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. In addition to offline mode, online application may also be filed through RTI Online portal.

The officer will endeavor 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
## ANNUAL RTI REPORT FOR THE YEAR 2019-20

### 1st Quarter: April to June, 2019

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>First Appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance as on beginning of 1st Quarter</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>No. of application received as transfer from other PAS u/s 6(3)</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Received during the Quarter (including cases transferred to other PAS)</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>No. of cases transferred to other PAS u/s 6(3)</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Decision where requests / appeals rejected</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Decision where request / appeals replied</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

### 2nd Quarter: July to September, 2019

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>First Appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance as on beginning of 2nd Quarter</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>No. of application received as transfer from other PAS u/s 6(3)</td>
<td>7</td>
<td>N/A</td>
</tr>
<tr>
<td>Received during the Quarter (including cases transferred to other PAS)</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>No. of cases transferred to other PAS u/s 6(3)</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>Decision where requests / appeals rejected</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Decision where request / appeals replied</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

### 3rd Quarter: October to December, 2019

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>First Appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance as on beginning of 3rd Quarter</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>No. of application received as transfer from other PAS u/s 6(3)</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>Received during the Quarter (including cases transferred to other PAS)</td>
<td>36</td>
<td>2</td>
</tr>
<tr>
<td>No. of cases transferred to other PAS u/s 6(3)</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Decision where requests / appeals rejected</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Decision where request / appeals replied</td>
<td>35</td>
<td>1</td>
</tr>
<tr>
<td>Request</td>
<td>Total No. of CAPIOs designated</td>
<td>Total No. of CPIOs designated</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Opening Balance as on beginning of 4th Quarter</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>No. of application received as transfer from other PAS u/s 6(3)</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Received during the Quarter (including cases transferred to other PAS)</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>No. of cases transferred to other PAS u/s 6(3)</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Decision where requests / appeals rejected</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Decision where request / appeals replied</td>
<td>35</td>
<td>35</td>
</tr>
</tbody>
</table>

4th Quarter: January to March, 2020

Progress during Quarter

<table>
<thead>
<tr>
<th>Request</th>
<th>Total No. of CAPIOs designated</th>
<th>Total No. of CPIOs designated</th>
<th>Total No. of AAs designated</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Appeals</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>No. of application received as transfer from other PAS u/s 6(3)</td>
<td>1</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>Received during the Quarter (including cases transferred to other PAS)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>No. of cases transferred to other PAS u/s 6(3)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Decision where requests / appeals rejected</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Decision where request / appeals replied</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR SEEKING INFORMATION

RTI APPLICATION NO. ________
(To be filled by the Office)

To

Public Information Officer
NMDFC SCOPE MINAR
Core-1, 1st 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 :
(TO BE PUBLISHED IN PART-II, SECTION 3, SUB-SECTION (I) OF THE GAZETTE OF INDIA)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, Dated the 16th September, 2005

Notification

G.S.R. In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely: -

1. **Short title and commencement** – (1) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** – In the rules, unless the context otherwise requires, -

(a) ‘Act’ means the Right to Information Act, 2005;

(b) ‘section’ means section of the Act;

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

4. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates: -

(a) rupees two for each page (in A-4 or A-3 size paper) created or copied;

Contd....
(b) actual charge or cost price of a copy in larger size paper;
(c) actual cost or price for samples or 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.

5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:

(a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
(b) 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.

(Hari Kumar)
Director

[F.No. 34012/8(5)/2005-Estt. (B)]

To

The Manager,
Government of India Press,
Mayapuri, New Delhi.
(भारत के राज्य, भाग 2, खंड 3, उपखंड (i) में प्रकाशनार्थ)

भारत-सरकार
कार्य, लोक-शिक्षाविद और पंशन मंत्रालय
(कार्य और प्रशिक्षण-विभाग)

नई दिल्ली, दिनांक 16 सितंबर, 2005

अधिसूचना

सा.का.लि............ केंद्रीय सरकार, सूचना का अधिकार अधिनियम, 2005
(2005 का 22) की धारा 27 की उपवारा (2) के खंड (व) और खंड (ग) द्वारा
प्रदत्त शक्तियों का प्रयोग करते हुए निर्देशित नियम बनाती है:-

