

Mahatma Gandhi National Council of Rural Education

Department of Higher Education, Ministry of Human Resource Development

The Right to Information Act, 2005

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a– RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.

Information under section 4(1)(b) of the Right to Information Act 2005

I. Particulars of Organization, Functions and duties

The Mahatma Gandhi National Council of Rural Education (MGNCRE) aims at human resource development and capacity building of higher education on rural India. Established in 1995 by the Government of India under the Union Ministry of Human Resource Development, the MGNCRE seeks to usher in rural change and inclusive growth as a catalyst organization.

Mahatma Gandhi National Council of Rural Education under the Ministry of Human Resource Development, in Government of India strives to promote resilient rural India through Higher Education interventions. MGNCRE designs, develops and promotes curriculum inputs for higher education programmes offered by Universities and Autonomous Institutions in India. The higher educational streams of focus for MGNCRE include: Rural Studies, Rural Development, Rural Management, Social Work and Education. The curriculum inputs are both theoretical and practical field related relevant to rural India.

Vision:

To involve higher education curriculum in India in the process of building resilient rural India i.e., Uthkrishit Gram for Unaat Bharat.

Mission:

Formulate and recognize curricular inputs and accredit courses and higher educational institutions, which enable development of sustainable, climate and disaster resilient rural livelihoods.

Rationale:

Livelihoods in rural India covering 70% of population are subjected to vagaries of climate and disasters. Without building resilience in them it is always a first step and not higher step in their path of development. In spite of years of hard work it continues to be a hardship ridden life. Rural India was the source of civilizational growth and it has to regain its prime place in the nation building and placing India on the top in the comity of nations in the world. In today's climate vagaries and disaster prone world, it is not enough to develop livelihoods but it is also essential to make them sustainable by continuous attempts to make them resilient. Higher educational institutions in the country have an important role in formulating and building curriculum for promoting continuous student and institutional engagement in study, research and improvement of the resilience of rural livelihoods and rural critical infrastructure.

Established in 1995 by the Government of India under the Union Ministry of Human Resource Development, the MGNCRE, founded by the Late Prime Minister Sri P V Narasimha Rao, seeks to usher in rural change and inclusive growth as a catalyst organization.

The MGNCRE interfaces with rural institutes of higher learning like Rural Universities, Rural Development Institutes, National Rural Livelihoods Mission and State Livelihood Action Units.

Human Resource Development is our operational framework and Human Development is the goal. Sab Ka Sath Sab Ka Vikas would be the guiding philosophy and strategy of MGNCRE, as enunciated by the Prime Minister of India, Sri Narendra Modi.

Development of higher education curriculum addressing the needs of backward rural areas and their representative higher educational institutions, boosting the flagship social and rural development programmes with focus on education, skill development, employment, livelihoods and Swacch Bharat comprise the core initiatives.

The MGNCRE seeks to strengthen the rural higher education curriculum and the faculty members transacting it. Empowerment of the functionaries will be a well designed corollary.

Capacity building and professionalization of Rural Institutes, skill development, entrepreneurship, livelihoods, community initiatives, creativity of local groups and proactive development action constitute the core content of MGNCRE research and interventions. The curriculum development programmes of MGNCRE mainly include workshops and rural table discussions.

As part of its proactive and continuing research and training endeavour, the MGNCRE has to date initiated Research Projects in different parts of the country. Between 1995-2016, 115 such projects have been completed and appraised by the specialists.

The MGNCRE's governance structure includes the Council and the Governing Body that are supported by specially constituted committees for planning and monitoring.

Over the years, a number of eminent personalities have been associated with the MGNCRE. Prominent among them are Dr. M. Aram (former M.P, Rajya Sabha), Dr. L. C. Jain (former member of the Planning Commission & High commissioner to South Africa), Prof. BH. Briz-Kishore (former Member UGC & Professor, JNTU, Hyderabad), Dr. S.V. Prabhath, IAS and Prof. Ramakrishna Ramaswamy (former VC of University of Hyderabad) functioned as the Chairmen at different points of time.

Dr. W. G. Prasanna Kumar is the present Chairperson and Shri. P. Sardar Singh is the Member Secretary (FAC) of the Council.

