

DETAILS OF CPIO

Central Public Information Officer (CPIO)

Shri Subardan Toppo

Additional General Manager (HR) and
Central Public Information Officer
HR Department
Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road
Kolkata-700 024
(West Bengal)

Procedure for filing RTI Application:

The RTI application by Indian Citizen (except the state of J & K) for seeking information under the provision of RTI Act-2005 may be submitted in writing in English or Hindi or in the Official Language of the area with prescribed fee of Rs 10/- (Rs Ten only) to the Central Public Information Officer (CPIO) at the address given below:

To,
Shri Subardan Toppo
Additional General Manager (HR)
Central Public Information Officer
HR Department
Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road, Kolkata-700 024 (West Bengal)

RTI Application Fee: An application under sub –section (1) of Section 6 of the Act shall be accompanied by a fee of Rupees Ten only and the application shall ordinarily not contain more than five hundred words, excluding Annexure, containing address of the Central Public Information Officer and that of the RTI Applicant.

Additional Fee: Fee for providing information under Sub -Section(4) of Section 4 and Sub-Section (1), (3) and (5) of Section 7 of the Act shall be charged at the following rates, namely

- (a) Rupees two for each page (in A-4 or 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 or records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof)
- (e) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (f) 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.
- (g) As regard to the payment of additional fees it is to state that wherever RTI Applicant seeking information as well as copy of documents under RTI Act 2005 through online RTI Portal, the requisite copy of documents / information up to two pages at the rate of Rs. two for each page excluding one page of CPIO Order can only be uploaded in the RTI Online Portal. If the requisite copy of documents/Information excluding one page of CPIO Order is more than two pages, information alongwith documents will be sent only by Speed Post and postal charges and additional fees at the rate of Rs. two of each page of documents will be paid by RTI applicant.

Exemption from payment of fee: No fee shall be charged from any person who is Below Poverty Line (BPL), provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the RTI application.

Mode of payment of fee: Fee under these rules may be paid in any of the following manner, namely:

In Cash, to the Central Public Information Officer of the Public Authority, against a proper receipt or by “**A/C Payee**” **Demand Draft or Bankers Cheque** or **Indian Postal Order** drawn in favour of “**Garden Reach Shipbuilders & Engineers Ltd.**”, payable at “**Kolkata**”.

Documents to be enclosed with the RTI Application: The following documents in support of Identity and Address proof need to be enclosed along with the RTI application:

- a. **Identity Proof:** (Attested photocopy of any one of the following documents)
 - Voter Photo Identity Card issued by Election Commission of India
 - Pass Port
 - PAN Card issued by Income Tax Department
 - Driving Licence issued by RTO
 - Unique Identification Card ‘AADHAR’
 - Photo Identity Card having serial number issued by PSUs of Central/State Government, Central/State Government, Autonomous Bodies
 - Photo Identity Card issued by recognized schools/ colleges for their students
 - Pass Book with photograph issued by Nationalized Banks
 - Credit Cards issued by Banks with laminated photograph
 - Certificate of Photo Identity signed by Gazetted Officer

- b. **Address Proof:** (Attested photocopy of any one of the following documents)
 - letter from Banks, PSUs, Autonomous Bodies Central/State Governments
 - Saving Pass Book issued by Banks & Post Office
 - Ration Card
 - Pass Port
 - Driving Licence
 - Certificate of Address signed by Gazetted Officer
 - Premium Receipt from any life insurance company
 - Photo Identity Card having address issued by PSUs/ Autonomous Bodies/Central or State Govts. to its employees
 - Domicile Certificate with communication address and photograph.

- c. **Contact details :** Phone, Mobile, e-mail, Fax, if any.

Note: Each and every page of RTI application as well as RTI appeal and other documents enclosed with it must be signed by the applicant/ Appellant, as the case may be.

FORMAT FOR RTI APPLICATION

To
Shri Subardan Toppo
Additional General Manager (HR)
Central Public Information Officer
HR Department
Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road, Kolkata-700 024 (West Bengal)

1. Name of the Applicant : _____

2. Mailing Address: _____

Telephone / Mobile Number : _____

e-mail address : _____

3. Whether the proof of the citizenship attached? (Yes/No) _____

4. Particulars of information sought (may attach separate sheet(s), if needed):

5. Time period for which information is required: _____

6. Whether applicant belongs to BPL
Category? (Yes/No)

(If yes, proof of BPL to be attached)

7. Details of fee;

Amount: Rs 10/-(Rs Ten only)

Mode of payment: (Postal Order/ Demand Draft/Bankers Cheque/Cash)

Postal Order/ Demand Draft/Bankers Cheque Number & Date: _____

8. Signature of applicant with Date _____

Place _____

Procedure for filing the First Appeal to the First Appellate Authority:

First Appeal to the FAA may be filed within 30 days from the expiry of the prescribed time limit or from the date of receipt of the decision by the CPIO. There is no fee for filing the First appeal.

FORMAT FOR FIRST APPEAL

1. Name and address of the Appellant
2. Name and address of the Central Assistant Public Information Officer to whom the RTI Application was addressed
3. Name and Address of Central Public Information Officer who passed the order on the RTI Application
4. Particulars of the RTI Application
5. Particulars of the order(s) including number, if any, against which the Appeal is preferred
6. Brief facts leading to the Appeal
7. Prayer or relief sought
8. Grounds for the prayer or relief
9. Any other information relevant to the Appeal
10. Verification/ authentication by Appellant

Procedure for filing the Second Appeal to the Central information Commission:

The RTI appellant aggrieved by an order passed by the First Appellate Authority or by non-disposal of his Appeal by the First Appellate authority, may file an appeal to the Commission. The Appeal may be filed directly to the Central Information commission with a copy of the same to the FAA as well as to the CPIO, within 90 days of the date on which the decision was made or should have been made by First Appellate authority. There is no fee for filing the Second Appeal. The Second appeal shall be accompanied by the following documents, duly authenticated and verified by the Appellant, namely

- (1) A copy of the application submitted to the Central Public Information Officer
- (2) A copy of the reply received, if any, from the Central Public Information Officer
- (3) A copy of the appeal made to the First Appellate Authority
- (4) A copy of the Order received, if any, from the First Appellate Authority
- (5) Copies of other documents relied upon by the applicant and referred to in his appeal, and
- (6) An index of the documents referred to in the appeal

FORMAT FOR FILING SECOND APPEAL

1. Name and address of the Appellant
2. Name and address of the Central Assistant Public Information Officer to whom the RTI Application was addressed
3. Name and Address of the Central Public Information Officer who passed the order on the RTI Application
4. Name and Address of the First Appellate Authority who passed the order on the First Appeal
5. Particulars of the RTI Application and RTI Appeal
6. Particulars of the order(s) including number , if any, against which the appeal is preferred
7. Brief facts leading to the Appeal
8. Prayer or relief sought
9. Grounds for the prayer or relief
10. Any other information relevant to the appeal
11. Verification/ authentication by the appellant

_____ -X _____