

Frequently Asked Questions (FAQs) on RTI Act:

1. What is "Right to Information" ?

"Right to information" means the right to information accessible under the Act which is held by or under the control of any public authority and includes the right to:

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts, or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

2. What is a Public Authority?

"Public Authority" is any authority or body or institution of self-government

established or constituted:

- i) by or under the Constitution;
- ii) by any other law made by the Parliament;
- ii) by any other law made by State Legislature;
- iv) by notification issued or order made by the appropriate Government and includes any-
 - a) body owned, controlled or substantially financed and
 - b) non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government.

3. What type of information may be obtained under the RTI Act?

The type of information which may be obtained is defined under section 2 (f) of the Act as any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

4. How is an application for seeking information to be made?

As per section 6 (1) of the RTI Act a request may be made in writing to the Central Public Information Officer (CPIO) of Garden Reach Shipbuilder & Engineers Ltd, It may also be filed online at <https://rtionline.gov.in>.

5. What is a Public Information Officer?

Public authority must designate some of its Officers as 'Central Public Information Officer (CPIO)' under section (5) of the RTI Act. They are responsible to provide information to a person who seeks such information under the purview of the RTI Act.

6. Who can seek information under the Right to Information Act, 2005?

As per section 3 of the RTI Act any Indian citizen can seek information under the RTI Act, 2005.

7. To whom the application is to be addressed if information pertaining to Garden Reach Shipbuilder & Engineers Ltd. as a public authority is sought?

The application may be addressed to the Central Public Information Officer of HR Corporate Office, Garden Reach Shipbuilders & Engineers Ltd, 61 Park Unit, Garden Reach Road, Kolkata-700024 .

8. What are Fee structure break up for Seeking Information from Central Government Public Authorities?

(i) General fees : As per rule 3 of the Right to Information (regulation of fee and cost) rules, 2005, a request for obtaining information under section 6(1) of the RTI Act, 2005 shall be accompanied by an application fee of rupees Ten By the way of cash against proper receipt or by Demand draft or Banker's Cheque or Indian Postal Order drawn in favour of "Garden Reach Shipbuilders & Engineers Ltd'. Payable at Kolkata.

(ii) Additional Fee chargeable for providing information is as under:

- (a) Rs. 2/- for each page created or copied (in A4 or A3 size paper).
- (b) Actual charge or cost price of a copy in larger size paper.
- (c) Actual cost or price for samples or models.
- (d) Rs. 50/- per diskette or floppy.
- (e) Price fixed for the printed publication or Rs. 2/- per page of photocopy for extracts from the publication.
- (f) so much of postal charges involved in supply of information that exceeds Rs. 50/-.
- (g) Rs. 5/- per hour for inspection of records. No fee for the first hour.

(iii) Fee for the BPL applicant for Seeking Information :

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee under this Act. However, the applicant should submit a proof in support of his/her claim to belong to the below poverty line as defined by appropriate Government.

9. What does record mean under RTI Act?

Record under RTI Act includes:

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device;

10. What is the provision for exemption from Disclosure of information?

Sub-section (1) of section (8) and section (9) of the Act connected with the the types of information which are exempted from disclosure.

Sub-section (2) of section (8) provides that information exempted under sub-section (8)(1) or exempted under the Official Secrets Act, 1923 can be disclosed, if public interest in disclosure overweighs the harm to the protected interest.

11 What is the Time Period for Supply of Information?

(a) In general , the information to an applicant shall be supplied within 30 days from the receipt of their application by the public authority (Section 7 of RTI Act).

(b) If information sought connected with the life or liberty of a person, it shall be supplied within 48 hours.

(c) However, In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as applicable.

12. What if CPIO receives other Public Authority RTI requests wrongly?

Under Section (6) (3) of the RTI Act, where an application is made to a public authority requesting for information: (i) which is held by another public authority; or (ii) The subject matter of which is more closely connected with the functions of another public authority; the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer.

13 Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an Officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to

the Public Information Officer or the Appellate Authority, as the case may be; or he has been refused access to any information requested under the RTI Act; or has not been given a response to a request for information within the time limit specified in the Act; or has been required to pay an amount of fee which the applicant considers unreasonable; or believes that he has been given incomplete, misleading or false information, the applicant can make a complaint to the Central Information Commission (CIC).

14. What are the **First Appeal and Second Appeal** under the RTI Act?

First Appeal under the RTI Act :

If PIO doesn't supply information within the prescribed time of 30 days or 48 hours, as the case may be, or the applicant is not satisfied with the information furnished, the applicant may prefer an appeal to the First Appellate Authority (FAA) who is Senior in rank to the Central Public Information Officer (CPIO). Such appeal should be filed within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of 30 days from the date of receiving such request or in exceptional cases within 45 days of the receipt of the appeal.

Second appeal under the RTI Act :

If the First Appellate Authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the First Appellate Authority, the applicant may prefer a second appeal with the Information Commission (CIC) within 90 days from the date on which the decision should have been made by the First Appellate Authority or was actually received by the appellant.