

**RIGHT TO INFORMATION
MANUAL - V**

FOOD CORPORATION OF INDIA

ZONAL OFFICE(EAST)

10A,MIDDLETON ROW

KOLKATA - 700071

ISO 9001- 2000 CERTIFIED

SUBJECT: - Implementation of Right to Information Act, 2005.

Attention is invited to Circular No.-EP-25-2005-23 dated-18.8.2005 designating CAPIOs, CPIOs and Appellate Authorities under Right to Information Act, 2005 and Circular No. EP-25-2005-26 Dated-5.9.2005 regarding guidelines to be observed by the CAPIOs, CPIOs and Appellate Authorities.

2. As per Section 7(1) of the said Act, it is obligatory to furnish the information to the requestor within 30 days (within 48 hours if the information sought for concerns life or liberty of a person) on receipt of the requests under the said Act. A severe penalty of Rs.250/- each day subject to maximum of Rs.25,000/- can be imposed upon CPIO for (i) any delay in disposing of applications, (ii) refusing to receive applications, (iii) giving incorrect or in-complete information knowingly or with mala-fide intention, (iv) denial of any information, and (v) obstructing in any manner in furnishing of information. Further, where CPIO is found to be persistently not discharging his duties under the Act, it would entail disciplinary proceedings under the service rules applicable to him.

3. Therefore, in order to avoid delay in furnishing of information under RTI Act, 2005, it has been decided with the approval of Competent Authority that:-

(a) The ED/GM(Region) may designate as many CAPIOs, CPIOs as deemed necessary for the offices under their jurisdiction, for effectively implementing the said Act and publish the particulars of all such designated Officers.

I. In accordance with Section 5 of Right to Information Act, 2005 as well as Hqrs. Circulars no. EP-25-2005-23-27 Dated 18.8.05 & 9.9.05 respectively, Central Public Information Officers and Central assistant public information officers have to be designated in its each administrative offices of FCI being "Public Authority" with in the meaning of Section 2(h) of the said Act. The following Officers in Zonal Office (East) have accordingly been designated as CAPIOs, CPIOs & Appellate Authorities for each Division.

SL NO	Name of Divn./Office	CAPIOs	Phone No	CPIOs	Phone No	Appellate Authority
			Office/Resi.		Office/Resi.	
1.	F.C.I., Zonal Office(East)	DGM(Per) M.S.H.Costa 6,Sunny Park Kolkata-19 (Flat No.17/7)	22296194 /24658482 Fax No.22296194 Mobile No. 9830460936	G.M.(Legal) T.R.Bandyopadhyay Flat No.301 Block'A' 3 rd Floor 29 Nager Bazar Road, Dum Dum Kolkata-74	22497490 Fax-22497490 Res:25919440 Mobile No. 9830353215	E.D. Sri. G.P.Pandey 6 Sunny Park Kolkata-19 Ph.No. Off 2217 2902 2226 4756 Res. 2485 8237 FAX. 22293168
2.	Vigilance	AGM(Vig) P.Chowdhury	2226 0597/ 2627 0211	(GM Vig) Sudeep Singh 6 Sunny Park Kolkata -19	2485 8225/ 2229 5332 FAX-22457565	ED
3.	Personnel	DGM(Pers) Sri M.S.Kosta 6 Sunny Park Kolkata-19 (Flat No. 17/7)	2229 6194 /24658482 FAX, 22296194 Mobile No. 9830460936	GM(E) Sri. Sudeep Singh	DO	ED
4.	Housekeeping	AGM(H/K) Sri.A.Raut Ellora Apartment Kolkata	2216 0163	DGM(H/K) Sri M S Kosta	As at Sl.1	ED
5.	Finance	AGM(Fin) Sri S.K.Biswas	2246 5662 Mobile No. 9474345958	GM(F&A) Sri. J. Sharma 11/6, J.K.Paul Road. Kolkata- 38	22299330/ 24458610 Fax.22497464	ED
6.	Commercial	AGM(Comml) Sri G. K. Mitra	9163331608	DGM(Commi) Sri K.C.Sahu	03322651703/ 9163331600	ED
7.	IR	AGM(IR)		GM(E) Sri A.Rab 6 Sunny Park Kolkata 19	2229 4707/ 2485 8221	ED
8.	Procurement	AGM(Comml) Sri G. K. Mitra	9163331608	DGM(Commi) Sri K.C.Sahu	03322651703/ 9163331600	ED
9.	Storage	AGM(Comml) Sri G. K. Mitra	9163331608	DGM(Commi) Sri K.C.Sahu	03322651703/ 9163331600	ED
10.	Movement	AGM(Movt)		GM(E) Sri A Rab	As at Sl, 6	ED
11.	Civil Engg	AGM(CE) A. Raut		DGM(Civil)		ED
12.	Quality Control	AGM(QC)		DGM(QC) Sri M.S. H.Kosta	As at Sl 1	ED
13.	Elec/Mech	AGM(Elec)		DGM(Elec)	- Do -	ED
14.	Contract	AGM(Comml) Sri G. K. Mitra	9163331608	DGM(Commi) Sri K.C.Sahu	03322651703/ 9163331600	ED

(b) A cell namely “**RTI Cell**” has been created in each office of the Corporation to deal with RTI matters.

(c) Necessary arrangements, has been made in each office of the Corporation to receive applications along-with prescribed fees under RTI Act. One officer has been nominated to receive such applications along-with prescribed fees from the public. The nominated Officer will ensure that the applications, so received, are **handed over on the same day itself to the concerned CAPIO/CPIO**. He will also maintain proper record for this purpose.

4. As per Section-4 of RTI Act-2005, 17 manuals are required to be published by each public authority. A list of 17 manuals is given as under:-

Sl. No.	Manual
1.	The particulars of its organization, functions and duties.
2.	The powers and duties of its officers and employees.
3.	The procedure followed in the decision making process, including channels of supervision and accountability.
4.	The norms set by it for the discharge of its functions.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function.
6.	A statement of the categories of documents that are held by it or under its control.
7.	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.
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
9.	A directory of its officers and employees.
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
11.	The budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursements made.
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13.	Particulars of recipients of concessions, permits or authorizations granted by it.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.
15.	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.
16.	The names, designations and other particulars of the Public Information Officers.
17.	Such other information as may be prescribed.

As far as HQrs Office is concerned, the Computer Division in Hqrs. will be responsible for getting the information from the concerned Divisions of Hqrs. and placing the same on FCI Website. The EDs/GM(region)s will similarly make arrangements for getting these manuals published for their Zonal/Regional/District Offices.

5. As Right to Information Act, 2005 will come **into force w.e.f. 15.10.2005**, the necessary arrangements/required actions must be **completed latest by 30th September, 2005 positively**. A confirmation to this effect shall be sent to HQrs.

6. It is to reiterate that under the relevant provisions of said Act, it is the responsibility of each and every official to take this task seriously and be well prepared in advance for the implementation of said Act.
