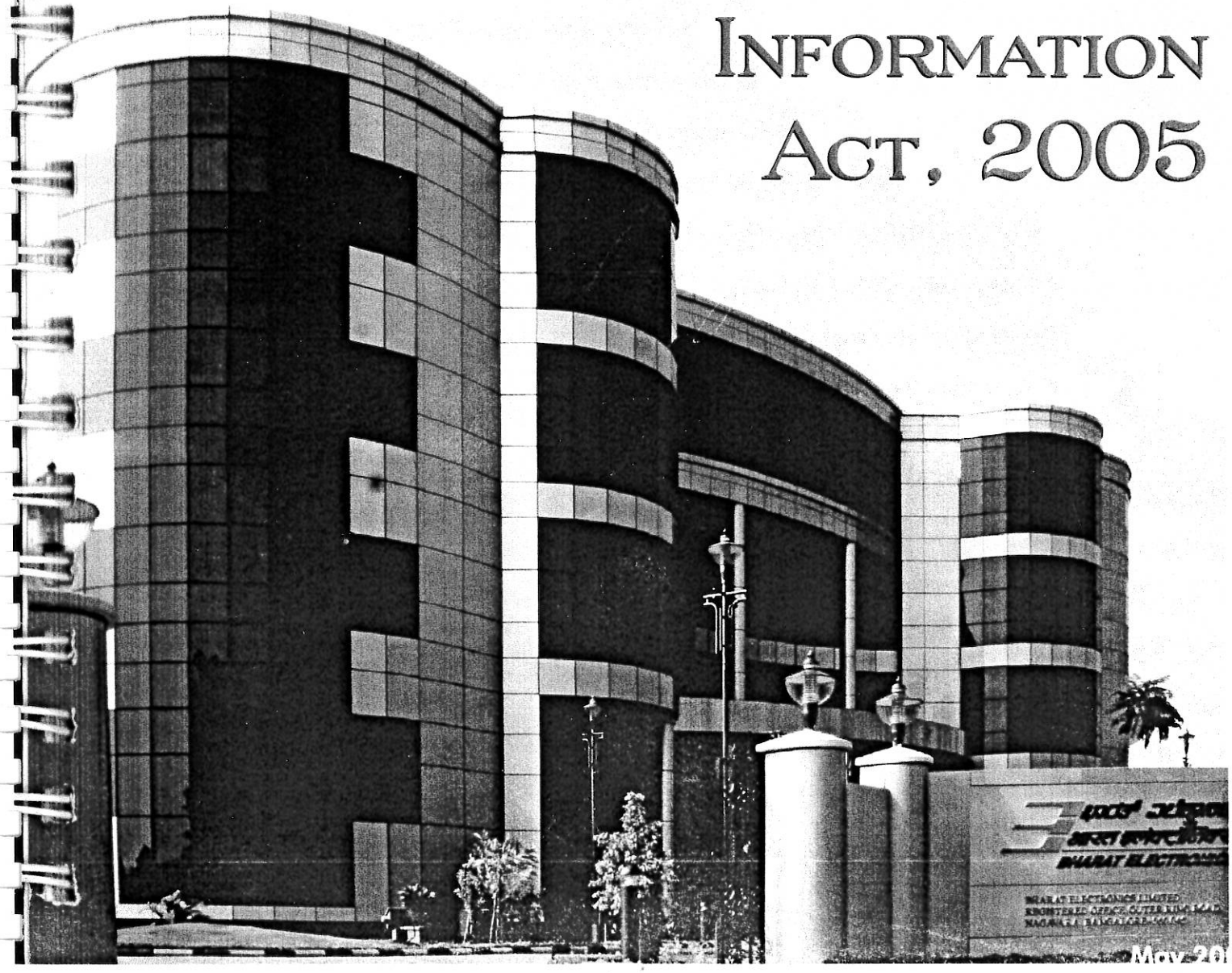
भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS
QUALITY. TECHNOLOGY. INNOVATION

MANUAL

RIGHT TO INFORMATION ACT, 2005



May 20

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QUALITY. TECHNOLOGY. INNOVATION

MANUAL

RIGHT TO INFORMATION ACT, 2005

Any observations and suggestions may please be sent to Mr. R C Nautiyal, AGM (P&A) / CO & Chief Public Information Officer / CO, BEL

Issued : May 2006

FOREWORD

The Government of India has enacted the Right to Information Act (RTI) 2005 with a view to bring-in transparency and accountability in the working of Public Authorities. The act envisages creation of basic structure by every public authority to facilitate provision of information to the requesting citizen.

A committee was constituted at BEL in January 2006 to examine the various issues related to implementation of the subject Act. After a detailed examination, the committee has evolved the necessary guidelines, procedures and structure to facilitate implementation of RTI act in respect of BEL – at all Units, Offices including Corporate Office. A comprehensive RTI Manual is worked out to provide all relevant information at one place as applicable to BEL and to set uniform procedures and norms across BEL for the implementation of RTI Act. This manual is intended to be used by PIOs, APIOs, CPIOs, Members of Appellate Council, Heads of Divisions and other senior officers of BEL such as SBU / Unit Heads and Directors.

RTI MANUAL FOR BEL

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SECTION – 1

SECTION - 1

INTRODUCTION

The Right to Information Act 2005 came into effect from June 15, 2005. The Act is made to provide a set of practical methodology to equip the citizens with the 'Right to Information' 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 Act evolves creation of basic infrastructure by every Public Authority to facilitate provision of information to the requesting citizens.

In accordance with the requirements of the Act, BEL has evolved the necessary guidelines, procedures and structure to facilitate implementation of RTI Act in respect of BEL – at all the Units, Offices including Corporate Office. In this connection, a comprehensive RTI manual is worked out to bring all relevant information at one place and to set uniform procedure and norms across BEL for the implementation of RTI Act as applicable to BEL. This book is intended to be used by the PIOs, APIOs, CPIOs, Members of the Appellate Council, Heads of the Divisions and Senior Officials of BEL, such as Unit Heads and Directors. The manual is organized into the following Sections:

1. Introduction
2. Procedure for Seeking Information from BEL
3. Organization of RTI in BEL
4. Duties and Responsibilities of APIO / PIO / Divisions and Appellate Authority
5. Procedure for Giving Information and Inspection of Records
6. Procedure for Appeals
7. Guidelines for Providing Information
8. Information posted on BEL web site in accordance with RTI Act (Clause 4 (2)(b))
9. Annexures (1 to 7)

As may be seen at Section 8 above, a basic set of information is expected to be made available to all citizens of India in the form of a website. To meet this requirement, we have provided a specific link in the BEL website - bel-india.com through which the desired information is accessible to the intending citizens. A hard copy of the same is placed in this manual. The contents provided in the website as well as in the manual may change from time to time. Users of this manual are requested to be pro-active in updating their manuals with the help of CPIO at the Corporate Office.

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SECTION – 2

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Procedure for Seeking Information from BEL

SECTION - 2

PROCEDURE FOR SEEKING INFORMATION FROM BEL

UNDER CLAUSE 4(1)(b)(XVIII) OF THE RIGHT TO INFORMATION ACT, 2005

1. Appointment of the Assistant Public Information Officer (APIO) / Public Information Officer (PIO) / Central Public Information Officer (CPIO) :

1.1 The Assistant Public Information Officer (APIO)/Public Information Officer (PIO) have been designated at various locations in BEL to receive the request for seeking information as far as applicable to their area of responsibility.

1.2 Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the concerned APIO/PIO/CPIO. These forms are available with reception of Units / Offices, free of cost or the requester can take print of the same from the BEL website http://www.bel-india.com 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 Requester 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 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 APIO/PIO/CPIO or not specifying the exact information required shall not be responded.

2. Recourse in case requester is not satisfied with response or lack of it from APIO/PIO/CPIO

2.1 In case the requester fails to get a response from the APIO/PIO/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 (BEL), for the review in Form-C. In case appeal is allowed, the information shall be supplied to the applicant by the APIO/PIO/CPIO within such period as ordered by the Appellate Authority.

3 **Time Schedule**

3.1 APIO/PIO/CPIO will send the response to requester within period as given below, from date of receipt of the request.

	Processing of:	within a period
3.1.1	Request received by APIO/PIO/CPIO for information: (*)	30 calendar days
3.1.2	Request where 3rd party information is involved:	40 calendar days
3.1.3	Appeal by 3rd party, against order of APIO/PIO/CPIO:	30 calendar days
3.1.4	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/inspection of records shall be accompanied by an application fee of Rs.10/-.

4.2 Fee for providing information/inspection of record 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 larger size paper.

(c) Actual cost or price for samples or models; and

(d) Inspection of records; No fee for 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 page of photocopy for extracts from the publication.

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

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

4.5 Cash payments shall be made to the Accounts Officer, Bharat Electronics Limited, at Plant/Unit/Regional/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 the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favor of Bharat Electronics Limited.

4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's cheque shall be accepted by APIO/PIO.

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 APIO/PIO. In any case, such extra amount shall not be considered against any other request for information.

4.10 In case required, APIO/PIO shall inform the requester about additional fee to be deposited by him towards furnishing of information or inspection of records. Such additional fee 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 same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

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SECTION – 3

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Organization of RTI in BEL

SECTION - 3

ORGANISATION OF RTI IN BEL

A three tier Organisation has been created in BEL for providing information to citizens as per provisions of RTI Act. One PIO and one APIO in each Unit and one APIO in each Regional Office has been nominated. APIOs at RO will work under guidance of CPIO for RTI purpose. In the Units, heads of Personnel and MS department have been nominated as PIOs and APIOs. Out of the two, senior person will be PIO. Unit Heads will be the authority to take decision wherever request for seeking information is to be refused. At Corporate Office, AGM(P&A) is nominated as CPIO and DGM(SP) as APIO. PIOs and APIOs in Units / Offices may consult CPIO at Corporate Office for necessary guidelines / decisions for providing information to citizens. An Appellate Authority has also been formed at Corporate Office for receiving and redressal of appeals from the aggrieved citizens, resolving various issues and streamlining the systems and procedures for implementation of the Act. The details of PIOs, APIOs and Appellate Authority is given below :

APPELLATE AUTHORITY

Sl. No	Name & Designation	Telephone No.		Fax	e-mail	Address
		Office (080)	Home (080)			
1	Mr. Bhadoria H S GM(P)/BC	28381886	23642283	28380160	hsbhadoria@bel.co.in	BEL, Jalahalli Post Bangalore - 13
2	Mr. Raghuveer GM(IA)/CO	25039223	28381995	25039306	raghuveermg@bel.co.in	BEL Corporate Office Outer Ring Road Nagavara Bangalore – 45
3	Mr. Gupta G D GM(SP)/CO	25039224	28384058	25039234	guptagd@bel.co.in	
4	Mr. Prakash C R Co.Secry.	25039266	26638058	25039233	secretary@bel.co.in	

List of Public Information Officers, Assistant Public Information Officers

Sl. No.	Unit	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
					Office	Home			
1	Corporate Office	Mr. R.C. Nautiyal AGM (P&A)/CO	CPIO	080	25039245	28380452	25039328	nautiyalrc@bel.co.in	Bharat Electronics Limited Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.
2		Mr. Pandurang Rao SN DGM(SP)/CO	APIO	080	25039276	25721640	25039234	pandurangraosn@bel.co.in	
3	Bangalore	Mr.H.S.Sathyanarayana AGM (P&A)/BC	PIO	080	28382602	23344126	28380160	hssatyanarayana@blr.bel.co.in	Bharat Electronics Limited, Jalahalli Post, Bangalore - 560 013.
4		Mr. Suresh Sethi DGM (MS)/BG.CX	APIO	080	28382581	28384432	28380160	sureshsethi@bel.co.in	
5	Ghaziabad	Mr.R.K. Misra DGM (P&A)/GAD	PIO	0120	2770926	09871716243	2770926 / 2776730	agm_p@belgad.com	Bharat Electronics Limited, Site IV, Sahibabad Industrial Area, Bharat Nagar Post, Ghaziabad - 201 010
6		Mr. Manoj Yadav Manager (ID)/GAD	APIO	0120	2619660	2780058	2770926 / 2776730	mgr_ied@belgad.com	
7	Panchkula	Col. Bajaj Manager (P&A)/PK	PIO	0172	2591801	5573283	2594548 / 2591463	pnahead@bepk.com	Bharat Electronics Limited, Plot No.405, Industrial Area, Phase III, Panchkula - 134 113
8		Mr. Rama Kumar DGM (MS)/PK	APIO	0172	2595190	2551528	2594548 / 2591463	nramakumar@belpk.com	
9	Kotdwara	Mr. Sanjeev Kumar Manager (P&A)/KOT	PIO	01382	231116	231506 9411109549	231132 / 231156 / 231116	pnahod@belkot.com	Bharat Electronics Limited, Balbhadrapur, Dist.-Pauri Garhwal Kotdwara - 246 149
10		Mr. Rakesh Pandey Dy. Manager (MS)/KOT	APIO	01382	231123	231159	231132 / 231156 /	mshod@belkot.com	
11	Machilipatnam	Mr. PSN Murthy DGM (MS)/MC	PIO	08672	222585	250261	222640	vjwbelmc@sancharnet.in murthy_psn49@hotmail.com	Bharat Electronics Limited, Post Box No.26, Ravindranath Tagore Road, Machilipatnam - 521 001
		Mr.Veerabhadra Rao.P Manager (P&A)/MC	APIO	08672	222478	09849342440	222640	vjwbelmc@sancharnet.in	
13	Chennai	Mr. M. Kabilan Manager (P&A)/CHN	PIO	044	22313091	24453907	22326905	kabilanm@bel.co.in	Bharat Electronics Limited, Post Box No.981, Nandambakkam, Chennai - 600 089
14		Ms. Gandhimathi Manager (MS)/CHN	APIO	044	22326906	22331299 / 26551432	22326905	gandhimathims@bel.co.in	
15	Hyderabad	Mr.K.M. Shivakumaran DGM (P&A)/HYD	PIO	040	27173421	27017690 09866308060	27171406	shivakumarankm@yahoo.co.in / shivakumarankm@bel.co.in	Bharat Electronics Limited, Nacharam Industrial Estate, Hyderabad - 500 076
16		Mr. Emaji Nayak M DM (MS&IED)/HYD	APIO	040	27194362	9440076026	27171406	emajinayakm@bel.co.in	

Sl. No.	Unit	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
					Office	Home			
17	Navi mumbai	Mr. Sethu. K Sr.DGM (MM-P&A)/NM	PIO	022	27412700	27453193	27412888	ksethu@belnavimumbai.com	Bharat Electronics Limited, Plot No.L-1, MIDC Industrial Area, Taloja, Navi Mumbai - 410 208
18		Mr. N.V.Shivaprakash Manager (C&MS)/NM	APIO	022	27412701 (Extn:234)	27459671	27412888	nvshiva@yahoo.com	
19	Pune	Mr. Manihar S Mutum DGM (P&A)/PN	PIO	020	22903300	27279849	25880577	msmutum@belpune.com	Bharat Electronics Limited, NDA Road, Pashan, Pune - 411 021
20		Mr.Ramshankar Manager (MIS)/PN	APIO	020	22903238	27270973	25880577	ms@belpune.com/ edp@belpune.com	
21	RO - Delhi	Mr. V.K. Sharma Sr.DGM/RO-Delhi	APIO	011	23329332	26196153	23322058	beldelhi@vsnl.com	Bharat Electronics Limited, Chandralok' 8th Floor, 36, Janpat, New Delhi - 10 001
22	RO - Kolkata	Mr. D.K. Das DGM (Mktg)RO-Kolkata	APIO	033	22275421	25503482 9830311794	22275394	rokol@bel.co.in	Bharat Electronics Limited Chatterjee International Centre, 3rd Floor, 33A, Jawaharlal Nehru Road, Kolkata - 700 071
23	RO - Mumbai	Cdr S. Bhende Manager/RO-Mumbai	APIO	022	22165564	28966410	22183043/ 22151564	agmromb@bsnl.com	Bharat Electronics Limited World Trade Centre, 9th Floor, Centre-I, Cuffe Parade, Colaba, Mumbai - 400 005
24	RO - Vizag	Mr. Banamali Sahu DM / RO-Vizag	APIO	0891	2704210	2729060	2704210	vmbevizag@sancharnet.in	Bharat Electronics Limited Regional Office, C/o WED (V), 9-IRSD Area, Kancharapalem Post, Vishakapatnam - 530 008
25	CRL - BG	Mr.Shaikh S I CRL/BG	APIO	080	28385817	23640786	28381168/ 23452025	shaikhsi@blr.bel.co.in	Bharat Electronics Limited Central Research laboratory, Jalahalli Post, Bangalore - 560 013.
26		Mr.Raghuveer M G GM(IA)/CO	Appellate Authority	080	25039223	28381995	25039306	raghuveermg@bel.co.in	Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.

