

**MMTC LIMITED
CORPORATE OFFICE
NEW DELHI**

No. MMTC/Nodal CPIO/RTI/01/2008

January 10, 2008

CIRCULAR

All CPIOs/CAPIOs

Sub: Procedure for receipt and disposal of requests for information under the RTI Act 2005.

Instructions have been issued from time to time for proper and effective implementation of the RTI Act 2005 in MMTC Ltd. (Reference circulars dated 5.10.05, 28.10.05, 14.12.05 and 1.3.06, 27.4.06, 3.7.06, 5.7.06, 28.9.06, 14.11.06 and 5.12.07) For sake of uniformity and good order, the following guidelines are reiterated for compliance by all CPIOs/CAPIOs :-

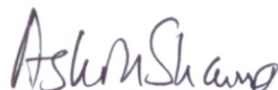
- 1) Under the RTI Act, a person, who desires to obtain any information under the Act, is required to make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made accompanied by the prescribed fees.
- 2) The prescribed fees under the Right to Information (Regulation of Fee and Cost) Rules 2005 is Rs. 10/- which may be paid by way of cash against proper receipt or by DD or Banker's Cheque or Indian Postal Order payable to MMTC Limited.
- 3) All CAPIOs should make arrangements with the local Cashier to receive payment of fees under the RTI Act by way of cash against proper receipt or by Demand Draft/banker's cheques or Indian Postal Order. In case the fees is deposited by way of cash, the cashier shall prepare the receipt in triplicate – the original to be submitted by the applicant alongwith the request for information and one copy for the applicant making the request and a copy to be retained by the cashier.

The Cashier should maintain a register of receipt of such fees received under the RTI Act noting the particulars such as name of the applicant and date of deposit of fees etc.

- 4) Your kind attention is invited to Rules 4 & 5 of the Right to Information (Regulation of Fee and Cost) Rules 2005 (Page-26 of the RTI Act) which prescribe the requisite fee for providing information under Section 7(1) of the Act which may be paid in any mode as provided in Clause(3) above. In brief, the rates for providing the information are as follows:-
 - (a) Rupees two for each page (in A4 or A3 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 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.

- (e) For information provided in diskette or floppy Rs.50/- per diskette or floppy
(f) For information provided in printed form at the price fixed for such publication or Rs.2/- per page photo-copy for extracts there from.
- 5) After receipt of request for information under Section 6, CPIOs/CAPIOs are required to dispose off the request under Section 7 of the RTI Act within 30 days of the receipt of the request by either providing the information on payment of such fee as may be prescribed as above or by rejecting the request for any of the reasons specified in Section 8 & 9. Please note that if a CPIO/CAPIO fails to give a decision on the request for information within 30 days, CPIO/CAPIO is deemed to have refused the request. In this connection your kind attention is drawn to Section 20 of the RTI Act which provides for penalties. A copy of the reply given to the applicant be sent to the undersigned for information.
- 6) All CPIOs/CAPIOs should maintain a register where particulars such as date of receipt of the request, name of applicant, date of disposal, whether prescribed fee of Rs. 10/- paid and payment particulars, additional fees demanded/deposited, whether information given or refused - if refused then under what sub-section of Section 8 it was done.
- 7) All CPIOs/CAPIOs are required to send information in the prescribed format regarding the requests for information received in a Quarter by 3rd of the month following each Quarter enabling us to file the Quarterly Return with the Deptt. of Commerce by the 5th day of the month following each Quarter.

It is requested that a copy of this Circular may be displayed on the Notice Board of your Region.


(ASHOK SHARMA)
CGM(Law) and Nodal CPIO 18/1/08

Copy to

1. Shri A. Mahapatra, Director (P&L) Appellate Authority, MMTC Ltd., New Delhi
2. GM (Systems) with a request to hoist the same on the MMTC website
3. Notice Board.