

# CHAPTER – 1

## INTRODUCTION

### **1.1 Background of this handbook (Right to Information Act – 2005).**

Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed. The revelation of information in actual practice is likely to conflict with other public interests including efficient operation of the governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information. It is thus necessary to harmonize these conflicting interests while preserving the paramountcy of the democratic ideal. Parliament has therefore enacted a legislation namely “The Right to Information Act, 2005” which received the assent of the President of India on 15th June, 2005. This handbook is published in pursuance of the stipulations described under Section 4 of the said Act.

### **1.2 Objective/purpose of this handbook.**

The objective of this handbook is to enlighten the general public to know their right to have access to information from the National Minorities Development & Finance Corporation, Ministry of Minority Affairs.

### **1.3 Who are the intended users of this handbook?**

All citizens of the Republic of India.

### **1.4 Organisation of the information in this handbook.**

All information relating to schemes under implementation, organizational set-up, levels of authority, their powers and duties/activities and all other relevant matters related thereto, which a common citizen may be interested in have been incorporated in this handbook.

### **1.5 Definitions (please provide definitions of various terms used in the handbook).**

The terms/phrases/expressions used in this handbook are to be construed with reference to the same/similar expressions with their grammatical and cognate variations as used in the “The Right to Information Act, 2005”.

### **1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.**

1. Sh. Anil Kumar, Public Information Officer
2. Sh. D Das, Asstt. Public Information Officer

### **1.7 Procedure and Fee structure for getting information not available in the handbook.**

A copy of Govt of India notification dated 16/09/2005 and 27/10/2005 are placed at Annexure ‘C’: and ‘D’ respectively. Fees and cost of providing information would be as per rates notified by the Central Govt under RTI Act (Regulation of Fees and Cost ) Rules 2005 applicable from time to time. No fees will be charged from the persons who are below poverty line on submission of photocopy of the BPL Card issued by the competent authority.

## **Procedure for supplying the information to the public under RTI Act, 2005**

The person who wishes to seek the information under RTI Act, 2005 can file an application in Form–A attached herewith to the Public Information Officer or Asstt. Public Information Officer of the NMDFC. The application form will be made available free of cost and can also be downloaded from the website of the NMDFC.

The officer will endeavour to provide the information in the shortest possible time subject to maximum of 30 days except the information sought for concerns the life or liberty of a person, the information shall be provided in 48 hours of the receipt of the request. In case, any person does not get the response within 30 days of the submission of application and aggrieved within the prescribed period, he / she may file the appeal to the departmental appellate authority Sh. J.S. Chauhan, AGM (L&R).

**For further details, please visit the website at [www.nmdfc.org](http://www.nmdfc.org)**

**ANNUAL RTI REPORT FOR THE YEAR 2018-19**

<b>1<sup>st</sup> Quarter : April to June, 2018</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on Beginning of 1 <sup>st</sup> Quarter	No. of application received as transfer from other Pas u/s 6(3)	Received during the Quarter (including cases transferred to other PAs)	No. of cases transferred to other PAS u/s 6(3)	Decision where requests/appeals rejected	Decision where request/appeals replied
<b>Request</b>	Nil	03	23	08	00	15
<b>First Appeals</b>	Nil	00	01	NIL	NIL	01
	<b>Total No. of CAPIOs designated</b>		<b>Total no. of CPIOs designated</b>		<b>Total no. of AAs designated</b>	
	01		01		01	

<b>2<sup>nd</sup> Quarter : July to Sept., 2018</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on Beginning of 1 <sup>st</sup> Quarter	No. of application received as transfer from other Pa+6s u/s 6(3)	Received during the Quarter (including cases transferred to other PAs)	No. of cases transferred to other PAS u/s 6(3)	Decision where requests/appeals returned not concerning NMDFC	Decision where request/appeals replied
<b>Request</b>	03	03	14	03	00	14
<b>First Appeals</b>	Nil	00	00	NIL	NIL	00
	<b>Total No. of CAPIOs designated</b>		<b>Total no. of CPIOs designated</b>		<b>Total no. of AAs designated</b>	
	01		01		01	

<b>3<sup>rd</sup> Quarter : Oct. to Dec., 2018</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on Beginning of 1 <sup>st</sup> Quarter	No. of application received as transfer from other Pa+6s u/s 6(3)	Received during the Quarter (including cases transferred to other PAs)	No. of cases transferred to other PAS u/s 6(3)	Decision where requests/appeals rejected	Decision where request/appeals replied including returned
<b>Request</b>	03	06	12	03	00	17
<b>First Appeals</b>	Nil	00	00	NIL	NIL	00
	<b>Total No. of CAPIOs designated</b>		<b>Total no. of CPIOs designated</b>		<b>Total no. of AAs designated</b>	
	01		01		01	

<b>4<sup>th</sup> Quarter : Jan. to March, 2019</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on Beginning of 1 <sup>st</sup> Quarter	No. of application received as transfer from other Pa+6s u/s 6(3)	Received during the Quarter (including cases transferred to other PAs)	No. of cases transferred to other PAS u/s 6(3)	Decision where requests/appeals rejected	Decision where request/appeals replied including returned
<b>Request</b>	01	06	14	02	00	14
<b>First Appeals</b>	Nil	00	01	NIL	NIL	01
	<b>Total No. of CAPIOs designated</b>		<b>Total no. of CPIOs designated</b>		<b>Total no. of AAs designated</b>	
	01		01		01	

**APPLICATION FORM FOR SEEKING INFORMATION**

RTI APPLICATION NO. \_\_\_\_\_

(To be filled by the Office)

To

Public Information Officer  
NMDFC  
SCOPE MINAR  
Core-1, 1<sup>st</sup> Floor  
Laxmi Nagar  
**Delhi-110 092**

1. Name of the applicant :
2. Postal Address :
3. Tele. No., Fax, E-mail etc. :
4. Particulars of information required :
5. I state that the information sought does not fall within the restrictions contained in Section 8 of the RTI Act and to the best of my knowledge it pertains to your office.
6. A fee of Rs. \_\_\_\_\_ has been deposited in the office vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ or the demand draft in favour of NMDFC, New Delhi is enclosed.

Place:

**(Signature of Applicant)**

Date :