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नाम : 'फूड कॉर्पोरेशन' Gram : 'FOODCORP' फोन नं. : एच.एफ.सी.आइ. कनडी ०६६९९९२३४९३२४९ ००६९९९२३४९३२४९ Fax No. : HFCI ND 00911123413241 00911123413103	<b>भारतीय खाद्य निगम</b>  <b>FOOD CORPORATION OF INDIA</b> आरएसओ 9001 2000 प्रमाणित ISO 9001: 2000 CERTIFIED १६/२०, बाराकम्बा लाने, नई दिल्ली-११०००९, दूरभाष-२३४९३८७९-२३४९४८७९ २३४९४८७९ 16-20, BARAKHAMBA LANE, NEW DELHI-110009, PHONE: 23413871-23414872-23414838	मुख्यालय नई दिल्ली Head Quarters New Delhi
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No: EP-49(1)/2003.

Dated: 20.07.2006.

**(CIRCULAR NO. EP-25-2006- 18)**

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

Attention is invited to circular No.EP-25-2005-23 dated 18.8.2005 and subsequent circulars issued from time to time regarding implementation of Right to Information Act, 2005 in the Corporation's Offices.

2. As the Central Information Commission (CIC) has been constantly monitoring the implementation of the provisions of the said Act, it has been decided to reiterate the important duties and obligations cast upon the Corporation's Officers under the said Act so as to ensure that the Act is implemented in true letter and spirit at all levels, as indicated below:-

- a) To maintain records duly catalogued and indexed in a manner and form so as to facilitate the exercise of the right to information under this Act.
- b) To ensure that all records, which can be computerized, within a reasonable time and subject to availability of resources, are computerized and connected through a net work all over the country so that access to such records is facilitated. **(Section 4(1)).**
- c) To publish Seventeen (17) Manuals. **(Section 4(1) (b)).**
- d) To provide reasons for its administrative or quasi-judicial decisions to the affected persons **(Section 4(i) (d))**.
- e) To publish/ review the list of Central Asstt. Public Information Officers (CAPIOs) as and when necessary details to receive the applications for information or appeals under the Act and forwarding the same to the Central Public Information Officer or the Appellate Authority, as the case may be. **(Section 5(2)).**
- f) To publish/ review the list of Central Public Information Officers (CPIOs) as and when necessary details in all administrative offices for providing information to the persons requesting for the information under the Act **(Section 5(1)).**
- g) To send the requisite reports in the prescribed proforma to RTI Cell of FCI Hqrs who will send a consolidated report to the Ministry/ CIC, as the case may be.
- h) CPIOs, on receipt of applications, to dispose of applications as expeditiously as possible in any case within 30 days of receipt of the request, either provide the information on payment of prescribed fees, (except from persons below poverty line) or to reject the request on any of the reasons specified in Sections 8 and 9 provided where information sought for concerns the life or liberty of a person, the same shall be provided within 48 hours of the receipt of the request **(Section 7(1)).**

**Contd.**

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नाम : 'फूडकॉर्प' Gram : 'FOODCORP' फ़ैक्स नं. : एचएफसीआई एनडी ०६६९९९२३४९३२४९ ००६९९९२३४९३१०३ Fax No. : HFCI ND 00911123413241 00911123413103	<b>भारतीय खाद्य निगम</b>  <b>FOOD CORPORATION OF INDIA</b>	मुख्यालय नई दिल्ली Head Quarters New Delhi
आपसओ 9001 2000 प्रमाणित ISO 9001:2000 CERTIFIED		
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(2)

- i) Where a request has been rejected, the CPIO to communicate to the persons making the request, (i) reasons for such rejection, (ii) the period within which an appeal against such rejection may be preferred and (iii) the particulars of the appellate authority. An appeal lies against the decision of CPIO or if no decision is received within 30 days to the Officer senior in rank to CPIO i.e. Appellate Authority. **(Section 19(1))**. A second appeal lies to the Central Information Commission. **(Section 19(1)(3))**.
- j) The Appellate Authority to dispose of the appeal within 30 days of its receipt or within such extended period not exceeding a total of 35 days (5 days in case of 3<sup>rd</sup> party information) from the date of filing.

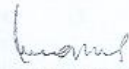
3. Section 20(1) of the Act provides that the CIC, at the time of deciding any complaint or appeal is of the opinion that the CPIO has without any reasonable cause, refused to receive an application for information or has not furnished information within time specified under sub-Section (1) of Section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it can impose a penalty of two hundred fifty rupees each day till application is received or information is furnished, however, the total amount of such penalty should not exceed twenty five thousand rupees. Further if CPIO is found to be persistently failing in discharging his responsibilities under the Act, the CIC can recommend for disciplinary action against the CPIO under the service rules applicable to him/her.

4. It is expected that all Officers and authorities appointed under Act are discharging their obligations strictly in accordance with the relevant provisions of the Act so that there is no occasion for the matters being taken to CIC, which has adverse consequences for the concerned Officer and also impacts the image of the Corporation.

5. The CMD reviewed the implementation of the RTI Act in the Corporation and has directed that all concerned should be informed that it would be the personal responsibility of every Head of Office and also of the CPIOs etc designated under the Act to ensure strict compliance of provisions of the Act and that they will be held accountable for non-compliance, if any of the provisions or for the adverse decisions received from the CIC, if any.

6. The above directions of the CMD may kindly be brought to the notice of all concerned for strict compliance

7. Hindi version will follow.

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

**Distribution:**  
As per mailing list.

FN: Implementation of RTI Act, 2005