



**टीएचडीसी इंडिया लिमिटेड**  
**THDC INDIA LIMITED**

(भारत सरकार एवं उ.प्र. सरकार का संयुक्त उपक्रम)  
(A joint venture of Govt. of India & Govt. of UP)

## **Procedure for seeking information from THDC India Ltd. under the Right to Information Act'2005 (hereinafter referred to as 'Act') -**

### **1. Appointment of the Central Public Information Officers**

1.1 The Central Public Information Officers (CPIO)/ Public Information Officers (PIO) / Asstt. Public Information Officers (APIO) have been designated at various locations in THDC India Ltd. to receive the request for seeking information as far as applicable to their respective units.

1.2 Any Indian citizen who is seeking information or inspection of records, under provision of this Act, can file an application in Form-A or Form-B, as the case may be, to the concerned Central Public Information Officers. These forms are available, free of cost or the requester can take print of the same from THDC India Ltd., by himself, or write the letter in the same format.

1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.

1.4 Requestor shall mention in application whether the information sought for concerns the life or liberty of a person.

1.5 The reply shall be either collected by requester himself or shall be forwarded to requester either through post or courier, at the address given in the application form.

1.6 Request which are not addressed to the CPIO or not specifying the exact information required or not accompanied with the fee and mode of remittance prescribed in this Act shall not be responded.

### **2. Recourse in case requester is not satisfied with response or lack of it from CPIO**

2.1 In case the requester fails to get a response from the CPIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may file an appeal to the Appellate Authority within THDC India Ltd. for the review in Form-C. In case appeal is allowed the information shall be supplied to the applicant by the CPIO within such period as ordered by the Appellate Authority.



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### 3. Time Schedule

3.1 CPIO will send the response to requester within period as given below, from date of receipt of the request:

	<b>Processing of:</b>	<b>Within a period</b>
3.1.1	Request received by CPIO for information	30 calendar days (*)
3.1.2	Request received by Assistant CPIO	35 calendar days
3.1.3	Request where 3 <sup>rd</sup> party information is involved	40 calendar days
3.1.4	Appeal by 3 <sup>rd</sup> Party, against order of CPIO	30 calendar days
3.1.5	Decision of appellate authority on appeal of requester	30 calendar days

(\*): 48 hours where the request concerns life or liberty of a person.

### 4. Applicable fee and payments

4.1 Each application for seeking information/inspections of records shall be accompanied by an application fee of Rs. 10/-

4.2 Fee for providing information/ documents/inspection of records will be as follows:

- a) Rs. 2/- for each page (in A-4 or A-3 size) created or copied.
- b) Actual charge or cost price of a copy in a larger size paper.
- c) Actual cost of price for samples or models; and
- d) Inspection of records: No fee for the first hour; A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter:
- e) Rs. 50/- per diskette or floppy containing information.
- f) Information in printed form: price fixed for publication or Rs.2/- per pages of photocopy for extracts from the publication.

4.3 Request shall be accepted only when it is related to CPIO under the Act and is accompanied by the requisite fee.

4.4 Requester, upon getting notice from CPIO, shall deposit the additional fee requested in connection, as with the processing of the request. The CPIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.



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4.5 Cash payments shall be made to the F&A Deptt., THDC India Ltd., at Unit/ Corporate Office, as the case may be against proper receipt, during normal working hours, personally by the requester or his representative.

4.6 In case mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favour of THDC India Ltd.

4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's Cheque shall be accepted by CPIO.

4.8 Requester shall not enclose any currency note(s) along with the application, delivered through post/courier. It is against provisions of the Act and also the rules governing postal services.

4.9 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.

4.10 In case required, CPIO shall inform the requester about additional fee to be deposited by him towards furnishing of information or inspection of records. Such additional fees shall be deposited by the requester, as applicable, promptly, prior to release of information/inspection of documents.

4.11 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of the same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

**Note:** Presently THDC India Ltd. is not maintaining any library facility for general public.