The Council releases updated information, as and when required, through its website: <http://www.mgncre.in>

The objectives for which the Council is established are to:

Established in 1995 MGNCRE strives:

To study rural society and rural economy through higher educational institutions in order to address the development needs and challenges through participatory mechanisms and appropriate technological responses basing on local resources.

To work with higher educational institutions covering Natural and Social Sciences, Management Sciences and Engineering for developing curricula addressing challenges of rural communities for finding appropriate technology options to promote a just and equitable economic and social development

To adopt interdisciplinary approach and work with faculty members and Post Doctoral Fellows, through workshops for addressing challenges of the rural communities in finding appropriate social and economic responses as per the local and global opportunities in livelihoods.

To develop a pool of researchers and academics across the disciplines interested in and working for rural communities leveraging academic inputs for higher education.

To enable studies on issues and impediments in human resource development initiatives of the Government of India focused on rural India, studying failure and success stories and fine tuning the programmes and their implementation through curriculum interventions in higher education.

To network with educational institutions of higher learning, local governments, development agencies, Local Governments, gram sabhas and Industry in order to develop synergic convergence of human resources which are socially and economically just and inclusive for the vulnerable sections of rural India

II. Powers and duties of Officers and employees:

The powers of the officers and the employees are derived from various Government rules, instructions and executive orders issued from time to time. The officers and employees of this Council exercise powers and perform duties and roles as delegated to them as per the orders issued by Government of India from time to time. The Council presently follows the procedures as outlined in the Memorandum of Association (MOA); General Financial Rules, Fundamental and Supplementary Rules. The Financial powers to deal with any financial proposal in the Council are derived from the Delegation of Financial Power Rules (DFPRs) which have been issued by the Ministry of Finance.

Delegation of Powers

Subject to the provisions of the Rules and the Bye-laws, any officer or authority of the Council may delegate his or its power to any other officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or authority delegating such power.

The person nominated by the Government representing the Ministry of Finance on the Governing Body shall be the Financial Adviser to the Council. In the event of disagreement between the Financial Adviser and the Chairman of the Governing Body on financial matters beyond the delegated powers of the Ministry / Department of the Government of India, the matter shall be referred to the Ministry of HRD, (Department of Education) i.e. the administrative Ministry concerned.

a. Officers of the Council:

Officers of the Council include:

1. Chairman
2. Vice Chairman
3. Member Secretary

Chairman

The Chairman, who is the Chief Executive and Principal Administrative Officer, shall preside over all meetings of the Council and its Governing Body. He shall have all the necessary powers for carrying out the functions of the Council.

The Governing Body may, by resolution, delegate to the Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers of delegation under this Rule, shall be reported at the next meeting of the Governing Body.

The Chairman shall be appointed by the Government of India for a term of five years or until he attains the age of 65 years, whichever is earlier. The outgoing Chairman shall be eligible for reappointment but no Chairman shall be appointed for more than two consecutive terms.

Provided that notwithstanding the expiry of the period of five years, the Chairman shall continue in office until his successor is appointed and enters upon his office. The terms and conditions of service of the Chairman shall be such as may be prescribed by the Government of India from time to time.

Vice Chairman

Dr. Bharat Pathak.

Member Secretary

The Member-Secretary of the Council shall be appointed by the Council with the approval of the Central Government. The remuneration, terms and conditions of service, powers and duties of the Member-Secretary shall be as specified in the Regulations.

Subject to any order that may be passed by the Governing Body, the Member-Secretary of the Council, shall be responsible for the proper administrative affairs of the Council under the direction and guidance of the Chairman.

The Member-Secretary shall prescribe the duties of all officers and staff of the Council and shall exercise such supervision and disciplinary control as may be necessary subject to the Rules and the Bye-laws.

b. Employees of the Council:

Assistant Director (R/N)

The Duties of the Assistant Director (R/N) is to coordinate with various universities, institutes and stakeholders for conducting various academic activities such as round table meetings, workshops, faculty development programmes, internship, minor research projects, Ph.D Fellowships, coordinating with the officials of MHRD & other departments, government organizations, preparation of agenda for the meetings, to look after the publications undertaken by the Council and day to day administration. To attend the works allotted by Chairman from time to time.