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SECTION – 4

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Duties & Responsibilities of APIO / PIO / CPIO / Divisions and Appellate Authority

SECTION – 4

DUTIES AND RESPONSIBILITIES OF APIOs / PIOs / CPIO / DIVISIONS AND APPELLATE AUTHORITY

APIOs

- Receive and register requests for information (Section 5(2))
- Collect fee for providing information and send acknowledgement for receipt of requests.
- In case of RFIs received for the information held by another Unit/Office of BEL or for subject matters closely connected with the functions of another Unit/Office of BEL, treat these RFIs on par with the RFIs related to their Unit/Office and provide information to the applicant .
- Provide assistance to sensorily disabled Applicants to enable access to the information including assistance appropriate for the inspection of information as per requirements of section 7(4) of the Act.
- Send information to the Applicant about further fee to be paid, if required, as per the requirements of section 7(6) of the RTI Act
- Prepare response after gathering information from concerned divisions within stipulated time frame. (Section 7(1), 7(8), 8, 9 and 11)
- Obtain approval of PIO for sending of the information
- Provide the information in the form in which it is sought by the applicant subject to the provisions in the section 7(9) of the RTI Act
- In case information requested cannot be provided, discuss with PIO, obtain approval of Unit/Office Head and send "NO" response within the stipulated time frames.
- Arrange for inspection of records, if requested by an Applicant
- Where a third party is involved in providing the information, take up the matter with the third party as per the requirements of the section 11 of the RTI Act. Before providing the information to the applicant, forward the same to CPIO through PIO for vetting and approval.
- Ensure that the provisions of section 21 of the RTI Act are kept in view while discharging the duties
- Ensure that the Corporate Guidelines and other details incorporated in the BEL RTI Act Manual are adhered to, while discharging the duties.

PIOs

* Study the response prepared by APIO, check whether information prepared by APIO can be sent to requester and grant approval for sending the response within stipulated time.
* Ensure that the provisions of section 8, 9 and 10 of the RTI Act are taken into consideration while providing the information to the applicant.
* PIOs shall put up to the Appellate authority proposals related to section 8(2) and 8(3) and seek their approval before providing such information to the applicant.
* Where a third party is involved in providing the information, ensure that the matter is taken up with the third party as per the requirements of the section 11 of the RTI Act and forward the information to CPIO for vetting and approval.
* Ensure that the provisions of section 21 of the RTI Act are kept in view while discharging their duties
* Ensure that the Corporate Guidelines and other details incorporated in the BEL RTI Act Manual are adhered to, while discharging their duties.
* Assist the Central Information Commission or the State Information Commission, as and when called for, as per the provisions of section 18, 19(5) and 19(8) of the RTI Act
* Send Annual Report to the CPIO containing details of section 25(3) of the Act, as applicable to BEL.

CPIO (Corporate Office)

* Would be responsible for all duties and responsibilities of PIOs listed above, as applicable to Corporate Office
* Would be the central nodal agency for regulating the activities of PIOs at various Units/Offices.
* Would liaise with the Appellate Authority for formulating policies related to RTI Act
* Would liaise with the Ministry of Defence for all matters related to RTI Act including submission of Annual Reports

DIVISIONS

* Provide information asked by APIO / PIO within the stipulated time frame in the desired form
* Maintain all its records in a form that facilitates providing information when asked for in the shortest possible time.

APPELLATE AUTHORITY

* Responsible for the effective implementation of RTI Act across BEL
* Responsible for supervision and provision of necessary guidelines to CPIO/PIOs/APIOs of all Units/Offices.
* Would periodically review the RTI process in BEL based on the experience gained over a period of time and arrange for amendments in the process if required.
* Will receive and process the complaints/representations from citizens who are not satisfied with the replies provided by CPIO/PIOs/APIOs.
* Appellate Authority will ensure uniformity of approach while taking decisions. Towards this, it may consider review of similar cases dealt from various PIOs and issue the necessary guidelines, changes in procedures etc to CPIO for implementation by all PIOs.
* Appellate Authority will be the single point contact for authorities in Central Public Information Commission.

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SECTION – 5

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Procedure for giving Information and Inspection of Records

SECTION - 5

PROCEDURE FOR GIVING OF INFORMATION AND INSPECTION OF RECORDS

I. Receipt of Request for Information (RFI)

(1) Requester may send 'RFI' (Form A / B) to BEL either through Post / in Person. In cases where RFI is submitted in person, the same will be received by the Receptionist and acknowledgement issued in Form 1.

(2) Receptionist will forward the RFI (Form A / B) to APIO/PIO on the same day. (This procedure is to be followed so that entry into Factory premises can be restricted)

(3) In cases where the 'RFI' is received by post, the Central Registry should ensure that the same are forwarded to APIO/PIO on the same day.

II. Registration of Request for Information (RFI)

(1) APIO/PIO to register the 'RFI' received from the Requester and issue RFI registration card (Form 2) within 7 days.

(2) APIO/PIO to up date 'RFI' records as when received and keep it current.

III. Flow Chart and Time Frame

(1) 'RFI' processing in BEL is given in the enclosed 'Flow Chart'.

(2) Time frame for processing 'RFI' at various levels / stages in BEL is given in the Table enclosed.

IV. Categorization of 'Request for Information' (RFI)

APIO/PIO to check the RFI for the following possible categories :-

Category (1) : Information can be provided as per Guidelines.

(a) Information for RFI is readily available with APIO/PIO

(b) Information for RFI is to be collected from Divisional Head, Other Units, Corporate Office

(c) RFI requires Inspection of records also.

Category (2): Information cannot be provided as per Guidelines.

Category (3): Information requested does not fall in the Guidelines given.

PROCESSING OF CATEGORIZATION OF 'RFI'

Category 1: Information can be provided as per Guidelines

(a) Information for 'RFI' is readily available with APIO/PIO

(1) APIO/PIO to register 'RFI' received from Requester in writing (in Form A / B) or through electronic means in English or Hindi or in the official language of the area and issue Registration Card if 'RFI' is complete within 7 days. If 'RFI' is incomplete APIO/PIO should request the Requester to complete it & thereafter register the 'RFI'.

(2) Where information is readily available APIO to prepare 'Response' to Requester and obtain the approval of PIO.

(3) Forward 'Response' to Requester in the standard mode/as required by the Requester within 25 days from the date of registration.

(b) Information for 'RFI' is to be collected from Divisional Head, Other Units, Corporate Office.

(1) Where information is not readily available, APIO has to request for information from Divisional Head, Other Plants/Units, Corporate Office within 10 days.

(2) On receipt of information, APIO to prepare 'Response' and obtain PIO approval & forward the same to Requester within 25 days.

(c) 'RFI' requires Inspection of records also.

In case 'Requester' requests for inspection of records, APIO to intimate the Requester to be present at agreed time & date for inspection of records within 30 days of registration of application.

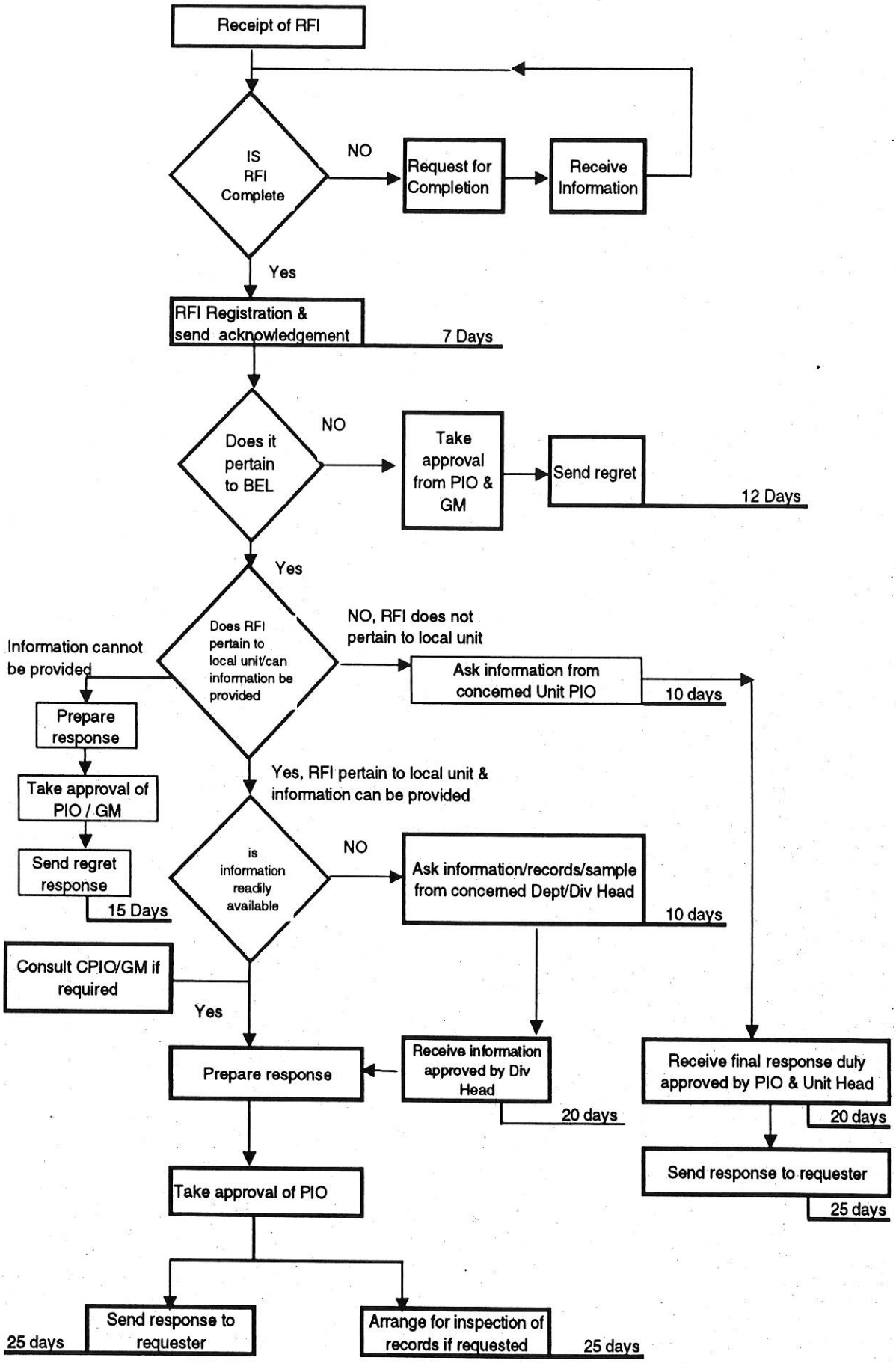
Category 2: Information cannot be provided as per Guidelines

(1) If Information cannot be provided as per Guidelines, APIO to put up "Regret Response" and obtain the approval of PIO and Unit Head and forward the same to the Requester within 15 days.

(2) In case any clarification is needed, APIO may consult Plant/Unit Head/CPIO in this regard before forwardal of "Regret Response" to the Requester.

Category 3: Info
rmation requested does not fall in the Guidelines

(1) APIO may consult the PIO and PIO in turn the CPIO for clarification in respect of 'RFI' not covered in the Guidelines within 10 days of the registration of application.



FLOW CHART FOR RFI PROCESSING

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SECTION – 6

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Procedure for Appeals

SECTION – 6

PROCEDURE FOR APPEALS

1 RFI Requester may send appeal in Form 'C' within a period of 30 days in cases where information is not provided within the stipulated period of 30 days from the date of receipt of RFI. In cases, where request for information is rejected / denied, the Requester may send appeal in Form 'C' within 30 days from the receipt of such decision.

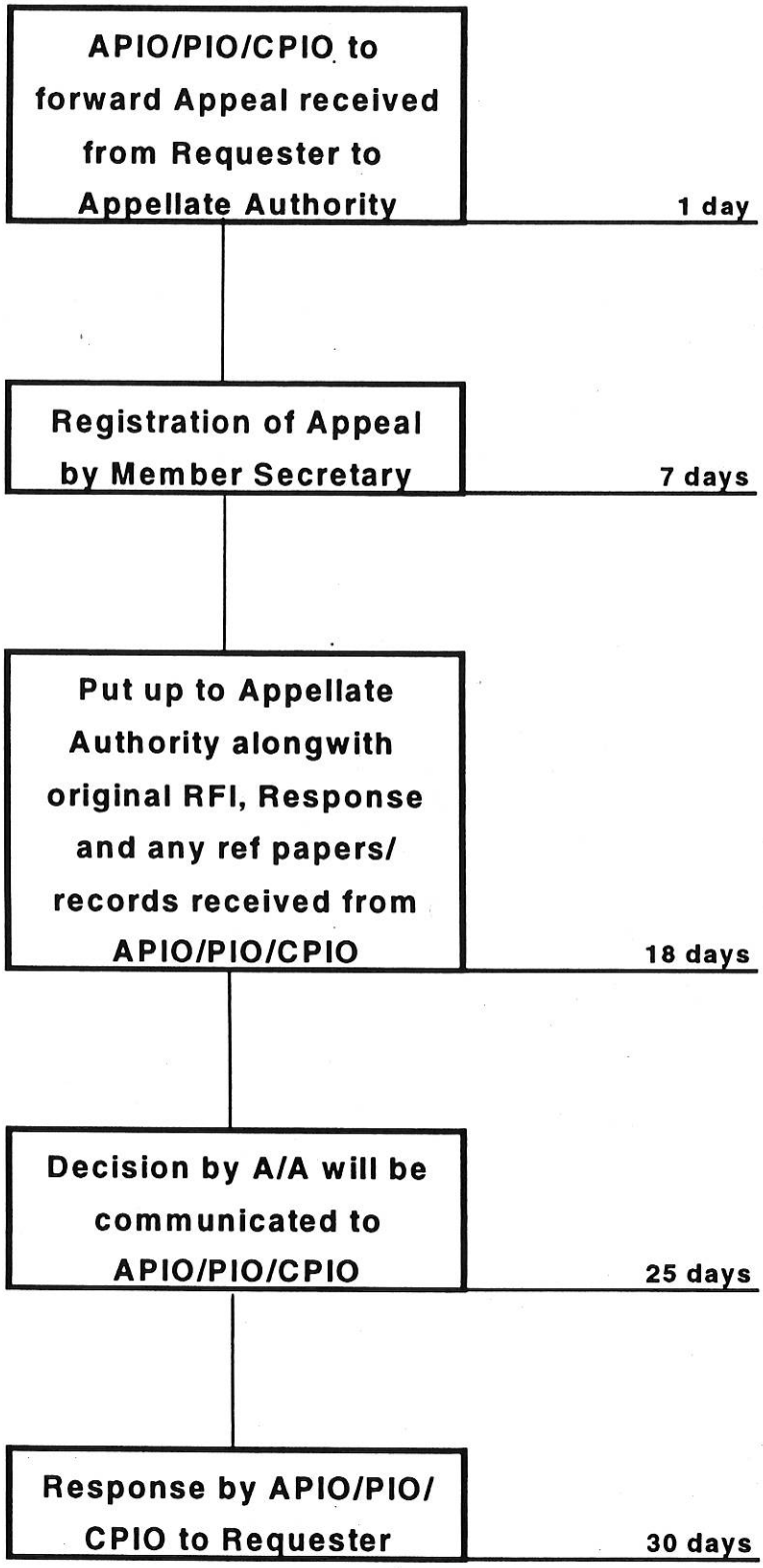
Provided that Appellate Authority may admit the appeal after the expiry of the period of 30 days if it is satisfied that the Requester was prevented by sufficient cause from filing the appeal in time.

2. Once appeal is received, the same will be registered by the Member Secretary after ascertaining the completeness within 7 days.

3. Member Secretary will obtain the necessary record (Original RFI, Response and any Reference Record) from the concerned APIO/PIO/CPIO and put up the appeal to the Appellate Authority within 18 days of the receipt of appeal.

4. Appellate Authority will consider the appeal and give its decision within 25 days of the receipt of appeal.

5. APIO/PIO/CPIO will send the necessary response to RFI originator within 30 days.



A/A - Appellate Authority

PROCEDURES FOR APPEAL

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SECTION – 7

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

Guidelines for Providing Information

SECTION – 7

GUIDELINES FOR PROVIDING INFORMATION

- All published material such as catalogues, brochures, newsletters, press releases and Annual Reports may be shared with the Applicants on need basis.
- In case of classified documents, provisions stipulated in the Corporate Standard on Security Classified Documents (DS 215) need to be followed.
- As far as possible, only specific information may be provided as sought by the applicant. Even if the full text of a particular document is unclassified, only a judicious extract of it may be provided to the indenting citizens in line with the specific information sought by them.
- CPIO / PIOs / APIOs are required to understand implications of unwarranted disclosure of sensitive information and are required to take mature decisions on RFIs, keeping in view BEL's interests.
- In respect of responses to RFI, APIOs / PIO / CPIO / Divisional Heads / Units and Office Heads would be equally responsible for provision of appropriate information to the applicants in the stipulated time frames. When the APIOs / PIOs / CPIO seeks information from the Divisional / Departmental Heads of the respective Units / Offices, the respective Departmental / Divisional Heads would be acting as De-facto PIOs as per the stipulations (clause 5 (5) of RTI Act. This responsibility does not pass on below the respective Departmental / Divisional Heads. All such information shall be provided by the Departmental / Divisional Heads to APIOs / PIOs / CPIOs, in writing, within the stipulated time.
- No details of any order/contract should be provided to any requesting citizen as long as the order/contract process is not complete.
- A list of information/documents etc., which can be provided to the citizen (positive list) and which cannot be provided to the citizen (negative list) is included in this manual. This list is only an illustrative and not exhaustive. Not withstanding the categorization of information in this list as permissible/non-permissible, a judicious decision may be taken by the PIOs/APIOs on case to case basis, based on the request received from the citizens.

