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Housing & Urban Development Corporation Ltd.
HUDCO Bhawan, IHC, Lodhi Road, New Delhi-110 003

No.:HUDCO/P&SU/RTIA-2006

Date : 18th May, 2006

C I R C U L A R

The Right To Information Act, 2005, a copy of which was circulated for information of all the employees vide Office Memorandum No.HUDCO/P&SU/RTIB-2005 dated 21st July, 2005, has already come into force w.e.f. 12th October, 2005. The aforesaid Act provides for setting out the practical regime of 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.

The Housing & Urban Development Corporation Ltd. (HUDCO) is a public authority under the RTI Act. HUDCO is required to discharge the statutory obligations and provide the information to the citizens in accordance with the provisions of the RTI Act.

A Manual providing for a well-defined and transparent procedure to deal with the requests received for information under the RTI Act is being finalized. However, until the Manual streamlining the process for discharging the obligation and treatment of request for information is finalized, it is considered necessary to disseminate the relevant information pertaining to RTI Act to create awareness amongst the HUDCO employees.

1. Right to Information:

Right to Information includes :

- (i) Inspect works, documents, records.
- (ii) Take notes, extracts of certified copies of documents or records.
- (iii) Take certified samples of materials.
- (iv) Obtain information in form of printouts, diskettes, floppies, tapes, video-cassettes or any other electronic mode where such information on computer may be stored or printouts of such material.

2. Information means:

Information means any material in any form including records, documents memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form.

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3. Application procedure for requesting information:

The application can be made by the citizens of India to the Central Public Information Officer in writing on a plain paper or through electronic means in Hindi or English specifying the particulars of the information sought for along with a fee of rupees ten by way of cash against proper receipt or demand draft or bankers cheque payable to Housing & Urban Development Corporation Ltd. An applicant making request for information is not required to give any reason for requesting the information or other personal details except those that may be necessary for contacting him.

Every application for providing request should be entered in a separate Register to be maintained in the office of Central Public Information Officer (CPIO) / Central Assistant Public Information Officers (CAPIOs) indicating necessary details like Name & Address of the Applicant, Date of Receipt of Application, Whether accompanied by Application Fee or Not, Date of Forwarding the Application to concerned HoD/CPIO (as the case may be), Date on which the information is provided to the applicant, etc.

4. Prescribed fee:

(i) An application fee of Rs.10/- should accompany the application/request for information under sub-section (1) of section 6.

(ii) For providing information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to Housing and Urban Development Corporation Ltd. at the following rates as per the Right To Information (Regulation of Fee and Cost) Rules, 2005 :-

(a) Rs.2/- for each page in (A-4 or A-3 size paper) created/copied

(b) Actual charge of cost price of a copy in larger size paper

(c) Actual cost or price for samples or models

(d) For inspection of records, no fee for the first hour; and a fee or Rs.5/- for each subsequent hour (or fraction thereof)

(iii) Fee shall be charged for providing information under sub-section (5) of Section 7 as under:

(a) Rs.50/- per diskette or floppy for information provided in diskette or floppy.

(b) Price fixed for publication or Rs.2/- per page of photocopy for information provided in the printed form.

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- (iv) No fee will be charged from people living below the poverty line
- (v) Applicant would be provided information free of cost if the CPIO fail to comply with the prescribed time limit.

(Note : Application Fee/Fee charged as per sub-section (I) of Section 7 for providing information may be credited to "Receipt on A/c of RTIA" GL Code : 071040, AL Code : NIL, SL Code : Application Fee, Photostate charges, EDP expenditure and Inspection Fee (as the case may be).

5. Time limit to give the information:

- (i) 30 days from the date of receipt of application
- (ii) 48 hours for information concerning the life and liberty of a person
- (iii) Failure to provide information within the specified period is a deemed refusal.

6. First Appeal

Any person who does not receive a decision on his application for information within the specified time or he is dissatisfied with the decision of CPIO may prefer an appeal before the Appellate Authority (Director Finance) within thirty days from the expiry of such period or from the receipt of such decision.

7. Second Appeal

Any person aggrieved by the decision of the Appellate Authority may prefer second appeal before the Central Information Commission or State Information Commission within 90 days from the date on which the decision was made or was actually received by the aggrieved person preferring the appeal.

8. Power of Central Information Commission

The Central Information Commission (CIC) shall have the same powers as are vested in a civil Court while trying a suit under the Code of Civil Procedure for summoning a person and production of any information or document before it.

9. Penalties

The CIC may impose a penalty of Rs.250/- for each day of the delay in furnishing information but not exceeding Rs.25,000/- in total on the erring official. Besides the penalty, the CIC may also recommend disciplinary action against erring official.

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10. **Particulars of Central Public Information Officer, HUDCO :**

Sh. PM Tripathi
Central Public Information Officer /
Executive Director (Management Services)
Housing & Urban Development Corporation Ltd.
HUDCO Bhawan, IHC, Lodhi Road, New Delhi - 110 003
Phone :24620353
E-mail : pm.tripathi@gmail.com

11. **All Regional Chiefs have been designated as Central Assistant Public Information Officers.**

12. **Particulars of Appellate Authority, HUDCO :**

Sh. T Prabakaran
Appellate Authority /
Director (Finance)
Housing & Urban Development Corporation Ltd.
HUDCO Bhawan, IHC, Lodhi Road, New Delhi - 110 003
Phone : 24690478
E-mail : t.prabakaran@hudco.org


(A K Sharma)
Chief (Law & HR)

Copy to :-

1. All EDs/Zonal ED(NE)
2. All Chiefs/Regional Chiefs
3. PR Wing
4. CS
5. AC(S) - for posting on HUDCO Intranet
6. Sr. Executive Officer (OL) - For Hindi translation
7. SO to CMD
8. SO to DF
9. SO to CVO
10. ASO to DCP
11. Notice Boards
12. Circular File