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नाम : फूड कॉर्पोरेशन Grade : FOODCORP पता : एम्बरबोरो रोड एनडी 011 23413241 011 23413103 Fax No. : HFCDND 011 23413241 011 23413103	भारतीय खाद्य निगम  FOOD CORPORATION OF INDIA आरएसओ 9001 2000 प्रमाणित ISO 9001: 2000 CERTIFIED	मुख्यालय एन डी Head Quarters New Delhi
15, 20, बाराहम्सा लाने, नई दिल्ली-110001, फ़ोन: 23413071-23414872, 23414380 15, 20, BARAHAMSA LANE, NEW DELHI-110001, PHONE : 23413071-23414872, 23414380		

No. EP-49(1)/2003/Vol.II.

Dated: 03.01.2006.

(Circular No. EP -49-2006-01)

Subject: Right to Information Act (RTI) 2005 – Implementation thereof.

Reference is invited to Circular No. EP-25-2005-23 dated 18.8.2005 regarding implementation of RTI Act, 2005.

2. As per Section 25(2) of the Act, the Public Authorities are required to provide such information to the Central Information Commission (CIC), as may be called for by CIC for preparation of annual report on implementation of the Act. Though no reports/ formats have so far been prescribed by CIC or DOPT in this regard, yet it would be worthwhile to lay down appropriate instructions to effectively monitor the disposal of requests received under the Act.

3. With a view to ensure that the requests received under the Act are disposed of expeditiously as per the provisions of Act, the Heads of each offices in the Corporation will hold meetings regularly on every 10th, 20th and 30th/31st day of the month with their concerned Officers/CPIOs/CAPIOs and will monitor the position of the requests.. The Heads of Offices may call a report in the format (enclosed) for the above purpose. If any of the above days happens to be a holiday, the meeting will be convened on the next working day. In case of Headquarters, the RTI Cell will monitor the position of such requests received in their Division.

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तार : 'फूडकोर्प'
 Gram : 'FOODCORP'
 फोन नं. : एक्स्प्लॉयट्मेंट एजेंसी
 ०११-१११२३४९३२४९
 ००६-१११२३४९३१०३
 Fax No. : HFCI ND
 00911123413241
 00911123413103

भारतीय खाद्य निगम

FOOD CORPORATION OF INDIA

मुख्यालय
 नई दिल्ली
 Head Quarters
 New Delhi

आटोमेटिओ 9001 2000 प्रमाणित
 ISO 9001: 2000 CERTIFIED

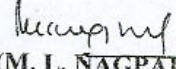
१६-२०, बाराकम्बा लेन, नई दिल्ली-११०००९, फोन-२३४९३२४९-२३४९३२४९-२३४९३२४९
 16-20, BARAKHAMBA LANE, NEW DELHI-110009, PHONE : 23413871-23414872-23414868

(2)

4. A monthly report duly consolidated will be submitted by DOs/ ROs to the ROs/ ZOs in the above format by 5th of every month. The Zonal Offices will submit the monthly report duly consolidated, for Zone as a whole, in the above format by 7th of every month to the **RTI Cell, Hqrs.** In case, no request has been received in any of the offices, nil report is also required to be submitted.

5. The RTI Cell of Hqrs will consolidate the information received from various offices including from Hqrs. A consolidated information of the Corporation as a whole on the above format will be sent every month to the Ministry of Consumer Affairs, Food & Public Distribution, quoting reference of letter No.2/13/2005/ICT dated 12 December 05.

6. Strict compliance of above instructions may be ensured.


 (M. L. NAGPAL)
 GENERAL MANAGER (P&IR)
 E-mail:mpir.fcil@nic.in

Encl: As above:

Distribution:
(As per mailing list).

Copy to:
 Ministry of Consumer Affairs, Food & Public Distribution
 Department of Food & Public Distribution
 Krishi Bhavan
New Delhi.

Contd.2/.

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PERIODICAL REPORT ON REQUESTS RECEIVED UNDER RTI ACT

Report for the period _____

Name of the Office	No. of Applications received	Amount of fee received	No. of Applications disposed	No. of Applications on which third party reference sought	No. of Applications pending	Remarks / Reasons for pendency