Private Secretary

The Duties of the Private Secretary is taking dictation in shorthand and its transcription, preparing the letters, minutes, orders, etc., coordinating with various stakeholders, officials of MHRD & other departments, government organizations, etc., fixing up appointments of Chairman, attending phone calls, keeping an accurate list of engagements and meetings, look after the travel plans of Chairman and booking of tickets and other works allotted by Chairman from time to time.

Accountant

The Duties of the Accountant is compiling and preparation of final accounts i.e. Balance sheet, I&E Account, R&P Account and other schedules in the formats as prescribed by the government of India, maintenance of cash book, ledger, stock register & other books of accounts manually & in computerized accounting package (Tally), posting of entries in PFMS, maintenance of cash imprest, processing of all Bills payable & receipts, preparing of vouchers & cheques, making online payments through internet banking, booking of tickets for the officials of the Council for official tours, preparation of monthly Bank reconciliation statement & other financial statements, Preparation of monthly salaries of employees, scrutiny & processing of T.A/D.A bills, LTC claims, Medical claims, etc of staff and members, procurement of stationery, fixed assets, receipt & Issues of stocks, stationery, correspondence, preparing & submission of reports/statements to MHRD from time to time, preparing and submission of MoU, Annual / Quarterly Budget, Budget Estimates, Revised Estimates to MHRD. Look after in conducting the Internal Audit and the Statutory Audits (SAR & LAR) by C&AG, preparing & submission of replies for the audit queries and outstanding audit paras,

coordinating in conducting G.B/Council & other meetings, preparing of agenda and minutes for the meetings, coordinating in conducting workshops, seminars & other academic / training activities, preparing the note files for processing and release of payments, settlement of advances, preparing & issue of advertisements, posting of tenders / bids in GeM portal, computation of income tax of employees & vendors, remittance of TDS and other statutory deductions to GoI on monthly basis, preparing and filing of quarterly TDS returns, issue of Form 16 / 16A, additional charge of CPIO, upkeep of office equipments (Xerox machine, UPS, printers, server, air conditioners, electrical fittings, etc), coordinate & assist in day to day administration work (making arrangements for lodging / boarding of the participants / members / officials, etc, booking of conference hall / auditorium, making vehicle arrangements for the training programmes, meetings & other purposes, physical verification of stores & stocks, fixed assets, etc, preparing of Utilization certificates, assisting in the project works, assisting in preparing and printing of annual report, brochures, newsletters & other publications of the Council, attend the works allotted by Chairman from time to time.

III. Procedure followed in Decision making process, including Channels of Supervision and Accountability.

The work of the council is being carried out with the limited staff. Most of the work relating to General Administrative, Establishment and Cash matters is disposed off at Member-Secretary Level. On all other issues relating to sectoral/sub-sectoral interactions or convening of meetings, the action is initiated at the level of Chairman / Member-Secretary who after careful consideration takes the decisions.

Cases which require the approval of the Chairman are placed before him by the Member Secretary for order/approval.

The channel of submission as generally followed is as under:

Sl.No	Items of work	Channel of submission
1.	General, Financial, Academics, Establishment, Administrative and Miscellaneous matters.	Accounts - Administration Accountant - Member Secretary & Chairman Assistant Director – Member Secretary - Chairman
2.	VIP references, Parliament questions / Matters.	Administration- Accounts Accountant - Member Secretary & Chairman Assistant Director – Member Secretary - Chairman

3.	Convening of Sectoral, sub-Sectoral / Sub-Group meetings	Administration- Accountant – Assistant Director- Member Secretary & Chairman
4.	Preparation of Minutes of the above meetings	Administration – Private Secretary - Assistant Director - Member Secretary & Chairman

IV. The norms set by it for the discharge of its functions

As per the objectives stipulated in the Memorandum of Association (MoA) of the Council and the Memorandum of Understanding (MoU) entered with the Ministry of Human Resource Development annually.

V. The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharge of its Functions

The Council discharges its function as per mandate given to it by the Government of India and as per the Rules and Bye-laws stipulated in its MoA and Service Regulations. In administrative and financial matters, Government of India rules are broadly followed.

VI. A Statement of the categories of documents that are held by the council or under its control:

Files, documents and publications related to activities of the council / individuals are kept in the custody of administration and accounts sections.

