

**DETAILS OF CPIO**

**Central Public Information Officer (CPIO)**

Shri Sandip Biswas  
Deputy General  
Manager (Law)  
Central Public Information Officer  
Administration Department  
Garden Reach Shipbuilders & Engineers Ltd.  
43/46, 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 Sandip Biswas  
Deputy General Manager (Law)  
Central Public Information Officer  
Administration Department  
Garden Reach Shipbuilders & Engineers Ltd.  
43/46, 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 Assistant 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-3 or smaller size paper
- (b) Actual cost or price of a photocopy in large size paper
- (c) Actual cost or price for samples of models
- (d) Rupees fifty per diskette or floppy
- (e) Price fixed of a publication or Rupees two per page of photocopy for extracts from the publication
- (f) No fee for inspection of records for the first hour of inspection and a fee of rupees 5 for each subsequent hour or fraction thereof.
- (g) So much of postal charge involved in supply of information that exceeds fifty rupees.

**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 Assistant 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 MP/MLA/Municipal Councilor/Gazetted Officer
- b. **Address Proof:** (Attested photocopy of any one of the following documents)

- Electricity Bill
- Certificate from the Post Office confirming address of Applicant
- Telephone Bill from any telephone service providers
- Accommodation allotment 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 MP/MLA/Municipal Councilor/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 Sandip Biswas  
Deputy General Manager (Law)  
Central Public Information Officer  
Administration Department  
Garden Reach Shipbuilders & Engineers Ltd.  
43/46, 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 \_\_\_\_\_