

## **RIGHT TO INFORMATION ACT, 2005 OPERATIONAL GUIDELINES**

The parliament has passed the Right to Information Bill- 2005 and the same has come into force from 21.06.05 as the Right to Information Act 2005. The provisions of the Act apply to all Public Sector Banks including Regional Rural Banks. As far as Banks are concerned the applicable provisions are Sec 4(1) and Sec5 (1) and (2).

In view of the guidelines received on RTI Act 2005, Bank has designated Chief Public Information Officer, Public Information Officer and Assistant Public Information Officers as under:

1. Chief Public Information Officer- General Manager, P&D Department, Head Office
2. Public Information Officer- Senior Manager, P&D Deptt. Head Office
3. Assistant Public Information Officers- Heads of various Departments at Head Office and Area Managers

The operational guidelines and various aspects of Right to Information Act are furnished herebelow:

### **Role of the Asst. Public Information Officers (APIO)**

Asst. Public Information Officers stationed at Head Office/ Area Offices/ Branches are the focal points for receiving the request for information. The Branches on receipt of the request for information from public will forward the same immediately to the concerned APIO for doing the needful.

On receipt of request in writing or through electronic means the Asst. Public Information Officer shall either provide the information or reject the request for any other reasons specified in Section 8 & 9 of the Act, as expeditiously as possible.

The information should be provided within 30 days of receipt of the request in consultation with Chief/Public Information Officer. Section 7 of the Right to Information Act provides that in case the information sought for concerns to the life or liberty of a person, the same shall be provided within forty eight hours of the receipt of request.

In case of rejection of the request, the same shall be communicated to the person who has made the request alongwith the reasons for such rejection, the particulars of the Appellate Authority and the period within which an Appeal against such rejection may be preferred.

### **Role of the Public Information Officer (PIO)**

The Public Information Officers stationed at Head Office is the source for any information required by APIOs.

### **Role of the Chief Public Information Officer (CPIO)**

The Chief Public Information Officer will be the Appellate Authority in all the matter relating to the Right to Information Act.

He is the nodal officer for any correspondence with RBI/ IBA/Ministry of Finance.

He is also the Nodal Officer for settling the issues arising in between the departments while providing the information to APIO.

The Name and address of Chief Public Information Officer – the Appellate Authority is furnished herebelow:

Name	H V BHARAMGOWDAR
Designation	General Manager Planning & Development Department/ Chief Public Information Officer
Address	Gurgaon Gramin Bank, Head Office Plot No.36 P, (Pragati Bhawan) Institutional Area, Sector – 44, Gurgaon-122002
Phone No.	0124-2576502
FAX No.	0124-2576505
E-Mail Address	ggb_pnd@ hotmail.com

### General Guidelines

1. The names and addresses of the Asst. Public Information Officer for concerned Region and Chief Public Information Officer shall be prominently displayed in Branches.
2. The PIO/APIO at the Head Office/ Area Office shall obtain the request in writing or through electronic means in English or Hindi or in the Regional Language of the area in which the application is made from the person seeking information. The APIO and Branches shall note that an applicant making request for information is not required to give any reason thereof or any other personal details except those that are necessary for contacting him.

All citizens have the right to seek information as per section 3 of the Right to Information Act 2005. A Corporation or a company being neither a natural person nor a citizen cannot make a request for information under the Act. Hence IBA has guided that the Public Sector Banks would therefore be justified in declining any request for information received from a company stating that since a company as a corporate entity is not a citizen of India, the Bank can regret its inability to entertain requests for such information.

3. Where such request cannot be made in writing, the Asst. Public Information Officer and Branches shall render all reasonable assistance to the person making the request orally to reduce the same in writing.
4. Where access to the record or a part thereof is required to be provided to a person who is sensorial disabled, the APIO shall provide necessary assistance to enable access to/ inspection of the information.
5. The clause No. 8 Chapter 2 of the RTI Act highlights the information that is exempted from disclosure under the Act.

Clause No. 9 provides the grounds for rejection to access in certain cases.

Clause No. 10 dwells on the severability aspect

Clause No. 11 relates to third party information.

These clauses are required to be properly understood while dealing with any request for information.

Where a request has been rejected, the same shall be communicated in writing by the APIO to the person making the request alongwith the reasons for such rejection. The particulars of the Appellate Authority for Appeal and the period within which an appeal has to be made should also be incorporated in the rejection letter. A period of 30 days from receipt of the written communication is prescribed for preferring an appeal under the Act.

#### **Fee Structure:**

The request for information has to be submitted to APIO alongwith the payment of fees as furnished below:

#### **Fee for Request for Information under Sub-Section (1) of Section 6:**

An application fee of Rs. 10/- (Rupees Ten only) either in cash or by demand draft or Banker's cheque payable to the Account Officer of the Public authority (i.e. APIO/PIO/CPIO)

#### **Fee for providing information under sub section (1) of section 7:**

For providing information, the APIO shall charge fees by way of cash or demand draft or Banker's cheque payable to the Accounts Officer of the Public Authority (i.e. APIO/PIO/CPIO) as follows:

- a) Rs. 2/- (Two only) for each page (in A-3 or A-4 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 or models
- d) **Fees for Inspection of records:**
  - i) No fee for the first hour
  - ii) A fee of Rs. 5 (five only) for each fifteen minutes (or fraction thereof) thereafter.

#### **Fees for providing information under Sub-section (5) of Section 7:**

For providing information, the APIO shall charge fees by way of cash or demand draft or Banker's cheque payable to the Accounts Officer of the Public Authority (i.e. APIO/PIO/CPIO) as follows:

- a) For information provided in diskette or floppy – Rs. 50/- (Rs. fifty only) per diskette or floppy
- b) For information provided in printed form at the price fixed for such publication or Rs. 2/- (two only) per page of photocopy for extracts from the publication.

#### **Exemption from fees as per Sub-section (5) of section 7 of the Act:**

No fees shall be charged from the persons who are of below poverty line as determined by the appropriate Government.

No additional fee will be collected in cases where the information is not provided within the specified time limit.

### **Modifications in operational guidelines**

The operational guidelines are subject to modifications and the same will be informed to all APIOs/PIOs as and when the new guidelines are received from Govt. of India.