

तार : 'फूडकोर्प'  
Gram : 'FOODCORP'  
फैक्स नं. : एचएफसीआई एनडी  
०६६९९९२३४९३२४९  
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Fax No. : HFCI ND  
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भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
नई दिल्ली  
Head Quarters  
New Delhi

आटएसओ 9001 2000 प्रमाणित  
ISO 9001: 2000 CERTIFIED  
१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००९, दूरभाष-२३४९३८७९-२३४९४८८०  
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 23413871-23414872-23414880

**RTI MATTER**  
**MOST URGENT**

**No.EP-49(1)/2003-Vol-III.**

**Dated: 29.05.2006.**

**(Circular No.EP-25-2006-13)**

**Subject:-Implementation of Right to Information Act, 2005.**

A reference is invited to circular No.EP-25-2005-27 dated 9<sup>th</sup> September, 2005 inter-alia (i) designating CPIOs etc.for Hqrs Office, (ii) creation of "RTI Cell" in each Office of Corporation and procedure for receiving applications, (iii) publication of 17 manuals under RTI Act, 2005.

2. A copy of DO letter No.11/11/2006-IR dated 18<sup>th</sup> April, 2006 received from Secretary, Ministry of Personnel, Public Grievances and Pensions addressed to Secretary, Department of Food and Public Distribution on the above subject matter, is sent herewith. It has come to the notice of Govt. that certain Public Authorities have designated several CPIOs under the RTI Act and the multiplicity of CPIOs is causing inconvenience to the citizens seeking information as they have to run around to locate the concerned CPIO. Further, it has also come to the notice of Govt. that in some offices it is being insisted that APIOs must receive the applications which is causing un-necessary harassment to the public. The Govt. has, therefore, directed to redress the above problems immediately vide ibid DO letter.

3. In this regard, it is informed that the Corporation has already taken care of such problems while giving wide publicity of the Act for its implementation. In this regard, "RTI Cell" in each of the Office of Corporation has been created and these Cells have to be provided with required infrastructure vide circular under reference. It has also been clarified that all arrangements for functioning of RTI Cells should be made available, preferably at Reception Counter of the Office concerned. As per the procedure laid down in the said circular, all the applications alongwith requisite fee from the citizens seeking information under the Act have to be **received first in the RTI Cells and the Officer posted in the RTI Cell will ensure to hand over the applications on the same day itself to the concerned CAPIO/CPIO.** It is expected that the laid down procedure is being strictly followed. If there are any problems being faced in implementing these instructions, the same may be brought to Hqrs. notice.

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(2)

4. All the authorities in the Corporation are requested to ensure that the instructions issued under the RTI Act are strictly complied with so that there are no cases of the public being unnecessarily harassed. A single window facility should be provided for receiving applications and the fees under the RTI Act. It should be appreciated if a letter confirming compliance is sent to Hqrs.

*Encls: As above*

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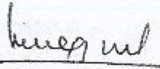
Shri A.S. Negi

Under Secretary to the Govt. of India  
 Ministry of Consumer Affairs, Food and Public Distribution  
 Department of Food and Public Distribution.

Krishi Bhavan

**New Delhi.**

**FN: Implementation of RTI Act, 2005**

  
 (M.L. Nagpal)  
 General Manager (P&IR)

*dr*

D.O.No.11/11/2006-IR



सचिव  
SECRETARY  
Tel. : 23094848

भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नई दिल्ली - 110001  
Government of India  
Ministry of Personnel, Public Grievances  
and Pensions  
New Delhi-110001, INDIA

18th April, 2006

Dear

Section 5(1) of the Right to Information Act, 2005 provides that every public authority shall designate Central Public Information Officers, as many officers as necessary, in all their administrative units or offices in order to provide information to persons requesting information under this Act. In pursuance of this provision, public authorities have designated Public Information Officers (PIOs).

It has been brought to the notice of this Department that many public authorities have appointed more than one PIO. This multiplicity of PIOs under one public authority is causing some inconvenience to the citizens seeking information under RTI, who have to run around to locate the PIO concerned. This problem needs to be redressed immediately.

3. In order to avoid harassment to citizens at the application stage, it is suggested that a single window facility should be provided for accepting applications and the fees under the RTI Act. The facility should be located outside the security pass system, preferably near the reception counter/information facilitation counter of the public authority. All the applications and the fees pertaining to that public authority should be received at this facility and should then be forwarded to the CPIO concerned under intimation to the applicant.

4. I may also add that the Department of Posts has already agreed to extend the facility of its staff to act as the APIOs for Central Ministries/Departments at the sub-district level. However, many of the Ministries/Departments have not completed the action to declare as APIOs personnel from amongst the postal staff in consultation with the Department of Posts. The service provided by the Department of Posts should be utilized fully by declaring some of their officers as APIOs and also informing them about the PIOs/nodal officers of the Department.

2/7/2005-20



Secy (P & Adm.)

Dy. No. 11/11/06  
Date: 21/4/06

1/ Secy (P & Adm.)  
28/4/06  
JS (A.S.)  
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50/DSC/14  
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Asst. Secy

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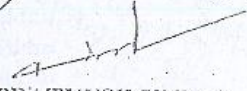
Asst. Secy

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5. It has also come to the notice of this Department that APIOs are being designated for the same office where PIOs are already located and there is an insistence that application under the RTI Act be received by the APIO. This practice is causing unnecessary harassment to the public. Therefore, in such cases there should be no insistence on receiving the application only through the APIO.

6. I shall be grateful, if you, could issue the necessary instructions in this regard to all the public authorities under your Ministry/ Department.

Regards, Yours sincerely,

  
(PRATYUSH SINHA)

Dr. R.M. Das  
Secy  
H.A. Jodhpur P.O.