VII. The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Other information as may be prescribed.

APPELLATE AUTHORITY
MGNCRE - Hyderabad

Shri. P. Sardar Singh
Member Secretary (FAC)
5-10-174, Shakar Bhavan, Ground Floor
Fateh Maidan Road, Hyderabad – 500 004

VIII. A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part of or the purpose of its advise, and as to whether meetings of those bodies, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The following are the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part of or the purpose of its advice of the Mahatma Gandhi National Council of Rural Education:

- i. The Council
- ii. The Governing Body
- iii. The Standing Committee on Basic Education
- iv. The Planning Board
- v. Such other authorities as may be constituted by the Council for carrying on its business and for achieving its objectives.

THE COUNCIL

COMPOSITION:

The Council shall consist of

- i. An eminent person to be nominated by the Government of India as Chairman.
- ii. Vice-Chairman to be nominated by the Government of India from the category of ten eminent persons/educationists to be nominated by the Government.
- iii. Ten eminent persons/educationists, including Vice-Chairman of the Council, to be nominated by the Government including at least 2 heads of rural institutes/agencies on the recommendation of the Council. This composition shall include two women.

- iv. Four nominees of State Governments (by rotation in alphabetical order).
- v. Six persons to represent Government who shall be nominated by the Government of India and shall include one representative each of the Department of Education, Department of Agricultural Research and Development, Department of Rural Development, Ministry of Finance (Dept. of Expenditure), University Grants Commission and Planning Commission; and
- vi. Member-Secretary.

Term of Office: The members shall hold office for a term of three years. When the term of office of a member comes to an end, the vacancy shall be filled by the Government through nomination. Outgoing members shall be eligible for re-appointment but shall not be appointed to the Council for more than two consecutive terms

Provided that the members representing Government will be ex-officio and the limitation of holding office for two consecutive terms shall not apply to them and provided further that a member in office shall continue until his successor is nominated.

The Council shall meet at least twice in a year.

POWERS AND FUNCTIONS:

The functions of the Council shall be:

- i. to review from time to time the broad policies and programmes of the Council;
- ii. to suggest measures for the improvement and development of the Council;
- iii. to consider and adopt the Annual Report and Annual Accounts of the Council and the Audit Report on such Accounts; and
- iv. to advise the Chairman and the Government of India in respect of any matter which may be referred to it for advice;

THE GOVERNING BODY

Composition:

The Governing Body shall be the principal executive body of the Council and shall consist of the following:

- i. Chairman
- ii. Vice-Chairman
- iii. A representative, each of the Department of Education, Planning Commission, Department of Rural Development and Ministry of Finance and University Grants Commission

- iv. Five persons to be nominated from among the members of the Council
- v. Member-Secretary of the Council.

Powers And Functions Of The Governing Body

- i. to implement the policies and programmes of the Council subject to such guidelines as the general Council may from time to time provide;
- ii. to manage the affairs and funds of the Council and all matters relating thereto;
- iii. to approve and sanction projects and programmes of the Council;
- iv. to allocate and disburse out of the Fund of the Council for maintenance or development or both of rural institutes and other voluntary agencies or for any other general or specified purpose; provided that in making any grant to any such institute the Council shall give due consideration to the development of the rural institute concerned, its financial needs and standards attained by it.
- v. subject to the instructions of Government of India with regard to creation of posts, to create all academic, administrative & other posts with the prior approval of the Central Government;
- vi. to determine the number of such posts, the minimum qualifications for appointment thereto and their emoluments provided that any revision in the structure of emoluments, scales of pay and rates of allowances shall require the prior approval of the Central Government;
- vii. to make appointments to all categories of posts in the Council and to define the duties attached to such posts provided that where appointment to any post which exceeds the scale of pay corresponding to the scale of pay of Rs.4,500/- p.m. (presently in Level - 5 of 7th CPC) shall require the approval of the Central Government;
- viii. to enquire into the academic and financial needs of the rural institutes and to advise them on measures necessary for their proper functioning;
- ix. to establish and maintain in India with the prior approval of the Government of India, nodal and regional centres to promote the objectives of the organisation;
- x. to enter into collaboration with similar organisations in India and abroad for the furtherance of the objectives of the Council;
- xi. to accept grants in aid, donations or gifts from the Government of India, the State Governments and other public or private organisations or individuals for furtherance of its objectives provided that the acceptance of such grants, donations or gifts shall not be in conflict or inconsistent with the provision of these rules;
- xii. to take over or acquire by purchase, gift or otherwise, from Government and other public bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Council and provisions of these rules;

