

Sub : Procedure for receiving of applications and fee from General public under Right to Information Act – 2005.

Ref : This office Circular dated 14 November 2005.

In order to further streamline the process of acceptance of applications under the Right to Information Act-2005, Managing Director has given the following instructions in continuation of the abovementioned circular for immediate implementation :-

1. A proper notice in bilingual form should be displayed permanently and prominently at the reception giving details of procedure for submitting of applications under Right to Information Act, 2005 for information of Public.
2. It should be clearly notified that persons wishing to make an application need not personally visit the office for this purpose and they can send their application through post office, by post or by e-mail duly furnishing the requisite fees by the prescribed mode.
3. For those applicants who wish to submit their application in person by visiting our office, they must be properly facilitated at the reception. For acceptance of the application and deposit of requisite fees their in cash or through a postal order, the receptionist will provide the single window facility. The acknowledgement of the application in the prescribed format and the receipt for the fees furnished by the applicant will also be issued by the receptionist on the reception without causing any delay or inconvenience to the applicant. On no account the applicant should be made to wait in the reception hall beyond a reasonable period.
4. The receptionist will maintain a register wherein the details of applications received during the day and also the details of cash/postal Orders received towards the requisite fees will be recorded. The receptionist will furnish the details of Cash/POs received and handedover the same alongwith Cash/POs collected to AE(A/cs) in the Accounts Department latest by 17:30 hours on the same working day.
5. The receptionist will send all the applications received alongwith office copy of acknowledgement and Fee Receipt to the PIO/APIO immediately for initiating necessary action.

It must be noted that the RTI ACT,2005 provides the facility to citizens of India to obtain information from the Public Authority and our processes/procedures/approach should be conducive to facilitating such applicants without causing any inconvenience to them.

These instructions should also be made available on our Website for information of public and should also be prominently displayed on the Notice Board at the reception.