The broad guidelines for providing information to citizens in accordance with RTI Act are given below. Based on these guidelines, list of "Permissible" and "Non-Permissible" information has been provided. Based on these APIO / PIO / CPIO may process the requests from citizens. In case, any clarifications are required, CPIO may be contacted. CPIO may in turn approach Appellate Authority for clarifications, if required.

Sl. No.	PERMISSIBLE INFORMATION	Sl No	NON PERMISSIBLE INFORMATION
	ADMINISTRATIVE		
1.	Standing Orders	1	All Classified Documents as per DS215
2.	ECDA Rules	2	Security related information on plans / layouts of factory / office / laboratory / vital installations.
3.	TA/DA Rules	3	Personal Information of individuals
4.	Promotion Policy	4	Performance Reports of individuals
5.	Wage Agreements	5	Employees selection / promotion Proceedings
6.	Transfer Policy	6	Disciplinary Action Proceedings
7.	Pay and Perks Rules	7	Details of persons working on sensitive Projects
8	Training Data	8	AGM Proceedings
9	Manpower Data	9	Board Proceedings
10	List of Shareholders	10	MOU with Govt.
11	Details of Sponsorships	11	Share Price sensitive Information
12	Exhibition / Advertisement Expenses	12	Personal Share holding
13	General Information on Estate		
	FINANCE		
1.	Information published in Annual Reports	1	Salaries/Wages/Perks paid to individual employees
2	Sub-delegation of Powers	2	Budget Papers / Information
		3	Internal Audit Reports
		4	Pricing Policies
		5	Cost Accounting Information
		6	Replies to Parliament
		7	Cost Reduction Information
		8	Unpublished Inventory Information
		9	Unpublished Sundry Debtors Information
		10	Sundry Creditors Information
	PROCUREMENT / CONTRACTS		
1	Details of PO / contracts for non production items / works /services	1	Approved Vendor Directory
2	Vendor Selection Criteria	2	Technical Evaluation / Financial

			Negotiation Proceedings
3	IG Inspection records	3	Purchase / Contract File Notings
4	Purchase Procedure	4	Technical / Financial Comparative Statements
5	Sub contract procedure	5	Procurement details of production items
PRODUCTION			
1	Capacity Utilisation details	1	Plant and Machinery Details
2	Productivity Information		
3	Overtime / Idle Time Information		
4	Accidents Data		
5	Information on Hazardous Materials / processes		
6	Renewable energy source used		
7	Power Consumption		
8	Energy Conservation		
9	MOU Ratings		
R&D			
1	General Information on R&D Establishment including CRL	1	R&D Projects
2	User Manuals of Civilian Products	2	Design Reports / Project Reports
3	Product Brochures	3	All Project Drawings
		4	Technical Manuals of all Products
		5	Technology Plans
		6	TOT / MOU Agreements
		7	Perspective Plans
		8	Software Details
		9	R&D Budget
MARKETING			
1	Sector wise business-Macro details	1	Order book
2	MRP of Consumer products	2	Micro Details of business – Project / Product / Customer
3	Published Commercial Brochures	3	Price Information of Non Consumer Products
		4	Customer Complaints / Feed Backs
		5	Pricing Policy details
		6	Perspective Plans
		7	Roll on Plan
		8	Business / Strategy Plans

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

SECTION – 8

भारत इलेक्ट्रॉनिक्स
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Information posted on BEL web site in accordance with RTI Act [Clause 4 (2) (b)]

SECTION – 8

RTI WEBSITE OF BEL

In accordance with the provisions of the Right to Information Act, 2005 and in compliance with chapter II section 4(1) sub clause (b), the following information is placed

Sl.No.	Topic	
I	**Particulars of Organisation, functions and duties**	Page 21
II	**Powers and duties of BEL Officers and employees**	Page 30
III	**Procedure followed in the decision making process (Organisation Chart)**	Page 31
IV	**Norms set by BEL for discharge of its functions.**	Page 33
V	**Rules and regulations instructions, manuals and records held by BEL or under its control or used by BEL employees for discharging its functions.**	Page
VI	**Statement of the categories of documents that are held by BEL or under its control**	Page
VII	**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.**	Pag
VIII	**Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BEL's 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.**	Pag
IX	**Directory of BEL's officers and employees**	Page 38
X	**Monthly remuneration received by each of BEL Officers and Employees, including the system of compensation as provided in its regulations.**	Page

XI The budget allocated to each of BELs agencies indicating the particulars of all plans proposal expenditure and report on disbursement made

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

XIII Particulars of recipients of concessions, permits or authorisations granted by BEL

XIV Details in respect of the information, available to or held by BEL, reduced in an electronic form

XV Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use.

XVI Name, designation and other particulars of the Public Information Officers

XVII Other Useful Information

a. Procedure for seeking of information and inspection of Records
b. Form for seeking information (Form-A)
c. Form for inspection of records (Form-B)
d. Form for Appeal to Appellate Authority (Form-C)
e. RTI Act, 2005

I Particulars of Organisation, functions and duties

BHARAT ELECTRONICS LIMITED

Bharat Electronics Limited (BEL) was established at Bangalore, India, by the Government of India under the Ministry of Defence in 1954 to meet the specialised electronic needs of the Indian defence services. Over the years, it has grown into a multi-product, multi-technology, multi-unit company serving the needs of customers in diverse fields in India and abroad.

BEL offers products and services in a wide spectrum of technology like Radars, Military Communications, Naval Systems, Electronic Warfare Systems, Telecommunications, Sound and Vision Broadcasting, Opto-Electronics, Tank Electronics, Solar Photovoltaic Systems, Embedded Software and Electronic Components. With its expertise developed over the years, the company also provides turnkey systems solutions.

Defence continues to be BEL's prime focus but the Company has also diversified into civilian areas. Some of the successful civilian products include the Electronic Voting Machines, Solar Powered LED-Based Traffic Signal Lights, Simputers and Set Top Boxes.

BEL offers contract-manufacturing services for both domestic and international customers. It has automated assembly, inspection and testing facilities as also precision machining capabilities. It adheres to strict process and manufacturing standards, producing world-class products.

BEL has its Registered Office at Bangalore and manufacturing units at nine locations in India. A network of marketing and customer support centers across India and two overseas offices at New York and Singapore supplement the operations of the manufacturing units.

HISTORY

The growth and diversification of BEL over the years mirrors the advances in the electronics technology, with which BEL has kept pace. Starting with the manufacture of a few communication equipment in 1956, BEL went on to produce Receiving Valves in 1961, Germanium Semiconductors in 1962 and Radio Transmitters for AIR in 1964.

In 1966, BEL set up a Radar manufacturing facility for the Army and in-house R&D, which has been nurtured over the years. Manufacture of Transmitting Tubes, Silicon Devices and Integrated Circuits started in 1967. The PCB manufacturing facility was established in 1968.

In 1970, manufacture of Black & White TV Picture Tube, X-ray Tube and Microwave Tubes started. The following year, facilities for manufacture of Integrated Circuits and Hybrid Micro Circuits were set up. 1972 saw BEL manufacturing TV Transmitters for Doordarshan. The following year, manufacture of Frigate Radars for the Navy began.

Under the government's policy of decentralization and due to strategic reasons, BEL ventured to set up new Units at various places. The second Unit of BEL was set up at Ghaziabad in 1974 to manufacture Radars and Tropo communication equipment for the Indian Air Force. The third Unit was established at Pune in 1979 to manufacture Image Converter and Image Intensifier Tubes.

In 1980, BEL's first overseas office was set up at New York for procurement of components and materials.

In 1981, a manufacturing facility for Magnesium Manganese Dioxide batteries was set up at the Pune Unit. The Space Electronic Division was set up at Bangalore to support the satellite programme in 1982. The same year saw BEL achieve a turnover of Rs.100 crores.

In 1983, an ailing Andhra Scientific Company (ASCO) was taken over by BEL as the fourth manufacturing Unit at Machilipatnam. In 1985, the fifth Unit was set up in Chennai for supply of Tank Electronics, with proximity to HVF, Avadi. The sixth Unit was set up at Panchkula the same year to manufacture Military Communication equipment. 1985 also saw BEL manufacturing on a large scale Low Power TV Transmitters and TVROs for the expansion of Doordarshan's coverage.

1986 witnessed the setting up of the seventh Unit at Kotdwara to manufacture Switching Equipment, the eighth Unit to manufacture TV Glass Shell at Taloja (Navi Mumbai) and the ninth Unit at Hyderabad to manufacture Electronic Warfare Equipment.

In 1987, a separate Naval Equipment Division was set up at Bangalore to give greater focus to Naval projects. The first Central Research Laboratory was established at Bangalore in 1988 to focus on futuristic R&D.

1989 saw the manufacture of Telecom Switching and Transmission Systems as also the setting up of the Mass Manufacturing Facility in Bangalore and the manufacture of the first batch of 75,000 Electronic Voting Machines.

The agreement for setting up BEL's first Joint Venture Company, BE DELFT, with M/s Delft of Holland was signed in 1990. Recently this became a subsidiary of BEL with the exit of the foreign partner and has been renamed BEL Optronic Devices Limited.

The second Central Research Laboratory was established at Ghaziabad in 1992. The first disinvestment (20%) and listing of the Company's shares in Bangalore and Mumbai Stock Exchanges took place the same year.

BEL Units obtained ISO 9000 certification in 1993-94. The second disinvestment (4.14%) took place in 1994. In 1996, BEL achieved Rs.1,000 crores turnover.

In 1997, GE BEL, the second Joint Venture Company with M/s GE, USA, was formed as also the third JVC with M/s Multitone, UK, BEL Multitone. The same year, USA imposed supply restrictions on BEL.

In 1998, BEL set up its second overseas office at Singapore to source components from South East Asia. The same year, US and European sanctions were imposed on BEL. The Company was able to overcome the effects of the sanctions and insulate Indian defence forces from the fall-out of denial regimes by finding technical solutions to circumvent the denials and by keeping up the promised deliveries to customers.

The year 2000 saw the Bangalore Unit, which had grown very large, being reorganized into six Strategic Business Units (SBUs). The R&D groups in Bangalore were also restructured into Specific Core Groups and Product Development Groups. The same year, BEL shares were listed in the National Stock Exchange.

In 2002, BEL became the first defence PSU to get operational Mini Ratna Category I status. In 2003, the Company's turnover crossed the Rs.2,500 mark.

In 2005, BEL achieved a turnover of Rs.3223.6 crores.

CORPORATE VISION, MISSION, VALUES & OBJECTIVES

VISION

To be a world-class enterprise in professional electronics.

MISSION

To be a customer focussed, globally competitive company in defence electronics and in other chosen areas of professional electronics, through quality, technology and innovation.

VALUES

- We put our customer first.
- We are proud of being a part of the organization.
- We work with transparency, honesty & integrity.
- We trust and respect individuals.
- We foster team work.
- We strive to achieve high employee satisfaction.
- We encourage flexibility & innovation.
- We endeavour to fulfil our social responsibility.

OBJECTIVES

- To be a customer focussed company providing state-of-the-art products & solutions at competitive prices, meeting the demands of quality, delivery & service.
- To generate internal resources for profitable growth.
- To strive for self-reliance through indigenisation.
- To attain technological leadership in defence electronics through in-house R&D, partnership with defence/research laboratories & academic institutions.
- To give thrust to exports.
- To create a facilitating environment for people to realise their full potential through continuous learning & team work.
- To give value for money to customers & create wealth for shareholders.
- To constantly benchmark company's performance with best-in-class internationally.
- To raise marketing abilities to global standards.

PRODUCT RANGE

RADARS

Fire Control Radars
Mortar Locating Radar
Battle Field Surveillance Radars
Tactical Control Radar
3D Radars - Static and Mobile
Low Flying Detection Radar
Naval Radars (Tracking/Surveillance/Fire Control/Navigational)
Low Probability of Intercept Radar
C-Band Precision Coherent Monopulse Tracking Radar (PCMC)
Airport Surveillance Radars
Monopulse Secondary Surveillance Radar with Mode 'S'
IFF Equipment/Secondary Surveillance Radars
Radar Displays and Multi Function Consoles
Automatic Data Handling System for Radar
Radar Simulators
Upgradation Services for the existing Radars
Doppler Weather Radar

SONAR & UNDERWATER EQUIPMENT

Sonars and Transducers
Sonar Simulator
Towed Torpedo Decoy
Sonobuoys
Integrated Anti-Submarine Warfare Complex (IAC)

NAVAL FIRE CONTROL SYSTEMS

Fire Control Systems for the Navy
Electro Optical Fire Control System
Optical Director System for Gun Control

COMMUNICATION

VLF Receivers and Modulators
VLF/HF Receiver
20 W/100W HF Tx/Rx
HF Receivers, HF Transmitters : 500W, 1kW
HF/VHF Manpacks, Mobile and Static Transreceivers/Transmitters/ Receiver Stations,
VHF Frequency Hopping Transreceivers
VHF/UHF Hand Held Transreceivers & Base station
UHF Radio Relays
V/UHF Ground to Air Transreceiver
VHF/UHF Ground to Ground and Ground to Air Communication Equipment
Shelterised Communication Vehicles
Digital Switching Systems (Time Division Modular Exchange)
Automatic Electronic Switch, Digital Trunk Units, Data Concentrator, MUX MK-II
Unit Level Switch Board (ULSB)
Digital Electronics Exchanges of Capacity 40 lines to 40,000 lines
(256P RAX, 512P SBM RAX, MAX-L, MAX-XL)
Semi Ruggedised Automatic Exchange (SRAX)
Multiplexing Equipment at 2 MB, 8 MB, 34 MB and 2/34 MB level
Synchronous Terminal Multiplexers
Stand Alone Communication Unit (SACU)
LINK II for Indian Navy Communiction Systems
LINK II for Avionics Communication Systems

Ground Control Systems for UAV
Digital Access Cross Connect (DACC)
Digital Static/Mobile Troposcatter Communication Equipment
2GHz/5GHz/8GHz Digital Microwave Equipment
Composite Communication Systems (CCS) for Ships
ATM based network for ships
Point to Multipoint Communication System
Wireless Message Transfer Unit (WMTU)
Wireless in Local Loop (WLL) system/SDH-DLC (Digital Loop Carrier)
Universal Emergency Communication System for Railways
Alphanumeric messaging terminals for Radio (BEST, SMART, HART, RDT)
Voice/Data/Fax Encryption Devices, Bulk Encryption Equipment
Intelligent Message Terminal (IMT) set
Satcom Radio Terminal

COMMAND & CONTROL SYSTEMS

For Army, Navy and Airforce

SATCOM AND NETWORK SYSTEMS

Satellite Communication Equipment in extended C,S & Ku Bands,
Fly Away Terminals
VSATs
TV uplink earth stations/TRACT – Transportable Uplinks
Intelsat F3 earth stations
S-Band Satellite Communication Terminal
Digital Satellite News Gathering (DSNG) Vans
Mobile Communication Terminal (MCT)
Subsystems: Modems, Amplifiers, Up/Down Converters, LNAs, SSPAs
System integration and total solutions for Radio & Satellite Network, (APNET, Network for other State Govt Offices –Police Network (Polnet), Telemedicine Systems, BEL & OFB Net, KARNET project for ISRO etc.)

