

PROCEDURE FOR HANDLING OF APPLICATIONS RECEIVED UNDER RTI ACT

- ❖ Ircon has notified the names, their contact details and the jurisdiction of Appellate Authority, CPIO/SPIO and APIO on Ircon webpage: www.ircon.org under the Tab RTI "Names, Designation and Phone Numbers of Central Public Information Officers". These are updated from time to time as and when any change is notified by the Management.
- ❖ Applications received under RTI are handled by the respective authorities nominated under RTI Act. In case the applications are received by any other authority beyond his jurisdiction, the same is transferred to the appropriate authority within a period of 5 days. In case the RTI applications is received by any officer in the Company (other than the nominated authorities under RTI Act), he is required to send the RTI application of the Applicant to the appropriate authority or CPIO, immediately.
- ❖ All applications received under RTI must be accompanied with an application fee of Rs. 10/-. Mode of receipt of application fees is:
 - Indian Postal Order, Addressed to Accounts Officer,
 - Demand Draft, Ircon International Limited
 - Banker's cheque,
 - Cash deposited directly with IRCON against proper receipt.

No fees is required to be paid by the applicant who belong to a Below Poverty Line (BPL) family.

- ❖ RTI applications received along with fees in cash or unsigned applications are summarily rejected and are not even registered under RTI Act. If application is not accompanied by the prescribed fee or the BPL certificate, it cannot be treated as a valid application and will not be registered under RTI.
- ❖ On receipt of RTI applications, CPIO/SPIO forward the applications to the concerned deemed PIO and seek his reply. The PIO may seek the assistance of any other officer as he or she considers necessary for the proper discharge of his or her duties.
- ❖ Functional Heads or Project Heads are considered as deemed PIOs. Deemed PIO is responsible to collect the information from his department / Project and forward the same to CPIO/SPIO for forwarding the same to the Applicant. CPIO/SPIO has to check if the information given by deemed PIO is appropriate and the reply is appropriate. Information which is exempted from disclosure in terms of Section 8 or 9 of RTI Act are not supplied.
- ❖ Information to the applicant is supplied by ordinary post. In case applicant desires information other than normal post then he has to pay additional fees to meet the different mode of dispatch. Information can be supplied to applicant by mail also.
- ❖ Applicant is required to pay photocopy charges for additional documents / pages, which are attached with the reply. Charges for additional documents / pages :
 - @ Rs.2/- for each page (in A-4 or A-3 paper)
 - actual charge of cost price of a copy in larger size paper
 - actual cost or price for samples or models
 - Rs. 50/- per diskette or floppy for information provided in diskette or floppy
 - For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication

- ❖ In case applicant desire to inspect the document, then he is required to pay Rs. 5/- for each hour (or fraction thereof), except for the first hour which is free of charge.
 - ❖ CPIO/SPIO have to supply the information/ dispose of the RTI application, as expeditiously as possible, maximum in a period of 30 days from the date of receipt of application by him under RTI.
 - ❖ In case applicant is not satisfied with the orders of the CPIO, he can file an appeal with the grounds of appeal addressed to the Appellate Authority within 30 days of the orders from CPIO. Appellate Authority will forward the appeal to Deemed PIO for his comments. If required, he will give a chance to the applicant for personal hearing. Personal hearing can be allowed on telephone also. Appellate Authority is required to supply the information or reject the appeal, in a period of 30 days and in exceptional cases in a period of 45 days.
 - ❖ In case appeal is not disposed of within a period of 45 days or the applicant is not satisfied with the orders of the 1st Appellate Authority, he can make an appeal to the 2nd Appellate Authority i.e. Central Information Commission within 90 days from the date on which the decision should have been made by the 1st Appellate Authority or from the date of orders of the 1st Appellate Authority.
 - ❖ Discussions about RTI Act and its various provisions is attached as Annexure.
 - ❖ Format of RTI application is available on Ircon Web separately.
-