

ANNEXURE C

1. About The Act

The Parliament has enacted the Act No. 22 known as the Right to Information Act, 2005 which came into force on 15.06.2005. The RTI Act extends to the whole of India. The Parliament has enacted the said Act in order to promote transparency and accountability in the working of every public authority. The entire Act is available on the website of Central Information Commission. The citizens can avail the provisions of the Act to have the information in the control of a public authority.

2. What is Information and How to apply for the Information?

Information has been defined under section 2(f) of the RTI Act subject to the exceptions under section 8 of RTI Act.

The application accompanied by requisite application fee can be sent by post, hand delivery and through online RTI Portal maintained by Department of Personal and Training, Ministry of Personnel, Public Grievances and Pensions of Govt of India. Bank should consider and reply to the applicant within 30 days from the date of receipt of the application.

Central Government has framed the rules, which lays down the fees for the application as also the cost for obtaining the copies of records maintained by Bank. As per the Right to Information (Regulation of Fee and Cost) Rules 2005, a request for obtaining information under Section 6(1) of the Act shall be accompanied by an application fee of Rupees Ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the public authority with additional fees at the following rates:

- a) Rs.2 - 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 or models and
- d) Rs.50 per diskette or floppy;
- e) Price fixed for 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; and
- g) So much of postal charge involved in supply of information that exceeds fifty rupees.

No fee shall be charged from any person who is below the poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.

3. Time Norms for disposal of RTI Applications and Appeals:

Sr. No.	Details	Time limit for disposal of application from date of receipt by CPIO
1.	Supply of information in normal course	30 days
2.	Supply of information if it concerns the life or liberty of a person	48 hrs
3.	Supply of information if the application is received through CPIO	05 days shall be added to the time period indicated at Sr. No.1 and 2
4	Supply of information if application / request is received after transfer from another public authority: (a) In normal course	(a) Within 30 days of the receipt of the application by the concerned public Authority.
	(b) In case the information concerns the life or liberty of a person.	(b) Within 48 hours of receipt of the application by the concerned public authority
5.	Supply of information if it relates to third party and the third party has treated it as confidential.	Should be provided after following the procedure given in Section 11 of the RTI Act.
6.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be excluded for calculating the period of reply.

If a public authority fails to provide the reply within the specified time limit, then the information sought by the concerned applicant would have to be provided free of charge.

3.1 Time line for Appeals:

The appeal should be disposed of within 30 days of receipt of the appeal. In exceptional cases, the Appellate Authority may take 45 days for its disposal for which reasons are recorded.

4. Information Exempted from disclosure

The Act provides under Sections 8 and 9, certain categories of information that are exempt from disclosure to the citizens. The following categories of information are exempt from disclosure under Section 8(1):

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.

(b) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) Information received in confidence from foreign Government;

(g) Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) Information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;

(j) Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;