SOUND & VISION BROADCASTING

Sound Broadcast Transmitters and Studio Equipment for Prasar Bharathi (AIR) (1KW MW, 100KW) MW Transmitters and FM Transmitters – 100W, 200W, 500W, 1KW, 5KW, 10KW
10KW MW Mobile Broadcast Station
Television Broadcast Transmitters (100W Band I & III, 100W UHF, 300W UHF, 500W HF (Class AB), 1KW, 10KW)
Remote Unmanned TV Station
TV Receive Only (TVRO) Terminals (S Band/C Band)
Digital Colour TV Outside Broadcast Van (Standard and Large sizes)
Television Studio Equipment
Cable TV Head End System
TV Demodulators
Direct to Home (DTH) Set Top Box

TANK ELECTRONICS AND CONTROL SYSTEMS

Gun Control & Drive Systems for Armoured Fighting Vehicles
Gun Control and Drive System for Air Defence Artillery Gun Systems
Fire Control Systems for Armoured Fighting Vehicles
Fire Control Systems for Air Defence Artillery Gun Systems
Electro Optical Fire Control Systems
Servo Pedestal Platforms for Land, Sea and Airborne Applications
Tank Intercom System for Armoured Fighting Vehicles
Electronic subsystems and harnesses for Armoured Fighting Vehicles
Advanced Land Navigation Systems (ALNS)

NBC Protection System for Armoured Fighting Vehicles
Nag Weapon Carrier (NAMICA)
Integrated Fire Detection & Suppression System (IFDSS)
Integration of Electronic Reconnaissance Equipment on Combat Vehicle
Hydraulics for T-72 Tank Stabilisers

OPTICS & ELECTRO-OPTICS

Surgical Microscopes for Ophthalmic & other applications
Day/Night Sights and Sub-Systems for Tank Fire Control Systems
Head Lights & Search Lights for Armoured Vehicles
Spotting Scope
Optical Sub-Assemblies for Export
Monocular Night Scope with 35mm Still Camera Attachment
Passive Night Vision Devices: Goggles, Binoculars, Periscopes, etc
Night Vision Weapon Sights for 5.56 INSAS, 7.62mm Rifle, LMG, AK-47, 84mm RL, etc
Day & Night Sight for T72, T55 & BMP Tanks
Thermal Imaging Systems – Hand Held Thermal Imager, Integrated Observation Equipment etc.,
Laser Range Finders, Laser Collimator, Laser Target Designators
Eye-Safe LRF
Gap Measurement Device
Head Up Display (HUD) for fighter aircrafts
Dosimeter

ELECTRONIC WARFARE SYSTEMS

Electronic Warfare Equipment (Airborne, Shipborne, Land-Based)

ANTENNAE

Shaped Reflector Radar Antenna
Multi Beam and Scanning Beam Antenna
Phased Array Antenna System
IFF Array Antenna (Linear & Planner)
Composite (Moulded) Antennae for Radar & Communication Equipment
Microwave Line of Sight (LOS) Antenna
Television Receive Only (TVRO) Antenna
Very Small Aperture Terminal (VSAT) Antenna
Satellite Earth Station Antenna System
Cellular Antenna, GSM Antenna
Telescopic Masts/Mobile Elevated Hydraulic Mast

OTHER PRODUCTS AND SYSTEMS

Simulators & Trainers (Forward Observer Simulator, Vehicle Driving Simulator, Mortar Simulator, Tank Driving and Gunnery Simulator for T-72, T-90 & BMP II, Anti Tank Guided Missile Simulator)
Space Electronic items
Electronic Voting Machines
Simputers for Civil & Defence applications
Digital Flight Control Computer (DFCC) for LCA
Ruggedised PC & Lap Top Computer
Automatic Test Equipment
High Voltage Power Supplies & Modulators
Alarm systems for Railway unmanned level crossings
Cockpit display systems for LCA
Display Systems
Data Handling Systems
Versatile Console System
Modular Data Bus (MDB)

GPS Receivers and Applications
Shelters for Electronic Systems
Security Systems
Software Modules
Satellite Radio Receivers
Signal Conditioners for PSLV & GSLV
Pylon Interface Box for LCA
Transmitters & various Interface Units for Radars

COMPONENTS

SEMICONDUCTORS

Silicon Devices (Power & RF Transistors, Small Signal Devices)
Integrated Circuits & ASIC Design Services
Micro Electro Mechanical Systems
Hybrid Microcircuits
Liquid Crystal Displays & Devices
Micro Electro Mechanical Systems (MEMS)

PROFESSIONAL TUBES & PASSIVE COMPONENTS

Transmitting Tubes (Triodes & Tetrodes)
Microwave Tubes (Magnetrons, Klystrons & TWTs)
Vacuum Interrupter Tubes
Space-grade Band Pass Filters
Waveguide Rotary Joints
Quartz Crystals, Quartz Crystal Oscillators and Filters
Ceramic Feed Trhoughs, EMI Filters & RFI Filters

SMART SOLUTIONS / e - SOLUTIONS

e-Governance Projects/Solutions
Smart Cards & Smart Card based Systems / Solutions
Security Solutions
Internet Enabled Turnkey Solutions

SOLAR PRODUCTS

Cells & Modules (Monocrystalline & Multicrystalline)
Solar Battery Chargers & Solar Power Plants
Solar Lighting Systems
Custom Solar Power-based Systems

BATTERIES

Magnesium Manganese Dioxide Batteries
Lithium Sulphur Dioxide Batteries
Ni-Cadmium Rechargeable Battery Packs
Ni-MH/Li-ion Batteries

PROJECTS & CONSULTANCY

Turn-key Projects/Systems/Solutions
Solar Traffic Signals & Allied Products
Display Boards and Systems
X-ray Baggage & Container Inspection Systems
Special Purpose and Custom Machines/Systems/Solutions

DESIGN SERVICES

Project & Consultancy Services
Design Services of Core Subsystems like Power Amplifiers, Power Supplies, RF & Synthesizers, Encryptions, DSPs, Software & ATE
State-of-the-art design services offered by Central Research Laboratory of BEL in the following areas:

- Microwave, Millimeterwave, antennas and subsystems
- RF and Microwave Components and Devices
- Systems/Subsystems of Radar/Sonar Equipment
- Signal processing algorithms for Radars/Sonars and Navigation Systems
- Advanced Switching, Transmission, Access subsystems
- Data/voice crypto algorithm for HF tactical applications
- Spread spectrum communication techniques
- VLSI, SOC subsystems
- Embedded computing platform, CPCI, Power PC modules
- Software applications for C^4 I and others
- Image Processing Solutions for Defence and Civilian applications
- Multisensor Data Fusion

II Powers and duties of BEL Officers and employees

Bharat Electronics Ltd., is a commercial Organisation under the Ministry of Defence. The powers of Company officials are well defined at all levels in the Organisation. Duties are assigned to its officers and employees from time to time.

III Procedure followed in the decision making process

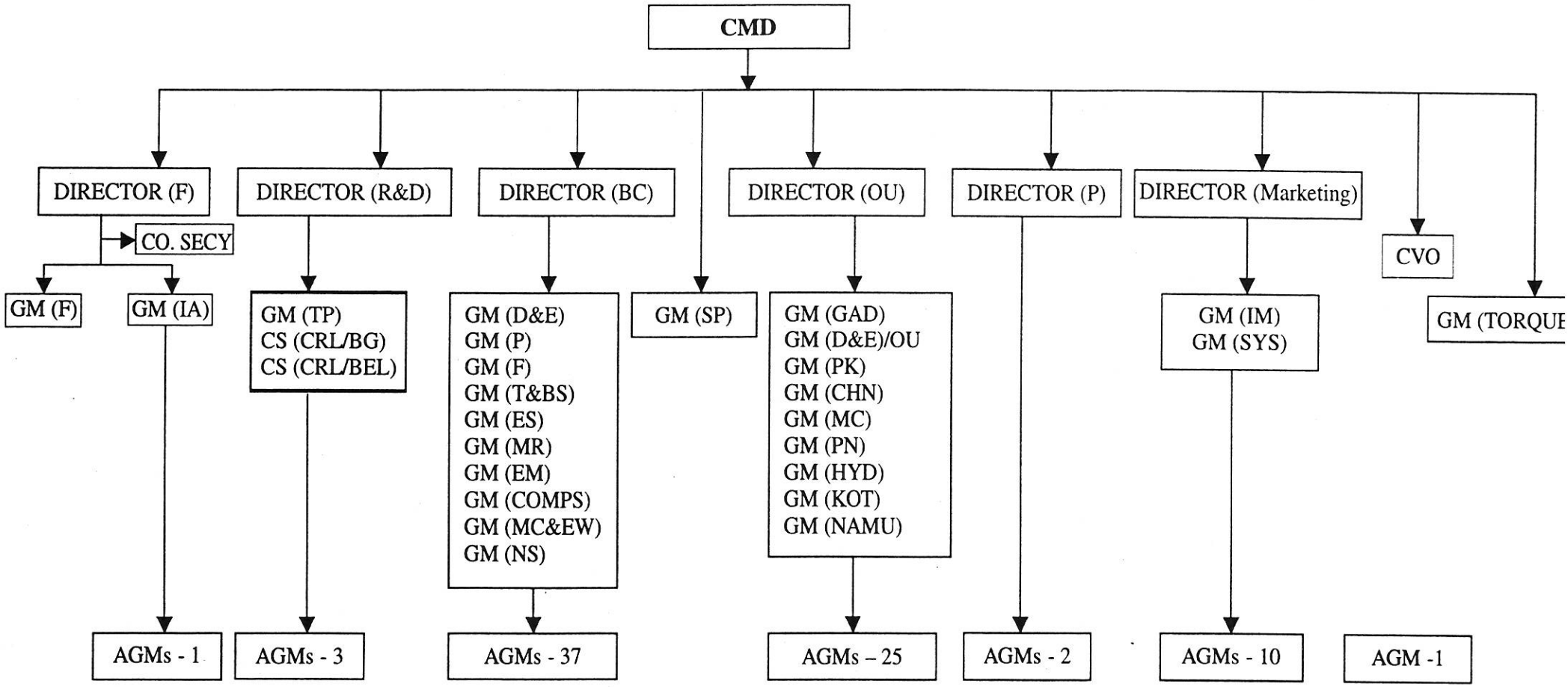
* BEL has a well-defined system of decision making with adequate channels of supervision and accountability. Proposals requiring decisions of any nature are initiated at appropriate Executive level at the Units/Offices and at the Corporate level. Proposals generally pass through a minimum of 3 levels before they are approved. All proposals having financial implications are routed through respective Finance Departments/Divisions. Powers sub-delegated to various approving authorities are clearly spelled out in BEL's "Sub-Delegation of Powers" document.

* Where required, Departmental/Divisional/Unit committees are formed to facilitate decision making.

* Major policy decisions and decisions going beyond the sub-delegation of powers upto CMD level are put up to the Board for approval. A detailed Organizational Chart of BEL, clearly spelling out the areas of responsibilities at various levels, is appended herewith.

BHARAT ELECTRONICS LIMITED

ORGANISATION CHART



IV Norms set by BEL for discharge of its functions.

The norms for discharge of functions are clearly mentioned in our vision, mission, values and objective statement (click here to see the details). Additionally, DOs and DON'Ts for BEL executives and employees are documented in Executive Code, Conduct & Discipline rules and Standing Orders respectively. Also, DOs and DON'Ts for executives dealing with the award of various Contracts are also documented.

V Rules and regulations instructions, manuals and records held by BEL or under its control or used by BEL employees for discharging its functions.

Following manuals, listing out various rules regulations and instructions, are available to its employees for discharging functions :

List of Manuals :

1. Articles of Association & Memorandum of Association
2. Administrative Manual
3. ECDA Rules
4. Standing Orders
5. Sub-Delegation of Powers
6. Purchase Procedure
7. Sub-contract Procedure
8. Works Contract Manual

VI Statement of the categories of documents that are held by BEL or under its control

Company documents are available either in paper and/or in computer. Broad categories of Documents are as below :

1. Technical Documents
2. Documents of Finance and Accounts
3. Documents pertaining to HR Function

VII 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.

Being a listed company on Stock Exchange, the Company holds Annual General Meeting every year with its Share Holders to ascertain their views on the major policy issues. Public can leave their suggestions, observations and comments on BEL web site www.bel-india.com.

VIII Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as BEL's 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.

The need of such arrangement has not been felt due to BEL's nature of business.

IX Directory of BEL's officers and employees

IMPORTANT TELEPHONE NUMBERS & E-Mail Ids

CORPORATE & REGISTERED OFFICE

Bharat Electronics Limited, Outer Ring Road, Nagavara, Bangalore : 560 045 (STD Code 080) – Fax No: 25039305

Y Gopala Rao Chairman and Managing Director	25039200	23302549	gopalaraoy@bel.co.in
P R K Hara Gopal Director (Finance)	25039203	28602651	haragopalprk@bel.co.in
S K Mehta Director (R&D)	25039201	28381020	mehtask@bel.co.in
A Muralidhar Director (Other Units)	25039204	26520641	muralidhara@bel.co.in
M L Shanmukh Director (Personnel)	25039205	25634353	shanmukhml@bel.co.in
V V R Sastry Director (Commercial & Mgt Services)	25039202	23225150	sastryvvr@bel.co.in
C M Bhat, I P S Chief Vigilance Officer	25039207	25441038	bhatcm@bel.co.in
K Prakash General Manager (International Marketing)	25039221	28381380	prakashk@bel.co.in
M G Raghuveer General Manager (Internal Audit)	25039223	28381995	raghuveermg@bel.co.in
D Krishnagopal General Manager (Systems)	22252884	23320920	krishnagopald@bel.co.in
V S Radhakrishnan General Manager (Technology Planning)	25039324	23642169	radhakrishnanvs@bel.co.in
G D Gupta General Manager (Strategic Planning)	25039224	28384058	guptagd@bel.co.in
Amarendra D Addl General Manager (Corp. Comm)	25039241	25449550	amarendradasari@bel.co.in
Agrihotri P L Addl General Manager (Technology Planning)	25039326	25433374	agnihotripl@bel.co.in
Brinda Srinivasan Addl General Manager (Licensing)	25039247	51279816	brindasrinivasan@bel.co.in
Chengappa N T Addl General Manager (Personnel & IR)	25039315	23517382	chengappant@bel.co.in
Divakaran U Addl General Manager (Systems)	22255858	25615834	divakaranu@bel.co.in
Elaine Mathias Addl General Manager (Finance)	25039242	25301484	elainemathias@bel.co.in
Gahlaut R P S Addl General Manager (Infn Systems)	28380234	28384009	rpsgahlaut@bel.co.in
Ganapathy C Addl General Manager (Systems)	22259897	23641824	ganapathyc@bel.co.in

Hiremath M S Dy Chief Vigilance Officer	25039267	25711220	hiremathms@bel.co.in
Philip Jacob Addl General Manager (Technology Planning)	25039246	28382188	philipjacob@bel.co.in
Ramesh Chandra Nautiyal Addl General Manager (P&A)	25039245	28380452	nautiyalrc@bel.co.in
Sreenivasan C N Addl General Manager (International Marketing)	25039248	26649032	sreenivasancn@bel.co.in
Prakash C R Company Secretary	25039266	26638058	
K S Krishna Manager (Public Relations)	25039275	23640710	krishnaks@bel.co.in

BANGALORE COMPLEX :

Bharat Electronics Limited, Jalahalli Post, Bangalore : 560 013, (STD Code: 080) – Fax No: 2838 0266

Basavarajaiah Director (Bangalore Complex)	28382323	26722386	basavarajaiah@bel.co.in
P R K L N Sastry General Manager (Central D&E)	28381431	26682236	sastryprkln@bel.co.in
H S Bhadoria General Manager (Personnel)	28381886	23642283	hsbhadoria@bel.co.in
U Vishnumurthy General Manager (Finance)	28382785	26630022	vishnumurthyu@bel.co.in
General Manager (Naval Systems)	28382941	-	
D A Mohan General Manager (Telecom & Broadcast Sys)	28382380	26720698	mohanda@bel.co.in
S C Sharma General Manager (Engineering Services)	28382906	28382342	sharmasc@bel.co.in
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G S Dayakar General Manager (Export Manufacturing)	28380252	23640963	dayakargs@bel.co.in
V Muthuswamy General Manager (Components)	28380290	23424540	muthuswamyv@bel.co.in
M S Sreedhara General Manager (Mil.Commn & EWS)	28380067	26619502	sreedharams@bel.co.in
Amol Newaskar Addl General Manager (Simulators)	28387339	28380277	amolnewaskar@bel.co.in
Anand Kumar K S Addl General Manager (Semiconductors)	28384047	26761571	anandakumarks@bel.co.in
Ananda Narasimhan P S Addl General Manager (Proj & Consultancy)	28380649	23642959	psanandanarasimhan@bel.co.in
Athmacharan D Addl General Manager (D&E/MR)	28385955	23644459	athmacharand@bel.co.in
Banerjee K K Addl General Manager (MC&EW/D&E)	28381378	23671749	banerjeekk@bel.co.in
Girish Kumar Addl General Manager (DCS-TEL)	28384018	23641676	girishkumar@bel.co.in

Gopalakrishna H N Addl General Manager (HRD)	28382966	23496411	gopalakrishnahn@bel.co.in
Hegde M N Addl General Manager (Mfg/Mil.Radar)	28381617	23645046	hegdemn@bel.co.in
Jayadev K Addl General Manager (CMS)	28386896	23334799	kjayadev@bel.co.in
Kalyana Ramudu U K Addl General Manager (Central D&E-SW&ATE)	28389466	23328726	ukkramudu@bel.co.in
Keshava Murthy H V Addl General Manager (Technical Literature)	28384006	26691916	keshavamurthyhv@bel.co.in
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Natarajan K Addl General Manager (SSD)	28384028	26639686	natarajank@bel.co.in
Parmesh N M Addl General Manager (Finance/MC&EWS)	28381679	28381594	parameshnm@bel.co.in
Patil S S Addl General Manager (DCS/Military)	28381209	22265022	patilss@bel.co.in
Prabhakaran P Addl General Manager (D&E-NS Radar Sys)	28384023	23642067	prabhakaranp@bel.co.in
Rajaram K L Addl General Manager (ES & CNP)	28382310	23645103	rajaramkl@bel.co.in
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Ramanujam M A Addl General Manager (BTV)	28380224	26620593	maramanujam@bel.co.in
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Shishir Kumar Saha Addl General Manager (Mfg/NS)	28387503	28382089	shishirkumarsaha@bel.co.in
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Suresh N Addl General Manager (D&E FCS/NS)	28381900	23503702	nsuresh@bel.co.in
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Dr (Mrs) K.R. Ramamani Chief of Medical Services	28381173	23593105	ramamanikr@bel.co.in
Suresh Joshi Dy General Manager (Public Relations)	28380288	23452678	joshisc@bel.co.in

GHAZIABAD :

Bharat Electronics Limited, Site IV, Sahibabad Indl Area, Bharat Nagar Post, Ghaziabad : 201 010 (STD Code: 0120) Fax No: 2776733

