trade, industry and tourism in the Assembly	• Its aim is to interrelate, administer and stimulate the development of Micro, Small, and Medium Scale Enterprises (MSMEs). • to improve the competitiveness of micro, small and medium enterprises (MSMEs) by facilitating the provision of business development programs and integration

NATIONAL YOUTH AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
Manages youth organization	• Advises the Assembly on matters relating to the youth in the municipality. • Implement youth development programs and responsible for the registration youth groups and association in the municipality • Coordinate the operations of registered youth groups in the municipality

NATIONAL IDENTIFICATION AUTHORITY (NIA)	
Responsibilities of the Agency:	**Details of Activities:**
The general mandate of the National Identification Authority (NIA) is to create, maintain, provide and promote the use of national identity cards in order to advance economic, political and social activities in the Ayawaso West Municipality.	• Enrolment or New registration of Ghana Card • Issuance • Update • Replacement

INFORMATION SERVICES DEPARTMENT	
Responsibilities of the Agency: The Information Services Department is the government's public relation arm. It is responsible for the dissemination of government policies, programs, and activities, as well as to gather public feedback.	**Details of Activities:** • Disseminates government and the Assembly's policies, programmes and activities. • Provides public relations support to departments and agencies. • Conducts surveys on key governmental policies and provides feedback to the government. • Covers all activities organized by the assembly through the media • Sensitize and educate the communities on various development of government. • Facilitates RTI requests and all related RTI activities

ELECTORAL COMMISSION	
Responsibilities of the Agency: The Electoral Commission is an independent body overseeing elections in Ghana. They work to promote public confidence in the democratic process and ensure its integrity.	**Details of Activities:** • Provides inputs for the formation of policies • Ensures the development and implementation of guidelines for the conduct of elections. • Ensures the demarcation of electoral boundaries for election purposes.

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
1. Administrative records 2. Financial records 3. Procurement records 4. Budget records 5. Development Planning records 6. Physical Planning records 7. Audit reports 8. Human resource and labour records
Types of Information Accessible at a fee:
NON

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 **Ayawaso West Municipal Assembly**. To requests for information under the RTI Act from the **Ayawaso West Municipal 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 **Ayawaso West Municipal 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 **Ayawaso West Municipal 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. (Applicant 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 understand 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 identify 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

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** ☐ **Organization/Institution**		
6.	**Tax Identification Number**			
7.	**If Represented, Name of Person Being Represented:**			
7 (a).	**Capacity of Representative:**			
8.	**Type of Identification:** ☐ **National ID** ☐ **Card** ☐ **Passport** ☐ **Voter's ID** ☐ **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):**			
10.	**Manner of Access:**	☐ **Inspection of Information** ☐ **Copy of Information**		

		☐ **Viewing / Listen** ☐ **Written Transcript** ☐ **Translated (specify language)** ☐
10 (a).	**Form of Access:**	☐ **Hard copy** ☐ **Electronic** ☐ **copy Braille**
11.	**Contact Details:**	☐ **Email** **Address**_____ ☐ **Postal** **Address**_____ ☐ **Tel:** _____
12.	**Applicant's signature/thumbprint:**	
13.	**Signature of Witness (where applicable)** ***"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."***	

6. Appendix B: Contact Details of AWMA's Information Unit

Name of Information/Designated Officer:

PHYLLIS ABALANSAH (MUNICIPAL INFORMATION OFFICER)
JESSICA ABLA ANATOR (ASSISTANT INFORMATION OFFICER, RTI)

E-mail: jessica.anator@isd.gov.gh

Postal Address of the institution:

GA-160-8880
P.O. BOX YK 1484, KANDA-ACCRA

7. Appendix C: Acronyms

List of acronyms and associated literal translations used within the manual.

Table 1 Acronyms

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*
AWMA	*Ayawaso West Municipal Assembly*
MCE	*Municipal Chief Executive*

8. 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
Access	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*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.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*