



सूचना
का अधिकार

आर.के.अग्रवाल
जन.सू.अधि. (समन्वय)
एवं उप.महाप्रबंधक (सामान्य)
R.K.Agrawal
PIO (Co-rd) & DGM(G)



South East Central Railway
Headquarter
General Administration
Fifth Floor,
New GM's Building, Bilaspur-495004.
Ph. 64008 (Rly), 07752-413008

No.CPR/SECR/RTI-ACT/POLICY-(14-15/1)/1667

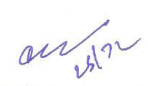
DATED- 23.07.2014

To,

All PHOD of SECR,
SDGM/SECR, CWM/WRS/R
DRM & ADRM/BSP, R & NGP
All De-facto PIO of Headquarter/SECR
SR.DPO/BSP, R & NGP
PIO/WRS/R & WS/MIB
SEC Railway/Bilaspur

Sub: Office Memorandum under RTI

Please find enclosed this office memorandum No. CPR/SECR/RTI-ACT/POLICY-(14-15/1) Dated-23.07.2014, is circulated for implementation with immediate effect in the RTI Matter at your end.
(Encl: As above)


(R.K.Agrawal)
PIO (Co-rd) & DGM (G)
SEC Railway/HQ/Bilaspur



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DATED- 23.07.2014

MEMORANDUM

Sub:- Simplification of the procedure for dealing with RTI Matter.

The Right to information Act came into force with effect from the year 2005 and during these years the Act has been established to some extent. However, while implementing the RTI in its true spirit, the following problems have been noticed:

- (1) Duplication of work by way of sending intimation regarding payment of fees as well as actual providing information.

As per the RTI Act 2005 para-7 and further clarified vide Board's letter dt. 30.09.2005, the following fee has been prescribed for providing the documents:

- (a) Rupees two for each page (in A-4 of A-3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples of models; and
- (d) For inspection of records no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

Further while implementing the RTI Act, it is found that bulk of the reply contains information of very few pages. Even for providing such information, we send a letter first to the applicant for depositing the money to get the information. Sending such letter by registered post itself costs a minimum of ₹ 25/- apart from the indirect cost for man-hours in preparing such letter. Accordingly, it was proposed not to charge any amount for providing information up to a fee of ₹24/- basically taking into account only the postal charge as the cut-off point for arriving at the financial neutrality. The man-hour cost & unnecessary paper work is not taken into account. Finance has informed that since this does not involve extra expenditure, there is no need for finance concurrence.

In view of the above, it is decided to provide information up to ₹24/- free of Cost on original application at first go. This will not only save the man-hours, but also unnecessary paper work which can be avoided.

23/7

Explanation :- The cost up to ₹24/- may be interpreted as 12 pages of A-4 Size. If for the categories as mentioned in 1(b) & (c), then actual will be taken, if it is more than ₹ 24/-.

(2) Retention of the Case for the purpose of providing information after the request to deposit requisite fee or to visit office to Inspection and collect documents :

As per para 7(3)(a)- In case a further fee as representing the cost of providing information is required, the same is intimated to the party requesting him to deposit the fee and the period intervening between the dispatch of such intimation and the payment of fee shall be excluded for the purpose of calculating the period of 30 (thirty) days for the purpose of providing intimation. However, the Act does not provide within how many days the applicant should deposit the requisite fee and collect the information or to visit the office for inspecting and collecting the documents. The above has resulted in to situations whereby many applicant who have been advised to deposit the requisite fee are not turning up with money receipt to collect information or to inspect the files for a long period of time. This is resulting in unnecessary keeping of such cases open. Accordingly, it is decided that in such case, a time limit of 45 Days will be fixed by the PIO concerned and will also inform the same to the party in the original letter intimating the applicant to deposit the fee that in case the requisite fee is not deposited or nothing is heard from the party within 45 days of dispatch of the letter, it will be assumed that party is not interested and case will be closed. This will be applicable even for visiting the office for inspecting the files and collection of documents.

The above 45 days period will be the general guideline as the PIO(Co-rd)/deemed PIO or Appellate Authority can relax the 45 days period based on the facts of each case separately by applying discretion to live up-to the spirit of RTI Act. However, this may not be taken as on stringent basis and the individual cases may be dealt separately as per the merit of the case.

The record retention schedule regarding RTI should be followed scrupulously.

The above is issued with the approval of General Manager.

acc 23/7/19
(R.K.Agrawal)
PIO (Co-rd) & DGM (G)
SEC Railway/HQ/Bilaspur

- Copy to:-
1. Appellate Authority & SDGM/HQ/SECR for kind information please.
 2. Appellate Authority & Chief Workshop Manager/WRS/R for information please.
 3. Appellate Authority & ADRM/BSP, R & NGP for information please.
 4. All de-facto PIO/Nodal officer/De-facto PIO of Headquarter/SECR for information & N.A please.
 5. PIO(Co-rd) & SR.DPO/BSP, R & NGP for information & N.A.
 6. PIO/WRS/R & WS/MIB for information & N.A.