Sharma N K General Manager	2776571 2770777	22372432 (Delhi)	sharmank@bel.co.in
Chandra Prakash General Manager (D&E-OU)	2770715	26445307 (Delhi)	chandraprakash@bel.co.in
Bhatia H S Addl General Manager (MWC)	2776740	22153875 (Delhi)	bhatiahs@bel.co.in
Bhutani A K Addl General Manager (MM)	2776573	25136624 (Delhi)	bhutaniak@bel.co.in
Gulati M M Addl General Manager (D&E-Antenna)	2776736	23841172 (Delhi)	gulatimm@bel.co.in
Gulshan Kumar Addl General Manager (Commn.)	2776733	55253606 (Delhi)	gulshankumar@bel.co.in
Handa M M Addl General Manager (Systems)	2770296	2627873.	handamm@bel.co.in
Jagdish Kumar Batheja Addl General Manager (Finance & Accounts)	2776737	22153818 (Delhi)	bathejajk@bel.co.in
Jain P C Addl General Manager (PA-Comm.)	2770922	28534474 (Delhi)	jainpc@bel.co.in
Jain S C Addl General Manager (Radar)	2776732	2700195	jainsc@bel.co.in
Kane S B Addl General Manager (D&E)	2950904	2629581.	kanesb@bel.co.in
Mathur K S Addl General Manager (D&E)	2774950	22575018 (Delhi)	mathurks@bel.co.in
Pillai (Retd) Air Cmde B R Addl General Manager (Mktg & CC)	2776735	25699776 (Delhi)	pillaibr@bel.co.in
Radhey Shyam Addl General Manager (D&E)	2950573	22146065 (Delhi)	radheyshyam@bel.co.in

Singhal R K Addl General Manager (Antenna)	2770921	22153823 (Delhi)	singhalrk@bel.co.in
B K G Mouli Sr Dy General Manager (MS & PR)	2776738	26177984	agm_ms@belgad.com

PUNE :

Bharat Electronics Limited, NDA Road, Pashan, Pune : 411 021
(STD Code: 020) Fax No: 25880577

Cdr S Roy Choudhury (Retd) General Manager	25882251	27279849	roychoudhurys@bel.co.in
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Vijay Gundannavar Addl General Manager (EO)	25882284	27277709	vijaygundannavar@bel.co.in

MACHILIPATNAM :

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Machilipatnam : 521 001 (STD Code: 08672) Fax No: 222640

V Sundararaman General Manager	222582	251056	sundararamanv@bel.co.in

CHENNAI :

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Kathamuthu C Addl. General Manaager (Production)	22324277	22272579	kathamuthuc@bel.co.in
Soundararajan S Addl General Manager (QM)	22311848	23760920	soundararajans@bel.co.in

PANCHKULA :

Bharat Electronics Limited, Plot No.405, Industrial Area, Phase III, Panchkula : 134 113
(STD Code: 0172); Fax No: 2594548

Anand Kumar General Manager	2591899	2583088	anandkumar@bel.co.in
Suresh Katyal Addl General Manager (Mktg/PA)	2591532	2652033	sureshkatyal@belpk.com

NAVI MUMBAI :

Bharat Electronics Limited, Plot No.L-1, MIDC Industrial Area, NAVI MUMBAI : 410 208
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R K Marhatha General Manager	231102	231103	marhathark@bel.co.in

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Bharat Electronics Limited, Industrial Estate, Nacharam, Hyderabad 500 076
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Brig V K Janakiraman (Retd) Addl General Manager (Army Systems)	27171458	27114493	janakiramanvk@bel.co.in
Nageswar Rao C Addl General Manager (ELLORA)	27173723	27170136	nageswarraoc@bel.co.in
Raghavendra Rao G Addl General Manager (Operations)	27172720	27051372	raghavendraraog@bel.co.in

REGIONAL OFFICES

New Delhi: Bharat Electronics Limited, "Chandralok" 8th Floor, 36, Janpath, New Delhi : 110 001 (STD Code : 011) Fax No: 23322058

Brig Anand Mehra (Retd) Addl. General Manager (National Mktg),	23322200	29235095	rodel@bel.co.in

Mumbai : Bharat Electronics Limited, Centre 1, 9th Floor, World Trade Centre, Cuffe Parade, Mumbai : 400 005(STD Code : 022) Fax No: 22183043

Cmde V I S Bal Addl General Manager, Mumbai	22185382	22182866	balvis@bel.co.in

Kolkatta : Bharat Electronics Limited, Chatterjee International Centre,, 3rd Floor, 33 A, Jawaharlal Nehru Road, Kolkata : 700 071 (STD Code : 033) Fax No: 22275394

Addl General Manager, Kolkata	22275504		

Visakhapatnam : Bharat Electronics Limited, C/o.WED (V), 9-IRSD Area, Kancharapalem Post, Visakhapatnam : 530 008 (STD Code : 0891) Fax No: 2704210

Cdr P R Murthy, VSM (Retd) Addl General Manager, Visakhapatnam	2704210	2559478	murthypr@bel.co.in

Chennai : Bharat Electronics Limited, SIET Bldg., 453, Anna Salai, Teynampet , Chennai : 600 018 (STD Code : 044) Fax No: 24341695

S Liaquath Ali Sr Dy General Manager, Chennai	24354135	26632956	liaquathalis@bel.co.in

Hyderabad : Bharat Electronics Limited, 5-9-240 to 244, 2nd Floor, Abids Road, Hyderabad : 500 001 (STD Code : 040) Fax No: 23201696

N Narasimha Rao Manager, Hyderabad	23202784	27425771	narasimharaon@bel.co.in

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

MARKETING OFFICES

Central Marketing, New Delhi : Bharat Electronics Limited, Central Mktg, SCOPE Cx, Core 6, Floor 7, Lodhi Road, New Delhi : 110 003 (STD Code : 011) Fax No: 24364401

D K Vijh Addl General Manager	24360705	26683870	vijhdk@bel.co.in

National Marketing, New Delhi : Bharat Electronics Limited, Chandralok, 8th Floor, 36, Janpath, New Delhi : 110 001 (STD Code : 011) Fax No: 23322058

Vipin Katara Addl General Manager	24364917	22716299	vipinkatara@bel.co.in

Delhi Marketing Centre : Bharat Electronics Limited, Delhi Mktg Centre, EMCA House, 22/23 B Ansari RoadDaryaganj, New Delhi : 110 002 (STD Code : 011) Fax No: 23259190

N K Verma Dy. General Manager	23259190	51025857	vermank@bel.co.in

Mumbai Marketing Centre : Bharat Electronics Limited, Mumbai Marketing Centre, Sukh Sagar, 4th Floor, NS Patkar Road, Mumba ; 400 007(STD Code : 022) Fax No:23633970

Veeresh D Bevinamarad Dy General Manager (Marketing), Mumbai	23633970	24221687	veereshdb@bel.co.in

SUPPORTING OFFICES

Bharat Electronics Limited, 5-9-240 to 244, 2nd Floor, Abids Road, Hyderabad : 500 001 (STD Code : 040) Fax No: 23201696

N S Balaji Prasad Manager (APNET), Hyderabad	040-23202508	27960963	balajiprasadns@bel.co.in

Regional Service Centre, New Delhi : Bharat Electronics Limited, Regional Service Centre, EMCA House, 23/23-B, Ansari Road, Daryaganj, New Delh : 110 002 Fax No: 23275324

S C Dawar Dy Manager	011-23275342	0120-2624509	dawarsc@bel.co.in

BEL Liaison Cell, Agra : Bharat Electronics Limited, C/o.COD Agra Cantt, Agra 282 009 (STD Code : 0562) Fax No: 2412753

R G Sharma Dy Manager, BEL Liaison Cell, COD Agra	2412752	2410014	incharge_belc@dataone.in

CENTRAL RESEARCH LABORATORY , Bangalore : Bharat Electronics Limited, CRL Cx, Jalahalli Post, Bangalore : 560 013 (STD Code : 080) Fax No: 28381168

Chief Scientist	28381141	-	-
Dr Ajit T Kalghatgi Principal Scientist, CRL- Bangalore	080-28385818	28382130	ajittkalghatgi@bel.co.in

CENTRAL RESEARCH LABORATORY, New Delhi : Bharat Electronics Limited, Bharat Nagar Post, Ghaziabad : 201 010 Fax No: 2770916

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K Johri Fellow, CRL- Delhi	0120-2774924	0120-2622231	kjohri@bel.co.in

OVERSEAS OFFICES

NYRO : Bharat Electronics Limited, 53, Hilton Avenue, Garden City, New York : 110 530, USA (ISD Code : 001-516) Fax No: 516 741 5894

S R Rama Rao
Chief Regional Manager, New York
248-4020 873-0585 ramaraosr@bel.co.in

SIRO : Bharat Electronics Limited, 06-01, PSL Industrial Bldg., 156, Macpherson Road, Singapore : 348 528 (STD Code : 0065) Fax No: 67418402

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SUBSIDIARY COMPANY

BEL Optronic Devices Ltd., EL-30, J Block, Bhosari Indl Area Pune : 411 026 (STD Code : 020) Fax No: 27120589

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J Y Choudhary
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JOINT VENTURE COMPANIES

BEL-Multitone Limited, 116/2, RC Road, Bangaloe : 560 001 (STD Code : 080) Fax No: 22258646

Divakaran U
General Manager
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GE-BE Private Limited, 60, Export Promotion Industrial Park, Whitefield, Bangalore : 560 066 (STD Code : 080) Fax No: 28410851

Dr G Manohar
Managing Director
28410882 25539645 g.manohar@geind.ge.com

X **Monthly remuneration received by each of BEL Officers and Employees, including the system of compensation as provided in its regulations.**

PAY AND ALLOWANCES:

EXECUTIVES

Grade	Scale of Pay (Rs)
E-I	6550 -200 -11350
E-II	8600 -250 -14600
E-III	10750-300 -16750
E-IV	13000-350 -18250
E-V	14500-350 -18700
E-VI	16000-400 -20800
E-VIA	17500-400 –22300
E-VII	18500-450 –23900
E-VIII	20500-500 –26500
E-IX	23750-600 –28550
SCH - 'B'	25750-650 –30950
SCH - 'A'	27750-750-31500

TECHNICAL CADRE (TC) PERSONNEL

Grade	Scales of Pay (Rs)
TC-I	6000 - 160 - 9200
TC-II	6400 - 180 - 10000
TC-III	6550 - 200 - 11350
TC-IV	8600 - 250 - 14600

NON-EXECUTIVES

WAGE GROUP	Scale Of Pay (Rs.)
I	3500 - 65 - 4150 - 70 - 6040
II	3660 - 75 - 4410 - 80 - 6810
III	3830 - 85 - 4480 - 90 - 7110
IV	4020 - 100 - 5020 - 105 - 7435
V	4200 - 115 - 5350 - 120 - 7630
VI	4400 - 125 - 5650 - 130 - 8120
VII	4620 - 135 - 5970 - 140 - 8350
VIII	4870 - 155 - 6420 - 160 - 8980
IX	5130 - 165 - 6780 - 170 - 9160
X	5400 - 180 - 7200 - 190 - 9860

DEARNESS ALLOWANCE

Periodicity of Revision	Quarterly : w.e.f 1st January, 1st April, 1st July and 1st October
AICPI to which payment of DA is linked w.e.f. 01.04.1997	1708 (1960 = 100) as on 01.01.1997
Percentage of neutralization	100 % at all levels w.e.f. 01.04.1997

HOUSE RENT ALLOWANCE (HRA)

Classification of Cities/Towns	HRA rate per month
'A-1'	30% of Basic pay
'A' ,	15% of Basic pay
'B1' & 'B2'	15% of Basic pay
'C'	10% of Basic pay
Unclassified	10% of Basic pay

CITY COMPENSATORY ALLOWANCE (CCA) :

The rates of City Compensatory Allowance payable per month are as follows:

Basic Pay Per month	'A-1' Rs.	'A' Rs.	'B-1' Rs.	'B-2' Rs.
Rs. 6000-6499	200	150	100	65
Rs. 6500 & above	300	240	180	120

In addition to the above, other perquisites as applicable like LTA / LTC, Conveyance reimbursement, etc., are also paid to the employees.

XI The Budget allocated to each of BELs agencies indicating the particulars of all plans proposal expenditures and report on disbursement made

BUDGET – UNIT WISE

(in Rs., Lakhs)

Sl. No.	Description	Capital Budget 2005 – 2006	Sales Budget 2005 - 2006
1	BANGALORE	8902.63	180000.00
2	GHAZIABAD	2616.59	54672.00
3	PUNE	372.85	15000.00
4	NAVI MUMBAI	337.80	2000.00
5	MACHALIPATNAM	603.45	22500.00
6	PANCHKULA	564.32	10003.00
7	KOTDWARA	506.46	20010.00
8	HYDERABAD	2228.56	40000.00
9	CHENNAI	489.33	10000.00
10	SYSTEMS	21.80	5815.00
11	CENTRAL RESEARCH LABS	736.44	0.00
12	CORPORATE OFFICE	1371.78	0.00
	Total	**18752.01**	**360000.00**

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable

XIII Particulars of recipients of concessions, permits or authorisations granted by BEL

Not Applicable

XIV Details in respect of the information, available to or held by BEL, reduced in an electronic form

Data related to all manufacturing functions like materials management, stock, sales, D&E, finance and HR etc., are available in Electronic form. Access to this data has been provided on need basis to employees.

XV Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use.

BEL does not maintain any public library.

XVI **Name, designation and other particulars of the Public Information Officers**

List of Public Information Officers, Assistant Public Information Officers and Appellate Authority Members

Sl. No.	Unit	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
					Office	Home			
1	Corporate Office	Mr. R.C. Nautiyal AGM (P&A)/CO	CPIO	080	25039245	28380452	25039328	nautiyalrc@bel.co.in	Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.
2		Mr. Pandurang Rao SN DGM(SP)/CO	APIO	080	25039276	25721640	25039234	pandurangraosn@bel.co.in	
3	Bangalore	Mr.H.S.Sathyanarayana AGM (P&A)/BC	PIO	080	28382602	23344126	28380160	hssatyanarayana@blr.bel.co.in	Bharat Electronics Limited, Jalahalli Post, Bangalore - 560 013.
4		Mr. Suresh Sethi DGM (MS)/BG.CX	APIO	080	28382581	28384432	28380160	sureshsethi@bel.co.in	
5	Ghaziabad	Mr.R.K. Misra DGM (P&A)/GAD	PIO	0120	2770926	09871716243	2770926 / 2776730	agm_p@belgad.com	Bharat Electronics Limited, Site IV, Sahibabad Industrial Area, Bharat Nagar Post, Ghaziabad - 201 010
6		Mr. Manoj Yadav Manager (ID)/GAD	APIO	0120	2619660	2780058	2770926 / 2776730	mgr_ied@belgad.com	
7	Panchkula	Col. Bajaj Manager (P&A)/PK	PIO	0172	2591801	5573283	2594548 / 2591463	pnahead@belpk.com	Bharat Electronics Limited, Plot No.405, Industrial Area, Phase III, Panchkula - 134 113
8		Mr. Rama Kumar DGM (MS)/PK	APIO	0172	2595190	2551528	2594548 / 2591463	nramakumar@belpk.com	
9	Kotdwara	Mr. Sanjeev Kumar Manager (P&A)/KOT	PIO	01382	231116	231506 9411109549	231132 / 231156 / 231116	pnahod@belkot.com	Bharat Electronics Limited, Balbhadrapur, Dist.-Pauri Garhwal Kotdwara - 246 149
10		Mr. Rakesh Pandey Dy. Manager (MS)/KOT	APIO	01382	231123	231159	231132 / 231156 /	mshod@belkot.com	
11	Machilipatnam	Mr. PSN Murthy DGM (MS)/MC	PIO	08672	222585	250261	222640	vjwbelmc@sancharnet.in murthy_psn49@hotmail.com	Bharat Electronics Limited, Post Box No.26, Ravindranath Tagore Road, Machilipatnam - 521 001
		Mr.Veerabhadra Rao.P Manager (P&A)/MC	APIO	08672	222478	09849342440	222640	vjwbelmc@sancharnet.in	
13	Chennai	Mr. M. Kabilan Manager (P&A)/CHN	PIO	044	22313091	24453907	22326905	kabilanm@bel.co.in	Bharat Electronics Limited, Post Box No.981, Nandambakkam, Chennai - 600 089
14		Ms. Gandhimathi Manager (MS)/CHN	APIO	044	22326906	22331299 / 26551432	22326905	gandhimathims@bel.co.in	
15	Hyderabad	Mr.K.M. Shivakumaran DGM (P&A)/HYD	PIO	040	27173421	27017690 09866308060	27171406	shivakumarankm@yahoo.co.in / shivakumarankm@bel.co.in	Bharat Electronics Limited, Nacharam Industrial Estate, Hyderabad - 500 076
16		Mr. Emaji Nayak M DM (MS&IED)/HYD	APIO	040	27194362	9440076026	27171406	emajinayakm@bel.co.in	

Sl. No.	Unit	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
					Office	Home			
17	Navi mumbai	Mr. Sethu. K Sr.DGM (MM-P&A)/NM	**PIO**	022	27412700	27453193	27412888	ksethu@belnavimumbai.com	Bharat Electronics Limited, Plot No.L-1, MIDC Industrial Area, Taloja, Navi Mumbai - 410 208
18		Mr. N.V.Shivaprakash Manager (C&MS)/NM	**APIO**	022	27412701 (Extn:234)	27459671	27412888	nvshiva@yahoo.com	
19	Pune	Mr. Manihar S Mutum DGM (P&A)/PN	**PIO**	020	22903300	27279849	25880577	msmutum@belpune.com	Bharat Electronics Limited, NDA Road, Pashan, Pune - 411 021
20		Mr.Ramshankar Manager (MIS)/PN	**APIO**	020	22903238	27270973	25880577	ms@belpune.com/ edp@belpune.com	
21	RO - Delhi	Mr. V.K. Sharma Sr.DGM/RO-Delhi	**APIO**	011	23329332	26196153	23322058	beldelhi@vsnl.com	Bharat Electronics Limited, Chandralok' 8th Floor, 36, Janpat, New Delhi - 10 001
22	RO - Kolkata	Mr. D.K. Das DGM (Mktg)RO-Kolkata	**APIO**	033	22275421	25503482 9830311794	22275394	rokol@bel.co.in	Bharat Electronics Limited Chatterjee International Centre, 3rd Floor, 33A, Jawaharlal Nehru Road, Kolkata - 700 071
23	RO - Mumbai	Cdr S. Bhende Manager/RO-Mumbai	**APIO**	022	22165564	28966410	22183043/ 22151564	agmromb@bsnl.com	Bharat Electronics Limited World Trade Centre, 9th Floor, Centre-I, Cuffe Parade, Colaba, Mumbai - 400 005
24	RO - Vizag	Mr. Banamali Sahu DM / RO-Vizag	**APIO**	0891	2704210	2729060	2704210	vmbevizag@sancharnet.in	Bharat Electronics Limited Regional Office, C/o WED (V), 9-IRSD Area, Kancharapalem Post, Vishakapatnam - 530 008
25	CRL - BG	Mr.Shaikh S I CRL/BG	**APIO**	080	28385817	23640786	28381168/ 23452025	shaikhsi@blr.bel.co.in	Bharat Electronics Limited Central Research laboratory, Jalahalli Post, Bangalore - 560 013.
26		Mr.Raghuveer M G GM(IA)/CO	**Member, Appellate Authority**	080	25039223	28381995	25039306	raghuveermg@bel.co.in	Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.