- xiii. to purchase or otherwise acquire or lease or hire any movable or immovable property provided, that no immovable property shall be sold or leased without the prior approval of the General Council and the Central Government;
- xiv. to appoint advisory boards, expert committees and/or other special committees for such purposes and with such powers as the Council may think fit and to dissolve any/or all of them;
- xv. to frame regulations not inconsistent with these rules, for the administration and management of the affairs of the Council. Without prejudice to the generality of the foregoing provisions, such regulations may provide for the following matters;
 - a) the preparation and sanction of budget estimates, the sanctioning of expenditures, making and execution of contracts, the investment of funds of the Council;
 - b) the procedures for appointments, the terms and tenure of appointments, emoluments, allowances, rules of discipline, rules relating to payment of pension and gratuity to staff and other conditions of service of the officers and staff of the Council with the prior approval of Central Government;
 - c) the procedure for maintenance of the accounts of the funds of the Council and conduct of audit of these accounts;
 - d) such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Council to which shall be credited;
- xvi.
 - a) all moneys provided by the Central Government.
 - b) all fees and other charges received by the Council.
 - c) all moneys received by the Council by way of grants, gifts, donations benefactions, bequests or transfers.
 - d) all moneys received by the Council in any other manner or from any other source.
- xvii. to invest funds or money entrusted to the Council in banks and approved securities with the approval of the Central Government;
- xviii. to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments and for this purpose to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the Council;
- xix. to pay out of the funds belonging to the Council or out of any particular part of such funds, the expenses incurred by the Council from time to time including all expenses incidental to the formation of the Council and management and administration of any of the foregoing objectives all rents, taxes, outgoings and the salaries of the employees;
- xx. to maintain proper accounts or other relevant records and prepare an annual statement of accounts including balance sheets in such form as may be prescribed by the Central Government;

- xxi to scrutinize the annual estimates of income and expenditure of the Council and to make recommendations to Council on them;
- xxii to consider and make recommendations to the Council on proposals for new expenditure which is not included in the Annual Budget on account of major works and purchases, creation of posts etc.;
- xxiii to scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Council; and
- xxiv to review the finances of the Council from time to time.

STANDING COMMITTEE:

A Standing Committee consists of the Chairman and six members nominated by the Governing Body.

FUNCTION: The Committee shall identify suitable institutions for recognition and support to elementary, secondary and post-secondary institutions based on the concept of Nai Talim and make recommendations regarding grants to such institutions by the Council for their further development.

FINANCE COMMITTEE:

A Finance Committee consists of the Chairman, Finance Advisor, one member nominated by the Council, one member from the Governing Body and one nominee of the Chairman.

FUNCTION: To examine the progress of plan and non-plan expenditures, preparation of budgets etc., apart from ensuring the codal formalities in normal financial dealings and purchase related matters.

THE PLANNING BOARD:

A Planning Board consists of the Chairman, one representative of the Government of India and three members nominated by the Governing Body.

FUNCTION:

- a. to advise the Council on the :
 - i. design and structure of the programmes and methods of instruction in the rural institutes;
 - ii. establishment of new rural institutes;

- iii. principles for determination and disbursement of grants to rural institutes;
- b monitor, review and evaluate the academic programmes offered by the rural institutes; and
- c provide any other guidance, assistance or advice to the Council in achieving the objectives.

The meeting of above councils, bodies and committees are not open for the public.

