

**OFFICE OF THE COMMISSIONER FOR
KHADI AND VILLAGE INDUSTRIES
IRLA ROAD, VILE PARLE (WEST), MUMBAI - 56.**

No.Ac.m-II/RTI Bill-04/2005-06/(359).

Date: 03.02.2006

C I R C U L A R

The RTI Act, 2005 came into force on October 12, 2005 the 120th day of Presidential assent given to the legislation. The copy of RTI Bill 2004 has already been circulated to all the Directorates/Offices of KVIC vide Office Order No.1975 dated 25.04.2005. The Central Public Information Officers (CPIOs) have been designated in Central Office and all State/Divisional Offices of KVIC vide order of even no. dated 06.09.2005.

Accordingly, CPIOs are the designated authority to receive applications for information from the members of public for providing information. Such information is to be provided within 30 days from the date of receiving application and if information concerns the life and liberty of a person or persons, such information are to be provided in 48 hours. Failure to give information will be deemed on refusal, but if there are genuine reasons for refusal of information, reason for such refusal should be given in writing to the information seekers. The system has started working.

The procedure for seeking information under the Act, is prescribed under Section 6, by making a request in writing or through electronic means in English or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed. Accordingly, in the KVIC, the Monitoring Committee on R.T.I. Act 2005, in its meeting held on 20.12.2005 approved the (1) Application format for obtaining information under RTI Act 2005 (2) Application for Appeal under RTI Act 2005 along with the charges for application fee, Appeal fees, Xerox charges, charges for verification of documents and charges for information in Floppy Disk etc. The same are enclosed herewith in Annex-A, B and C.

Therefore, all the CPIOs are advised to follow the above procedure, while receiving applications for obtaining information under RTI 2005.

All the in-charges in the field office as well as in the Central Office should ensure that top priority is accorded while furnishing the information under the R.T.I. Act.

This is issued with the approval of Chief Executive Officer/Commissioner.

Encl: As above.


DIRECTOR (ADMINISTRATION)

To,

1. Jt. Chief Executive Officer, Office of the Commissioner for KVI, Mumbai.
2. Chief Vigilance Officer, Office of the Commissioner for KVI, Mumbai.
3. All Dy. Chief Executive Officers, Office of the Commissioner for KVI, Mumbai.
4. Dy. Chief Executive Officer, (NEZ) Office of the Commissioner for KVI, Guwahati.
5. All heads of the Offices of the Commissioner for KVI in and outside Mumbai.
6. OSD for CEO Cell and Commissioner's Secretariat.
7. A. O. to F.A. Cell
8. Director (Publicity), Office of the Commissioner for KVI, Mumbai (in duplicate) for publication in the ensuing issue of Jagriti for Media and PR Cell
9. Staff & Public Grievances Officer, Office of the Commissioner for KVI, Mumbai.