Sl. No.	Unit	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
					Office	Home			
27		Mr.Bhadoria H S GM(P)/BC	**Member, Appellate Authority**	080	28381886	23642283	28380160	hsbhadoria@bel.co.in	Bharat Electronics Limited, Jalahalli Post, Bangalore - 560 013.
28		Mr. Gupta G D, GM(SP)/CO	**Member, Appellate Authority**	080	25039224	28384058	25039234	guptagd@bel.co.in	Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.
29		Mr.Prakash C R, Company Secry.	**Secretary, Appellate Authority**	080	25039266	26638058	25039233	secretary@bel.co.in	Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560 045.

XVII(a) Procedure For Seeking Information From BEL Under Clause4(1)(B)(XVIII) Of The Right To Information Act' 2005 (Hereinafter 'Act')

1. Appointment of the Assistant Public Information Officer (APIO) / Public Information Officer (PIO) / Central Public Information Officer (CPIO) :

1.1 The Assistant Public Information Officer (APIO)/Public Information Officer (PIO) have been designated at various locations in BEL to receive the request for seeking information as far as applicable to their area of responsibility.

1.2 Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the concerned APIO/PIO/CPIO. These forms are available with reception of Units / Offices, free of cost or the requester can take print of the same from the BEL website http://www.bel-india.com 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 Requester 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 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 APIO/PIO/CPIO or not specifying the exact information required shall not be responded.

2. Recourse in case requester is not satisfied with response or lack of it from APIO/PIO/CPIO

2.1 In case the requester fails to get a response from the APIO/PIO/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 (BEL), for the review in Form-C. In case appeal is allowed, the information shall be supplied to the applicant by the APIO/PIO/CPIO within such period as ordered by the Appellate Authority.

3. Time Schedule

3.1 APIO/PIO/CPIO will send the response to requester within period as given below, from date of receipt of the request.

	Processing of:	within a period
3.1.1	Request received by APIO/PIO/CPIO for information:	30 calendar days (*)
3.1.2	Request where 3rd party information is involved:	40 calendar days
3.1.3	Appeal by 3rd party, against order of APIO/PIO/CPIO:	30 calendar days
3.1.4	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/inspection of records shall be accompanied by an application fee of Rs.10/-.

4.2 Fee for providing information/inspection of record 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 larger size paper.

(c) Actual cost or price for samples or models; and

(d) Inspection of records; No fee for 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 page of photocopy for extracts from the publication.

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

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

4.5 Cash payments shall be made to the Accounts Officer, Bharat Electronics Limited, at Plant/Unit/Regional/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 the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favor of Bharat Electronics Limited.

4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's cheque shall be accepted by APIO/PIO.

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 APIO/PIO. In any case, such extra amount shall not be considered against any other request for information.

4.10 In case required, APIO/PIO shall inform the requester about additional fee to be deposited by him towards furnishing of information or inspection of records. Such additional fee 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 same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-क (Form-A)

सूचना मांगने हेतु आवेदन /Application for seeking information

(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under section 6 (1) of the Right to Information Act' 2005)

तिथि/Date:----------

सेवा में, / To,

जन सूचना अधिकारी / Public Information Officer
भारत इलेक्ट्रॉनिक्स लिमिटेड / Bharat Electronics Limited

महोदय/महोदया,
Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ । कृपया मुझे नीचे दिए गए पते पर निम्नलिखित सूचना दें -
I am citizen of India. Please furnish the following information to me at my address:

---

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं करना है, से संबद्ध नहीं है ।
To best of my knowledge, the above desired information does not relate to section 8 & 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है ? [है / नहीं है]
Whether the Information sought concerns the life and liberty of a person? (Yes/No)
(Please tick any one)

4. शुल्क का विवरण / Details of the fee paid:

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चैक सं. _____दिनांक_____राशि_____
Mode: Cash/DD/Bankers cheque No_____ Date _____ Amount _____

(आवेदक के हस्ताक्षर)
(Signature of applicant)
नाम /Name: ----------
पता /Address: ----------

ई-मेल/E-mail: ----------

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-ख (Form-B)

रिकार्ड देखने के लिए आवेदन /Application for inspection of Records

(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under Section 6 (1) of the Right to Information Act' 2005)

तिथि/Date:----------

सेवा में, / To,

जन सूचना अधिकारी / Public Information Officer
भारत इलेक्ट्रॉनिक्स लिमिटेड / Bharat Electronics Limited

महोदय/महोदया,
Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ । देखे जाने वाले रिकार्ड का विवरण -
I am citizen of India. Particulars of Records to be inspected:

---

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं किया जाना है, से संबद्ध नहीं है ।
To best of my knowledge, the above desired information does not relate to section 8& 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है ? [है / नहीं है]
(कृपया किसी एक को टिक करें)
Whether the Information sought concerns the life and liberty of a person? (Yes/No)
(Please tick any one)

4. शुल्क का विवरण / Details of the fee paid:

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चैक ----------
Mode: Cash/DD/Bankers cheque ----------

4.2 संदर्भ - डिमांड ड्राफ्ट / बैंकर्स चैक संख्या ---------- तिथि ----------
Ref: DD/BC No. ---------- date ----------

4.3 रसीद की सं. ---------- दिनांक ----------
Receipt No. ---------- Date. ----------

4.4 राशि, रु. ----------
Amount, Rs. ----------

(आवेदक के हस्ताक्षर)
(Signature of applicant)

नाम /Name: ----------
पता /Address: ----------

ई-मेल/E-mail: ----------

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-ग (Form-C)

बी ई एल में अपीलीय प्राधिकारी से अपील / Appeal to the Appellate Authority in BEL
(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under section 19 of the Right to Information Act' 2005)

तिथि/Date:----------

सेवा में, / To,
कंपनी सचिव (अपील समिति के सदस्य सचिव)
The Company Secretary (Member Secretary of the Appellate Committee),
भारत इलेक्ट्रॉनिक्स लिमिटेड
Bharat Electronics Limited,

1. आवेदन प्रस्तुत करने की तिथि (प्रति संलग्न) : ----------
   Date of submission of the request (copy attached): ----------

2. पंजीकरण संख्या, यदि आवेदक के पास उपलब्ध है: ----------
   Registration number, if available with applicant: ----------

3. जन सूचना अधिकारी से प्राप्त उत्तर की तिथि, यदि कोई है : ----------
   Date of reply, if any, received from Public: ----------
   Information Officer.

4. जन सूचना अधिकारी का विवरण / नाम /Name: ----------
   Particulars of Public Information Officer.पता / Address: ----------
   ----
   ----

5. अपील से संबद्ध संक्षिप्त तथ्य (कृपया किसी एक को टिक करें)
   Brief facts leading to appeal (Please tick any one)
   क) उत्तर प्राप्त नहीं हुआ a) No response received -------
   ख) उत्तर से खिन्न b) Aggrieved by the response -------

6. उपर्युक्त जन सूचना अधिकारी को आवेदन प्रस्तुत करने
   की तिथि से 30 दिन की निर्धारित अवधि के पश्चात् अपील फाइल करने के कारण : ----------
   Reasons for appeal being filed after prescribed period
   of 30 days from date of submission of application to ----------
   the above Public Information Officer ----------

प्रपत्र-ग (Form-C)

बी ई एल में अपीलीय प्राधिकारी से अपील / Appeal to the Appellate Authority in BEL

7. मांगी गई राहत
The relief sought: ----------
---

8. उन दस्तावेजों की प्रतियाँ जिनके आधार पर आवेदक ने अपील की
Copies of Documents relied upon by the applicant ----------

---

9. आवेदक का विवरण
Particulars of the applicant

हस्ताक्षर ----------
Signature: ----------
नाम ----------
Name: ----------
पता ----------
Address: ----------



ANNEXURES



ANNEXURE – 1



RTI Act, 2005

रजिस्ट्री सं० डी० एल०—(एन)04/0007/2003—05 REGISTERED NO. DL—(N)04/0007/2003—05

भारत का राजपत्र
The Gazette of India

असाधारण
EXTRAORDINARY

भाग II— खण्ड 1
PART II — Section 1

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं० 25] नई दिल्ली, मंगलवार, जून 21, 2005/ज्येष्ठ 31, 1927
No. 25] NEW DELHI, TUESDAY, JUNE 21, 2005/JYAISTHA 31, 1927

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 21st *June,* 2005/*Jyaistha* 31, 1927 (*Saka*)

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

THE RIGHT TO INFORMATION ACT, 2005
No. 22 of 2005

[15*th June*, 2005.]

An Act to provide 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 constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

Short title, extent and commencement

1. (*1*) This Act may be called the Right to Information Act, 2005.

(*2*) It extends to the whole of India except the State of Jammu and Kashmir.

(*3*) The provisions of sub-section (*1*) of section 4, sub-sections (*1*) and (*2*) of section 5, sections 12, 13, 15,16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

Definitions.

2. In this Act, unless the context otherwise requires,—

(*a*) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

(i) by the Central Government or the Union territory administration, the Central Government;

(ii) by the State Government, the State Government;

(*b*) "Central Information Commission" means the Central Information Commission constituted under sub-section (*1*) of section 12;

(*c*) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (*1*) and includes a Central Assistant Public Information Officer designated as such under sub-section (*2*) of section 5;

(*d*) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (*3*) of section 12;

(*e*) "competent authority" means—

(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

(ii) the Chief Justice of India in the case of the Supreme Court;

(iii) the Chief Justice of the High Court in the case of a High Court;

(iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

(v) the administrator appointed under article 239 of the Constitution;

(*f*) "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

and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

(*g*) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(*h*) "public authority" means any authority or body or institution of self-government established or constituted—

(a) by or under the Constitution;
(b) by any other law made by Parliament;
(c) by any other law made by State Legislature;
(d) by notification issued or order made by the appropriate Government,

and includes any—

(i) body owned, controlled or substantially financed;
(ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

(*i*) "record" includes--

(a) any document, manuscript and file;
(b) any microfilm, microfiche and facsimile copy of a document;
(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
(d) any other material produced by a computer or any other device;

(*j*) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

(i) inspection of work, documents, records;
(ii) taking notes, extracts or certified copies of documents or records;
(iii) taking certified samples of material;
(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(*k*) "State Information Commission" means the State Information Commission constituted under sub-section (*1*) of section 15;

(*l*) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (*3*) of section 15;

(*m*) "State Public Information Officer" means the State Public Information Officer designated under sub-section (*1*) and includes a State Assistant Public Information Officer designated as such under sub-section (*2*) of section 5;

(*n*) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information. Right to information

4. (*1*) Every public authority shall—

a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the par ticulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) 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;

(viii) 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;

(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) 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;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed; and thereafter update these publications every year;

c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

d) provide reasons for its administrative or quasi-judicial

decisions to affected persons.

(*2*) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (*b*) of sub-section (*1*) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(*3*) For the purposes of sub-section (*1*), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(*4*) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (*3*) and (*4*), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

Designation of Public Information Officers.

5. (*1*) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(*2*) Without prejudice to the provisions of sub-section (*1*), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (*1*) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (*1*) of section 7.

(*3*) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(*4*) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(*5*) Any officer, whose assistance has been sought under sub-section (*4*), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

Request for obtaining information.

6. (*1*) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

(*a*) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;

(*b*) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(*2*) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(*3*) Where an application is made to a public authority requesting for an information,—

(*i*) which is held by another public authority; or

(*ii*) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

Disposal of request.

7. (*1*) Subject to the proviso to sub-section (*2*) of section 5 or the proviso to sub-section (*3*) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request undersection 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(*2*) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (*1*), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(*3*) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

(*a*) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made

to arrive at the amount in accordance with fee prescribed under sub-section (*1*), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(*b*) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(*4*) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(*5*) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (*6*), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (*1*) of section 6 and sub-sections (*1*) and (*5*) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(*6*) Notwithstanding anything contained in sub-section (*5*), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (*1*).

(*7*) Before taking any decision under sub-section (*1*), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(*8*) Where a request has been rejected under sub-section (*1*), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

(*i*) the reasons for such rejection;
(*ii*) the period within which an appeal against such rejection may be preferred; and
(*iii*) the particulars of the appellate authority.

(*9*) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8. (*1*) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,— Exemption from disclosure of information.

(*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:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(*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 unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923.

(*2*) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (*1*), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(*3*) Subject to the provisions of clauses (*a*), (*c*) and (*i*) of sub-section (*1*), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under secton 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Grounds for rejection to access in certain cases.

9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

Severability

10. (*1*) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(*2*) Where access is granted to a part of the record under sub-section (*1*), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

(*a*) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(*b*) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(*c*) the name and designation of the person giving the decision;

(*d*) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(*e*) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (*1*) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

Third party information.

11. (*1*) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(*2*) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (*1*) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(*3*) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (*2*), make a decision as to whether or not to disclose the information or record or part thereof and give in

(*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:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(*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 unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923. (*2*) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (*1*), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(*3*) Subject to the provisions of clauses (*a*), (*c*) and (*i*) of sub-section (*1*), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under secton 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

Constitution of Central Information Commission

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The Central Information Commission shall consist of—

(a) the Chief Information Commissioner; and
(b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

(i) the Prime Minister, who shall be the Chairperson of the committee;
(ii) the Leader of Opposition in the Lok Sabha; and
(iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

Term of office and conditions of service.

13. (*1*) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(*2*) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (*3*) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(*3*) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(*4*) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

(*5*) The salaries and allowances payable to and other terms and conditions of service of—

(*a*) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;

(*b*) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their

disadvantage after their appointment.

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

Removal of Chief Information Commissioner or Information Commissioner.

14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or
(b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
(c) engages during his term of office in any paid employment outside the duties of his office; or
(d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER IV

The State Information Commission

Constitution of State Information Commission.

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—

(a) the State Chief Information Commissioner, and
(b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

(i) the Chief Minister, who shall be the Chairperson of the committee;
(ii) the Leader of Opposition in the Legislative Assembly; and
(iii) a Cabinet Minister to be nominated by the Chief Minister

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

Term of office and conditions of service.

16. (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner,

shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;

(b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

Removal of State Chief Information Commissioner or State Information Commissioner

17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of

the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or
(b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
(c) engages during his term of office in any paid employment outside the duties of his office; or
(d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

Powers and functions of Information Commissions.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

(a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
(b) who has been refused access to any information requested under this Act;
(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
(d) who has been required to pay an amount of fee which he or she considers unreasonable;
(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:— 5 of 1908

(a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
(b) requiring the discovery and inspection of documents;
(c) receiving evidence on affidavit;
(d) requisitioning any public record or copies thereof from any court or office;
(e) issuing summons for examination of witnesses or documents; and
(f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

Appeal

19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be

recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

(i) by providing access to information, if so requested, in a particular form;
(ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
(iii) by publishing certain information or categories of information;
(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
(v) by enhancing the provision of training on the right to information for its officials;
(vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;
(d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

Penalties

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case

may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (*1*) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

Protection of action taken in good faith.