IX. A directory of the officials of the Mahatma Gandhi National Council of Rural Education:

S.No.	Name & Designation	Telephone No.
1.	Dr. W G Prasanna Kumar, Chairman	040 - 23212120
2.	Shri. P. Sardar Singh, Member Secretary (FAC)	040 - 23422117
3.	Dr. Debendra Nath Dash, Assistant Director (R/N)	040 – 23212120
4.	Smt. S. Saroja, Private Secretary	040 – 23212120
5.	Shri. B. V. N. R. Srinivas, Accountant	040 - 23212120

X. The Pay of scale of each of its officers and employees of MGNCRE.

Designation	Pay of Scale in 7th CPC
Chairman	Level – 15
Member Secretary	Level – 13
Assistant Director	Level – 11
Private Secretary	Level – 9
Accountant	Level - 7

XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Budget Allocation for the year : 2020-2021

Name of the Scheme: National Initiative for Excellence in Humanities and Social Sciences

(Rs. in lakhs)

Sl.No	Budget Head	Object Head	Budget Allocated
A	General		
1	Non-salary & Pension / Pensionary Benefits	2202.80.004.11.00.31	323.00
2	Creation of capital assets	2202.80.004.11.00.35	330.00
3	Salaries	2202.80.004.11.00.36	93.00
B	SC		
1	General	2202.80.789.12.00.31	-
2	Creation of capital assets	2202.80.789.12.00.35	-
3	Salaries	2202.80.789.12.00.36	-
C	ST		
1	General	2202.80.796.14.00.31	-
2	Creation of capital assets	2202.80.796.14.00.35	-
3	Salaries	2202.80.796.14.00.36	-
	Total		746.00

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable

XIII. The particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable

XIV. Details in respect of information, available to or held by it, reduced in an electronic form

All matters pertaining to the Council are put on the official website: www.mgncre.in which can be referred to particularly to have details in respect of the activities of MGNCRE, tender notices, publications and recruitments, which are updated from time to time.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

For obtaining information the Council's website www.mgncre.org may be accessed by the members of public for any information on the ongoing activities of MGNCRE. For any further details, the members of the public may contact the Public Information Officer of MGNCRE, as referred at Sl.No.XVI. No Library or reading room is maintained by the Council for public use.

XVI. The names, designations and other particulars of the Public Information Officers:

Name, designation and other particulars of the Public Information Officers of the Council are given as under:

APPELLATE AUTHORITY

Shri. P. Sardar Singh
Member Secretary (FAC)
Mahatma Gandhi National Council of Rural Education,
Ministry of HRD, Government of India
5-10-174, Shakar Bhavan, Ground Floor
Fateh Maidan Road, Hyderabad – 500 004

PUBLIC INFORMATION OFFICER

Shri. B. V. N. R. Srinivas
Accountant
Mahatma Gandhi National Council of Rural Education,
Ministry of HRD, Government of India
Shakar Bhavan, Ground Floor, #5-10-174,
Fateh Maidan Road, Hyderabad - 500 004, INDIA

XVII Such other information as may be prescribed:

NIL

Implementation of 'The Right to Information Act, 2005'

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15th June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15th June 2005), other provisions shall come into effect on 100 / 120 days of its enactment.

The Right to Information Act has set out a relatively simple process for accessing information. Public Information Officer (PIO), who accepts requisitions and provides information.

Who gives the Information?

The Public Information Officer

How to access information?

1. Request to be made in writing to the Central/ PIO
2. No reason to be given by the applicant for requesting the information
3. No personal details except that necessary to contact the applicant
4. Information sought for relates to another Public Authority or subject more closely connected with the functions of another Public Authority shall be transferred to the concerned authorities within 5 days under intimation to the applicant

What it costs to obtain Information?

1. Application fee of Rs.10 - by way of cash, DD, IPO or bankers cheque.
2. Rs.2/- for each page (A4 or A3 size) created or copies
3. Actual in case of large size paper
4. Actual cost of samples/modules

Exemption from payment of Fees

1. No fee to be collected from persons who are of below poverty line
2. Applicant should prove by way of a certificate/document that he/she belongs to BPL.
3. No fee if the Public Authority fails to comply with the time limits

Time limit for supply of information

1. Within 30 days on payment of fees
2. Provide information or reject
3. Within 48 hours if information concerns life or liberty of a person
4. If no reply or information is received as above, it is presumed to have been rejected.

What information will not be disclosed?

1. Affecting Sovereignty and integrity of India
2. Forbidden by Court of Law
3. Would cause breach of privilege
4. Trade secrets, IPRs etc.
5. Information available in a fiduciary position
6. Received in confidence from foreign Government
7. Endanger life or physical safety
8. Impede process of investigation
9. Cabinet papers (decision made shall be made public)
10. Unwarranted invasion of privacy of a person