1. संशोधन नाम और प्रारम्भ - (1) इन नियमों का संशोधन नाम सूचना का
अधिकार (फीस और लागत का निर्धारण) नियम, 2005 है।
(2) ये राज्यपत्र में प्रकाशन की तारीख को प्रस्तुत होगी।

2. परिभाषाएं - इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,-
(क) ‘अधिनियम’ से, सूचना का अधिकार अधिनियम, 2005 अधिनियम है;
(ख) ‘धारा’ से उक्त अधिनियम की धारा अधिनियम है;
(ग) अन्य सभी शब्दों और पदों के जो इसमें प्रस्तुत हैं और परिभाषित
नहीं हैं, वहीं अर्थ होगा जो उस अधिनियम में हैं।

3. धारा 6 की उप धारा (1) के अधीन सूचना अनिवार्य करने के लिए कोई
अनुरोध, दस रूपरूप की आवेदन फीस के साथ होगा, जो समुचित रसीद के विशेष
नकद के रूप में या मान देख दाफ्ट या बैंकर नकद के रूप में होगी, जो लोक
प्राधिकरण के लेखा अधिकारी को संदेह होगा।

4. धारा 7 की उप धारा (1) के अधीन किसी सूचना को उपलब्ध कराने के
लिए फीस, निर्देशित दर पर, जो सम्मिलित रसीद के विशेष नकद के रूप में या
मान देख दाफ्ट या बैंकर नकद के रूप में होगी जो लोक प्राधिकरण के किसी लेखा
अधिकारी को संदेह होगा, प्रमाणित की जाएगी।

(क) दैनिक समय और प्रतिलिपि किए गए प्रयोक्त (फ-4 या फ-3 आकार)
कागज के लिए दो रूपरूप;

......2/1
(व) बड़े धाकार के कारण में किसी प्रतिलिपि का यातायात प्रभाव या
लागत कीमत;
(च) अन्य मालों के लिए यातायात लागत या कीमत; और
(द) अभिलेखों के निरीक्षण के लिए, पहले चंदे के लिए कोई फीस नहीं;
और उसके पश्चात प्रत्येक मिनट फीस (या उसके भाग) के लिए
पाँच का एक की फीस।

5. धारा 7 की उपधारा (5) के अंदर किसी सूचना को उपलब्ध कराने के लिए
फीस, निर्देशित दर पर, जो सम्पूर्ण स्तरों के विचलन नकद के रूप में या मांग
dेय ट्रांस या बैंकर वैक के रूप में होगी जो लोक प्रतिनिधियों के अंतिम लेख
अंधकारी को संदेह होगा, प्रतिवेदित की जाएगी:-

(व) डिस्केट या पॉली में सूचना उपलब्ध कराने के लिए, प्रति डिस्केट
या पॉली, पताका का रुप; और
(च) बुजुर्ग प्रवेश में दी गई सूचना के लिए, ऐसे प्रकाशन के लिए निर्देश
कीमत पर या ऐसे प्रकाशन से उद्धरणों की पॉली प्रति के प्रति पृष्ठ
के लिए दो रुपए।

हरि कुमार

निदेशक

[फा.सं.-34012/8(एस.)/2005-स्थापना(व)]

सेवा में,

प्रबन्धक,
भारत सरकार मुनालय,
रिंग चॉक, नायापुरी,
नई दिल्ली।
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  

New Delhi, dated the 27th October, 2005  

Notification  

G.S.R.____(E). In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules to amend the Right to Information (Regulation of Fee and Cost) Rules, 2005, namely:--

1. **Short title and commencement**-- (1) These rules may be called the Right to Information (Regulation of Fee and Cost) (Amendment) Rules, 2005.  

(2) They shall come into force on the date of their publication in the Official Gazette.  

2. In the Right to Information (Regulation of Fee and Cost) Rules, 2005, in rule 4, for clause (d), the following clause shall be substituted, namely:--  

"(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)."  

[F.No. 34012/S(3)/2005-Estt. (B)]

(T.Jacob)  
Joint Secretary to the Government of India  

Note.-- The Principal rules were published in the Gazette of India vide Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) notification No. 34012/S(3)/2005-Estt. (B) dated 16th September, 2005 [G.S.R. No. 336 dated 1st October, 2005, Part II, section 3, sub-section (i)]  

(T.Jacob)  
Joint Secretary to the Government of India  

To  

The Manager,  
Government of India Press,  
Mayapuri, New Delhi.