21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

Act to have overriding effect

22. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Bar of jurisdiction of courts

23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

Act not to apply to certain organisations

24. (*1*) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(*2*) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(*3*) Every notification issued under sub-section (*2*) shall be laid before each House of Parliament.

(*4*) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

Monitoring and Reporting

25. (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

(a) the number of requests made to each public authority;
(b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
(c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
(d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
(e) the amount of charges collected by each public authority under this Act;
(f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
(g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, refered to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

Appropriate Government to prepare programmes

26. (1) The appropriate Government may, to the extent of availability of financial and other resources,—

(a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

(*b*) encourage public authorities to participate in the development and organisation of programmes referred to in clause (*a*) and to undertake such programmes themselves;

(*c*) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(*d*) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(*2*) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(*3*) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (*2*) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (*2*), include—

(*a*) the objects of this Act;
(*b*) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (*1*) of section 5;
(*c*) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
(*d*) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
(*e*) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
(*f*) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
(*g*) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
(*h*) the notices regarding fees to be paid in relation to requests for access to an information; and
(*i*) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(*4*) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

Power to make rules by appropriate Government

27. (*1*) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(*2*) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(*a*) the cost of the medium or print cost price of the materials to be disseminated under sub-section (*4*) of section 4;
(*b*) the fee payable under sub-section (*1*) of section 6;
(*c*) the fee payable under sub-sections (*1*) and (*5*) of section 7;
(*d*) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (*6*) of section 13 and

sub-section (*6*) of section 16;

(e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (*10*) of section 19; and

(f) any other matter which is required to be, or may be, prescribed.

Power to make rules by competes authority.

28. (*1*) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(*2*) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (*4*) of section 4;

(ii) the fee payable under sub-section (*1*) of section 6;

(iii) the fee payable under sub-section (*1*) of section 7; and

(iv) any other matter which is required to be, or may be, prescribed

Laying of rules.

29. (*1*) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(*2*) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

Power to remove difficulties.

30. (*1*) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(*2*) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

Repeal

5 of 2003

31. The Freedom of Information Act, 2002 is hereby repealed.

THE FIRST SCHEDULE

[*See* sections 13 (*3*) and 16(*3*)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

"I, ..., having been appointed Chief Information Commissioner /Information Commissioner / State Chief Information Commissioner / State Information Commissioner swear in the name of God
solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws.".

THE SECOND SCHEDULE

(*See* section 24)

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Prontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.-CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

T. K. VISWANATHAN,
Secy. to the Govt. of India.

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ANNEXURE – 2



Official Secrets Acts, 1923

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THE OFFICIAL SECRETS ACT, 1923

[19 of 1923, dt. 2-4-1923]

An Act to consolidate and amend the law relating to official secrets.

WHEREAS it is expedient that the law relating to official secrets should be consolidated and amended;

It is hereby enacted as follows:—

[1][1. Short title, extent and application

(1) This Act may be called the Official Secrets Act, 1923.

(2) It extends to the whole of India and applies also to servants of the Government and to citizens of India outside India.]

2. Definitions

In this Act, unless there is anything repugnant in the subject or context,—

(1) any reference to a place belonging to Government includes a place occupied by any department of the Government, whether the place is or is not actually vested in Government;

(2) expressions referring to communicating or receiving include any communicating or receiving, whether in whole or in part, and whether the sketch, plan, model, article, note, document, or information itself, or the substance, effect or description thereof only be communicated or received; expressions referring to obtaining or retaining any sketch, plan, model, article, note or document, include the copying or causing to be copied of the whole or any part of any sketch, plan, model, article, note or document; and expressions referring to the communication of any sketch, plan, model, article, note or document include the transfer or transmission of any sketch, plan, model, article, note or document;

(3) "document" includes part of a document;

(4) "model" includes design, pattern and specimen;

(5) "munitions of war" includes the whole or any part of any ship, submarine, aircraft, tank or similar engine, arms and ammunition, torpedo, or mine intended or adopted for use in war, and any other article, material or device, whether actual or proposed, intended for such use;

(6) "Office under Government" includes any office or employment in or under any department of the Government [2][***];

(7) "photograph" includes an undeveloped film or plate;

(8) "prohibited place" means—

(a) any work of defence, arsenal, naval, military or air force establishment or station, mine, minefield, camp, ship or aircraft belonging to, or occupied by

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1 Substituted by the Act 24 of 1967.

2 Words "or of the Government of the United Kingdom or of any British possession" omitted by Act 24 of 1967.

or on behalf of Government, any military telegraph or telephone so belonging or occupied, any wireless or signal station or office so belonging or occupied and any factory, dockyard or other place so belonging or occupied and used for the purpose of building, repairing, making or storing any munitions of war, or any sketches, plants, models or documents relating thereto, or for the purpose of getting any metals, oil or minerals of use in time of war;

(b) any place not belonging to Government where any munitions of war or any sketches, models, plans or documents relating thereto, are being made, repaired, gotten or stored under contract with, or with any person on behalf of, Government, or otherwise on behalf of Government;

(c) any place belonging to or used for the purpose of Government which is for the time being declared by the Central Government, by notification in the Official Gazette, to be a prohibited place for the purposes of this Act on the ground that information with respect thereto, or damage thereto, would be useful to an enemy, and to which a copy of the notification in respect thereof has been affixed in English and in the vernacular of the locality;

(d) any railway, road way or channel, or other means of communication by land or water (including any works or structures being part thereof or connected therewith) or any place used for gas, water or electricity works or other works for purposes of a public character, or any place where any munitions of war or any sketches, models, plans or documents relating thereto, are being made, repaired, or stored otherwise than on behalf of Government, which is for the time being declared by the Central Government, by notification in Official Gazette, to be a prohibited place for the purposes of this Act on the ground that information with respect thereto, or the destruction or obstruction thereof, or interference therewith, would be useful to an enemy, and to which a copy of the notification in respect thereof has been affixed in English and in the vernacular of the locality;

(9) "sketch" includes any photograph or other mode of representing any place of thing; and

(10) "Superintendent of Police" includes any police officer of a like or superior rank, and any person upon whom the powers of a Superintendent of Police are for the purposes of this Act conferred by the Central Government.

3. Penalties for spying

(1) If any person for any purpose prejudicial to the safety or interests of the State—

(a) approaches, inspects, passes over or is in the vicinity of, or enters, any prohibited place; or

(b) makes any sketch, plan, model, or note which is calculated to be or might be or is intended to be, directly or indirectly, useful to an enemy; or

(c) obtains, collects, records or publishes or communicates to other person any secret official code or pass word, or any sketch, plan, model, article or note or other document or information which is calculated to be or might be or is intended to be, directly or indirectly, useful to an enemy [1][or which relates

1 Inserted by Act 24 of 1967.

to a matter the disclosure of which is likely to affect the sovereignty and integrity of India, the security of the State or friendly relations with foreign States],

he shall be punishable with imprisonment for a term which may extend, where the offence is committed in relation to any work of defence, arsenal, naval, military or air force establishment or station, mine, minefield, factory, dockyard, camp, ship or aircraft or otherwise in relation to the naval, military or air force affairs of Government or in relation to any secret official code, to fourteen years and in other cases to three years.

(2) On a prosecution for an offence punishable under this section [1][***] it shall not be necessary to show that the accused person was guilty of any particular act tending to show a purpose prejudicial to the safety or interests of the State, and, notwithstanding that no such act is proved against him, he may be convicted if, from the circumstances of the case or his conduct or his known character as proved, it appears that his purpose was a purpose prejudicial to the safety or interests of the State; and if any sketch, plan, model, article, note, document or information relating to or used in any prohibited place, or relating to anything in such a place, or any secret official code or pass word is made, obtained, collected, recorded, published or communicated by any person other than a person acting under lawful authority, and from the circumstances of the case or his conduct or his known character as proved it appears that his purpose was a purpose prejudicial to the safety or interests of the State, such sketch, plan, model, article, note, document, [2][information, code or pass word shall be presumed to have been made], obtained, collected, recorded, published or communicated for a purpose prejudicial to the safety or interests of the State.

COMMENTS

In this case it was alleged that the accused had obtained classified information on defence matters and had passed on the information to U. S. Intelligence operators. On bail application being made the High Court enlarged on ground that the material collected by the prosecution was insufficient to sustain the conviction. However, the Supreme Court observed that the gravity of the offences on which the accused was charged is quite obvious. They relate to the security of the State. Espionage and intelligence were utilised to pass on information regarding military plans, equipments, advances of any country to another. Other persons tried with the accused are ex-military men well versed in military affairs who are capable of establishing bridges with the sensitive sections of the defence services. The accused is also alleged to be having some dealings with the defence department. Hence the Supreme Court held that the accused should not have been enlarged on bail in the larger interest of the state.—*The State (Through Deputy Comm. of Police Special Branch, Delhi) v. Jaspal Singh Gill.*

Restricted documents pertaining to defence recovered from petitioner's search also yielding documents from office and residence. Contention of petitioner is that no case made out. No action for proceedings taken. Petitioner already undergone imprisonment for 1 year and nine months. Maximum punishment is 3 years. It is therefore, held that, looking into nature of allegations, gravity of offence bail not to be granted. Trial court directed to expedite proceedings.—*Mohd. Abdul Samad v. State (NCT) of Delhi 2004 (I) AD Delhi 505*

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1 The words "with imprisonment for a term which may extend to fourteen years" omitted by Act 24 of 1967.
2 Sustituted for "or information shall be presumed to have been made" by Act 24 of 1967.

Conscious possession of map, secret and official document recovered from almirah key with accused. Coupled with recovery of visiting cards, defence diary etc. It is presumption attracted that offence made out conspiracy hatched in secrecy, direct evidence therefore cannot be expected. Sentence reduced to already undergone.—*The Government of N.C.T. of Delhi v. Jaspal Singh 2003 VI A.D. (SC) 309*

4. Communications with foreign agents to be evidence of commission of certain offences

(1) In any proceedings against a person for an offence under section 3, the fact that he has been in communication with, or attempted to communicate with, a foreign agent, whether within or without India shall be relevant for the purpose of proving that he has, for a purpose prejudicial to the safety or interests of the State, obtained or attempted to obtain information which is calculated to be or might be, or is intended to be, directly or indirectly, useful to an enemy.

(2) For the purpose of this section, but without prejudice to the generality of the foregoing provisions,—

(a) a person may be presumed to have been in communication with a foreign agent if—

(i) he has, either within or without India visited the address of foreign agent or consorted or associated with a foreign agent, or

(ii) either within or without India, the name or address of, or any other information regarding, a foreign agent has been found in his possession, or has been obtained by him from any other person;

(b) the expression "foreign agent" includes any person who is or has been or in respect of whom it appears that there are reasonable grounds for suspecting him of being or having been employed by a foreign power, either directly or indirectly, for the purpose of committing an act, either within or without India, prejudicial to the safety or interests of the State, or who has or is reasonably suspected of having, either within or without India, committed, or attempted to commit such an act in the interests of a foreign power;

(c) any address, whether within or without India, in respect of which it appears that there are reasonable grounds for suspecting it of being an address used for the receipt of communications intended for a foreign agent, or any address at which a foreign agent resides, or to which he resorts for the purpose of giving or receiving communications, or at which he carries on any business, may be presumed to be the address of a foreign agent, and communications addressed to such an address to be communications with a foreign agent.

5. Wrongful communication, etc., of information

(1) If any person having in his possession or control any secret official code or pass word or any sketch, plan, model, article, note, document or information which relates to or is used in a prohibited place or relates to anything in such a place, or which is likely to assist, directly or indirectly, an enemy or which relates to a matter the disclosure of which is likely to affect the sovereignty and integrity of India, the security of the State or friendly relations with foreign States or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding office under Government, or which he has obtained or to which he has had access owing to his position as a person who holds or has held office under Government,

or as a person who holds or has held a contract made on behalf of Government, or as a person who is or has been, employed under a person who holds or has held such an office or contract—

(a) wilfully communicates the code or pass word, sketch, plan, model, article, note, document or information or any person other than a person to whom he is authorised to communicate it, or a court of Justice or a person to whom it is, in the interest of the State, his duty to communicate it; or

(b) uses the information in his possession for the benefit of the any foreign power or in any other manner prejudicial to the safety of the State; or

(c) retains the sketch, plan, model, article, note or document in his possession or control when he has no right to retain it, or when it is contrary to his duty to retain it, or wilfully fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof; or

(d) fails to take reasonable care of, or so conducts himself as to endanger the safety of the sketch, plan, model, article, note, document, secret official code or pass word or information,

he shall be guilty of an offence under this section.

(2) If any person voluntarily receives any secret official code or pass word or any sketch, plan, model, article, note, document or information knowing or having reasonable ground to believe, at the time when he receives it, that the code, pass word, sketch, plan, model, article, note, document or information is communicated in contravention of this Act, he shall be guilty of an offence under this section.

(3) If any person having in his possession or control any sketch, plan, model, article, note, document or information, which relates to munitions of war, communicates it, directly or indirectly, to any foreign power or in any other manner prejudicial to the safety or interests of the State, he shall be guilty of an offence under this section.

[1][(4) A person guilty of an offence under this section shall be punishable with imprisonment for a term which may extend to three years, or with fine, or with both.]

COMMENTS

Section 5 r/w Art. 226 of Constitution of India—Some official documents being annexed with Public Interest Litigation. But there was no indication given as to how petitioners came in possession thereof. Frivolous pleas have been taken to explain possession. In such cases, High Courts should not only dismiss petitions but also should impose exemplary costs.—*Dattaraj Nathuji Thaware v. State of Maharashtra, AIR 2005 SC 540*

6. Unauthorised use of uniforms, falsification of reports, forgery, personation and false documents

(1) If any person for the purpose of gaining admission or of assisting any other person to gain admission to a prohibited place or for any other purpose prejudicial to the safety of the State—

(a) uses or wears, without lawful authority, any naval, military, air force, police or other official uniform, or any uniform so nearly resembling the same as to be calculated to deceive, or falsely represents himself to be a person who is or has been entitled to use or wear any such uniform; or

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1 Substituted by Act 24 of 1967.

(b) orally, or in writing in any declaration or application, or in any document signed by him or on his behalf, knowingly makes or connives at the making of any false statement or any omission; or

(c) forges, alters, or tampers with any passport or any naval, military, air force, police, or official pass, permit, certificate, licence, or other document of a similar character (hereinafter in this section referred to as an official document) or knowingly uses or has in his possession any such forged, altered, or irregular official document; or

(d) personates, or falsely represents himself to be, a person holding, or in the employment of a person holding office under Government, or to be or not to be a person to whom an official document or secret official code or pass word has been duly issued or communicated, or with intent to obtain an official document, secret official code or pass word, whether for himself or any other person, knowingly makes any false statement; or

(e) uses, or has in his possession or under his control, without the authority of the department of the Government or the authority concerned, any die, seal or stamp of or belonging to, or used, made or provided by any department of the Government, or by any diplomatic, naval, military, or air force authority appointed by or acting under the authority of Government, or any die, seal or stamp so nearly resembling any such die, seal or stamp as to be calculated to deceive, or counterfeits any such die, seal or stamp, or knowingly uses, or has in his possession or under his control, any such counterfeited die, seal or stamp,

he shall be guilty of an offence under this section.

(2) If any person for any purpose prejudicial to the safety of the State—

(a) retains any official documents, whether or not completed or issued for use, when he has no right to retain it, or when it is contrary to his duty to retain it, or wilfully fails to comply with any directions issued by any department of the Government or any person authorised by such department with regard to the return or disposal thereof; or

(b) allows any other person to have possession of any official document issued for his use alone, or communicates any secret official code or pass word so issued, for, without lawful authority or excuse, has in his possession any official document or secret official code or pass word issued for the use of some person other than himself, or, on obtaining possession of any official document by finding or otherwise, wilfully fails to restore it to the person or authority by whom or for whose use it was issued, or to a police officer; or

(c) without lawful authority or excuse, manufactures or sells, or has in his possession for sale, any such die, seal or stamp as aforesaid,

he shall be guilty of an offence under this section.

(3) A person guilty of an offence under this section shall be punishable with imprisonment for a term which may extend to [1][three years], or with fine, or with both.

---

1 Substituted for "two years" by Act 24 of 1967.

(4) The provisions of sub-section (2) of section 3 shall apply, for the purpose of proving a purpose prejudicial to the safety of the State, to any prosecution for an offence under this section relating to the naval, military or air force affairs of Government, or to any secret official code in like manner as they apply, for the purpose of proving a purpose prejudicial to the safety or interests of the State, to prosecutions for offences punishable under that section [1][***].

7. Interfering with officers of the police or members of the Armed Forces of the Union

(1) No person in the vicinity of any prohibited place shall obstruct, knowingly mislead or otherwise interfere with or impede, any police officer, any member of the Armed Forces of the Union engaged on guard, sentry, patrol or other similar duty in relation to the prohibited place.

(2) If any person acts in contravention of the provisions of this section, he shall be punishable with imprisonment which may extend to [1][three years,] or with fine, or with both.

8. Duty of giving information as to commission of offences

(1) It shall be the duty of every person to give on demand to a Superintendent of Police, or the police officer not below the rank of Inspector, empowered by an Inspector-General or Commissioner of Police in this behalf, or to any member of the Armed Forces of the Union engaged on guard, sentry, patrol or other similar duty, any information in his power relating to an offence or suspected offence, under section 3 or under section 3 read with section 9 and, if so required, and upon tender of his reasonable expenses, to attend at such reasonable time and place as may be specified for the purpose of furnishing such information.

(2) If any person fails to give any such information or to attend as aforesaid, he shall be punishable with imprisonment which may extend to [2][three years] or with fine, or with both.

9. Attempts, incitements, etc

Any person who attemps to commit or abets the commission of an offence under this Act shall be punishable with the same punishment, and be liable to be proceeded against in the same manner as if he had committed such offence.

10. Penalty for harbouring spies

(1) If any person knowingly harbours any person whom he knows or has reasonable grounds for supposing to be a person who is about to commit or who has committed an offence under section 3 or under section 3 read with section 9 knowingly permits to meet or assemble in any premises in his occupation or under his control any such persons, he shall be guilty of an offence under this section.

(2) It shall be the duty of every person having harboured any such person as aforesaid, or permitted to meet or assemble in any premises in his occupation or under his control any such persons as aforesaid, to give on demand to a Superintendent of Police or other police officer not below the rank of Inspector empower by an Inspector-General or Commissioner of Police in this behalf, any information in his power relating

---

1 The words "with imprisonment for a term which may extend to fourteen years" omitted by Act 24 of 1967.

2 Substituted for "two years" by Act 24 of 1967.

to any such person or persons, and if any person fails to give any such information, he shall be guilty of an offence under this section.

(3) A person guilty of an offence under this section shall be punishable with imprisonment for a term which may extend to [1][three years,] or with fine, or with both.

11. Search-warrants

(1) If a Presidency Magistrate, Magistrate of the first class or Sub-divisional Magistrate is satisfied by information on oath that there is reasonable ground for suspecting that an offence under this Act has been or is about to be committed, he may grant a search-warrant authorising any police officer named therein, not being below the rank of an officer in charge of a police station, to enter at any time any premises or place named in the warrant, if necessary, by force, and to search the premises or place and every person found therein, and to seize any sketch, plan, model, article, note or document or anything of a like nature, or anything which is evidence of an offence under this Act having been or being about to be committed which he may find on the premises or place or any such person, and with regard to or in connection with which he has reasonable ground for suspecting that an offence under this Act has been or is about to be committed.

(2) Where it appears to a police officer, not being below the rank of Superintendent, that the case is one of great emergency, and that in the interests of the State immediate action is necessary, he may by a written order under his hand give to any police officer the like authority as may be given by the warrant of a Magistrate under this section.

(3) Where action has been taken by a police officer under sub-section (2) he shall, as soon as may be, report such action, in a presidency town to the Chief Presidency Magistrate, and outside such town to the District or Sub-divisional Magistrate.

[1][12. Provisions of section 337 of Act 5 of 1898 to apply to offences under sections 3, 5 and 7

The provisions of section 337 of the Code of Criminal Procedure, 1898 shall apply in relation to an offence punishable under section 3 or under section 5 or under section 7 or under any of the said sections 3, 5 and 7 read with section 9, as they apply in relation to any offence punishable with imprisonment for a term which may extend to seven years.}

13. Restriction on trial offences

(1) No court (other than that of a Magistrate of first class specially empowered in this behalf by the Appropriate Government which is inferior to that of a District or Presidency Magistrate, shall try any offence under this Act.

(2) If any person under trial before a Magistrate for an offence under this Act at any time before a charge is framed, claims to be tried by the Court of Session, the Magistrate shall, if he does not discharge the accused, commit the case for trial by that court, notwithstanding that it is not a case exclusively triable by that court.

(3) No Court shall take cognizance of any offence under this Act unless complaint made by order of, or under authority from, the Appropriate Government or some officer empowered by the Appropriate Government in this behalf:

[2][***]

---

1 Substituted for by Act 24 of 1967.

2 Proviso omitted by Act 24 of 1967.

(4) For the purposes of the trial of a person for an offence under this Act, the offence may be deemed to have been committed either at the place in which the same actually was committed or at any place in India in which the offender may be found.

(5) In this section, the appropriate Government means—

(a) in relation to any offences under section 5 not connected with a prohibited place or with a foreign power, the State Government; and

(b) in relation to any other offence, the Central Government.]

COMMENTS

There is no need to have prior sanction of Government under section 13(3) for filing complaint under provisions of Official Secrets Act.—*Rakesh Kr. Jain v. State through C.B.I., AIR 2000 SC 2754*

14. Exclusion of public from proceedings

In addition and without prejudice to any powers which a court may possess to order the exclusion of the public from any proceedings if, in the course of proceedings before a court against any person for an offence under this Act or the proceedings on appeal, or in the course of the trial of a person under this Act, application is made by the prosecution, on the ground that the publication of any evidence to be given or of any statement to be made in the course of the proceedings would be prejudicial to the safety of the State, that all or any portion of the public shall be excluded during any part of the hearing, the court may make an order to that effect, but the passing of sentence shall in any case take place in public.

[1][15. Offences by companies

(1) If the person committing an offence under this Act is a company, every person who, at the time the offence was committed, was in charge of, and was responsible to, the company for the conduct of business of the company, as well as the company, shall be deemed to be guilty of the offence shall be liable to be proceeded against and punished accordingly:

PROVIDED that nothing contained in this sub-section shall render any such person liable to such punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any negligence on the part of, any director, manager, secretary or other officer of the company such director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation : For the purposes of this section—

(a) "Company" means body corporate and includes a firm or other association of individuals; and

(b) "Director", in relation to a firm, means a partner in the firm].

16. Repeals

[Rep. by the Repealing Act, 1927 (12 of 1927).]

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1 Substituted by Act 24 of 1967.



ANNEXURE - 3



Security Classification of Documents (DS – 215)

TITLE: SECURITY CLASSIFICATION OF DOCUMENTS.

1. SCOPE

This standard laysdown the guidelines for security classification and procedure to be followed in respect of various documents, floppies and CDs used in BEL in the manufacture of Electronic Equipment, Systems, Components and Softwares. This is intended to ensure that the documents/ information is controlled and is available when required, only to authorised and genuine users. This is planned from the point of view of national security and company's strategic and commercial security as well as to maintain the administrative/vigilance related confidentiality of information.

2. GENERAL

The guidelines covered are intended for policy makers, executives and employees of the organisation who are responsible for classifying documents, implementing and maintaining protection of information available in the documents. An inadequately controlled classified information system can have serious consequences like:

i) Loss of integrity of information impairing the organisation's ability to perform its functions.

ii) Inability to provide the needed services to the users.

iii) Loss of competitive edge due to leakage of strategic information.

iv) Loss of credibility or embarrassment to the organisation.

3. ASSOCIATE/REFERENCE STANDARDS

3.1 ASSOCIATE STANDARDS

BS:7799-1:1999	..	Information Security Management Part 1: Code of Practice for Information Security Management
BS:7799-2:1999	..	Information Security Management Part 2: Specification for Information Security Management System.
IS:14356-1996	..	Guide for Protection of Information Resources.
IS:14357-1996	..	Code of Practice for Information Security Management

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3.2 **REFERENCE STANDARDS**

DS:150	..	Engineering Documentation System
DS:151	..	Production Control Documentation System
DS:152	..	Inspection and Testing Documentation System.
DS:153	..	Documentation of Transformers and Coils.
DS:158	..	Documentation of System Software.

4. **TYPES OF DOCUMENTS**

Documents can be in paper or magnetic/computer readable media including floppies and CDs.

- All Technical Documents including those covered in Clause 3.
- Documents of Finance and Accounts Departments
- Documents pertaining to Departments of Administration Division.

5. **CLASSIFICATION OF DOCUMENTS**

5.1 Information available in the documents shall be classified according to their security/ sensitivity and strategic importance to the organisation. Department Head shall advise concerned personnel regarding what information should be brought under control, which types of information are considered more sensitive and how the organisation would like that limited amount of sensitive information handled and protected.

5.2 **Level of Classification**

All documents/information pertaining to company's operation shall fall into one of the following classification.

5.2.1 **Top Secret (TS)** - It is that classification of data or information which is utmost sensitive from the point of National Defence Security and shall be under safe custody of the company.

5.2.2 **Secret (S)** - It is that classification of data or information which is considered as very sensitive. The secret documents shall be handled by persons not below the rank of CMD, Director, General Manager or their authorised representative. The list of authorised persons shall be identified for all secret documents. Example: Documents of Electronic Warfare Equipments, Radar Frequencies(Spot), Crypto Equipments, Frequency Management information, etc.

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5.2.3 **Confidential (C)** - It is that classification of data or information of which unauthorised disclosure/use could cause serious damage to the organisation. Example: Important Drawings, Design Information, Software, Product Specification, System Specification, Personnel Files and Performance Appraisals, Disciplinary Action and Selection Committee Proceedings, etc.

5.2.4 **Restricted (R)** - It is that classification of data or information of which unauthorised disclosure/ use would not be in the best interest of the organisation. Example: Technical Documentation, Customer Complaints, Personnel Data, Budget Information, Approved Vendor Directories, etc. The confidential & restricted documents shall be handled by executives only.

5.2.5 **Internal Use (IU)** - It is that classification of data or information that does not require any degree of protection against disclosure within the company. Further if it is required to be shared with outsiders, specific approval from the concerned officer not below the rank of DGM shall be obtained. Example: Operating Procedures, Inter-Office Memorandums, Standards, ECDA Rules, Certified Standing Orders, etc.

5.2.6 **Unclassified** - It is that classification of data or information that requires no protection against disclosure. Example: Published Annual Reports, Periodicals, Telephone Directory, any information/document equivalent of which is available in some open literature.

5.3 **Identification of Classified Documents**

The following Tables give general identification and classification of classified documents. However, higher level of classification can be done depending on the sensitivity.

5.3.1 **Technical Documents**

Document	Level of Classification			
	S	C	R	IU
Design/ Manufacturing Documents including TOT	-	-	-	✓
Production Control Documents	-	-	-	✓
Inspection Documents	-	-	-	✓
Software Documents	-	✓	-	-
Field Evaluation Reports	-	✓	-	-
Project/Technical Correspondence	-	-	✓	-
Progress/Design Reviews/Reports	-	-	✓	-
Materials Management Documents-Quotation, Tender, etc.	-	✓	-	-
Data & Drawings on Magnetic Media	-	-	-	✓
Documents of Secret Projects - Cryptography	✓	-	-	-

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5.3.2 **Contractual Documents**

Document	Level of Classification			
	S	C	R	IU
MOU	-	✓	-	-
Licensing Agreements	-	✓	-	-
Joint Venture Contracts	-	✓	-	-
Technology Transfer Contracts	-	✓	-	-

5.3.3 **Finance and Accounts Documents**

Document	Level of Classification			
	S	C	R	IU
Product Cost Documents	-	✓	-	-
Finance Accounting Documents	-	-	-	✓
Procurement Cost/Price Information Documents	-	✓	-	-
Financial Statements before publication	-	✓	-	-
Documents containing quantitative details of supplies to Defence	-	-	✓	-
Correspondence with Government/Government Agencies	-	-	✓	-
Manuals, Procedures etc.	-	-	-	✓

5.3.4 **Personnel Documents**

Document	Level of Classification			
	S	C	R	IU
Personal Files and Performance Appraisals	-	✓	-	-
Disciplinary Action Files of the Employees	-	✓	-	-
Selection Committee Proceedings for Various Posts	-	✓	-	-
Appointment/Selection & Promotion Files	-	✓	-	-
Files on Medical Matters	-	-	✓	-
Piles on Staff Matters,	-	-	-	✓
Files Relating to Security Measures	-	✓	-	-
Policy Files on Reservation to various categories	-	-	-	✓
ECDA Rules & Certified Standing Orders	-	-	-	✓
Documents on Non-Statutory Welfare Measures	-	-	-	✓
Documents pertaining to Legal Matters	-	-	✓	-
Documents Pertaining to Settlement of Wage & Salary, Bonus, MPI/PPI, etc.	-	-	-	✓

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5.4. **Dissemination of Information**

Dissemination of various classified information or documents covered in Clause 5.2.1 to 5.2.3 shall be marked as given under Clause 7.

The classified information, data or documents shown in Clause 5.2.1, 5.2.2 and 5.2.3 shall be preserved in a place marked as "Entry Restricted". The Project Manager or his authorised representative will escort these documents while making multiple copies. Records, Printing, Technical Literature and Testing area are some of the typical areas where such restrictions shall be followed.

6. CONTROLLING AGENCY OR CUSTODIAN

6.1 Technical Documents

6.1.1 For Design/Engineering/Manufacturing Documents, Production Control & Inspection Documents, Software Documents etc., the Division/Department which generates the information is the natural owner/custodian of the information/Documents. The owner shall be assigned with the responsibility of classification, identification and protection of relevant documents.

6.2 Finance and Accounts Documents

The Division/Departments which generates the information is the natural owner/custodian of the documents. The owner is responsible of classification, identification and protection of relevant documents.

6.3 Personnel Documents

The Division/Departments which generates the information is the natural owner/custodian of the documents. The owner/custodian is responsible of classification, identification and protection of relevant documents.

7. CLASSIFICATION MARKING ON DOCUMENTS

7.1 The security classification on documents and letters in case of secret and confidential documents which require marking shall be Printed/Typed/Stamped in Block Letters and underlined at the Top and Bottom of the cover and every page.

7.2 Drawings shall carry appropriate security classification marking predominantly in bold capital letters, at the top and bottom in the center between the border line and cutting line.

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TITLE : SECURITY CLASSIFICATION OF DOCUMENTS.

8. DOCUMENT SECURITY

8.1 Procedure for Document Security Covering, Grading, Marking, Distribution, Care & Custody, Disposal, Communication and profile of persons dealing with classified documents shall be as laid down in CHAPTER-III (4) of Security Manual issued vide office order No. HO/698/001, dated 13.12.2000.

8.2 For documents in Soft Media, the procedure as contained in Director (BC) Circular No.40/01-00/DBC/2002-03 dated 25.09.2002 and Director (OU) Circular No. 21310/DOU/01, dated 14.09.2002 shall also be followed.

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M.Dilliraj	T.R.Thirumugam
PREPARED BY	APPROVED BY



ANNEXURE - 4



Forms for seeking Information

(A,B,C)

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-क (Form-A)

सूचना मांगने हेतु आवेदन /Application for seeking information

(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under section 6 (1) of the Right to Information Act, 2005)

तिथि/Date:----------

सेवा में, / To,

जन सूचना अधिकारी / Public Information Officer
भारत इलेक्ट्रॉनिक्स लिमिटेड / Bharat Electronics Limited
_____
_____
_____

महोदय/महोदया,
Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ । कृपया मुझे नीचे दिए गए पते पर निम्नलिखित सूचना दें -
I am citizen of India. Please furnish the following information to me at my address:
_____
_____
_____
_____
_____

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं करना है, से संबद्ध नहीं है ।
To best of my knowledge, the above desired information does not relate to section 8 & 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है ? [है / नहीं है]
Whether the Information sought concerns the life and liberty of a person? [Yes/No]
(Please tick any one)

4. शुल्क का विवरण / Details of the fee paid:

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चैक सं. _____दिनांक_____राशि_____
Mode: Cash/DD/Bankers cheque No_____ Date _____ Amount _____

(आवेदक के हस्ताक्षर)
(Signature of applicant)

नाम /Name: ----------
पता /Address: ----------

ई-मेल/E-mail: ----------

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-ख (Form-B)

रिकार्ड देखने के लिए आवेदन /Application for inspection of Records

(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under Section 6 (1) of the Right to Information Act' 2005)

तिथि/Date:----------

सेवा में, / To,

जन सूचना अधिकारी / Public Information Officer
भारत इलेक्ट्रॉनिक्स लिमिटेड / Bharat Electronics Limited

महोदय/महोदया,
Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ । देखे जाने वाले रिकार्ड का विवरण -
I am citizen of India. Particulars of Records to be inspected:

---

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं किया जाना है, से संबद्ध नहीं है ।
To best of my knowledge, the above desired information does not relate to section 8& 9 of the Act, which are exempted from disciosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है ? [है / नहीं है]
(कृपया किसी एक को टिक करें)
Whether the Information sought concerns the life and liberty of a person? [Yes/No]
(Please tick any one)

4. शुल्क का विवरण / Details of the fee paid:

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चैक ----------
Mode: Cash/DD/Bankers cheque ----------

4.2 संदर्भ - डिमांड ड्राफ्ट / बैंकर्स चैक संख्या ---------- तिथि ----------
Ref: DD/BC No. ---------- date ----------

4.3 रसीद की सं. ---------- दिनांक ----------
Receipt No. ---------- Date. ----------

4.4 राशि, रु. ----------
Amount, Rs. ----------

(आवेदक के हस्ताक्षर)
(Signature of applicant)
नाम /Name: ----------
पता /Address: ----------

ई-मेल/E-mail: ----------

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

प्रपत्र-ग (Form-C)

बी ई एल में अपीलीय प्राधिकारी से अपील / Appeal to the Appellate Authority in BEL
(सूचना अधिकार अधिनियम, 2005 की धारा 6 (1) के अधीन) /
(under section 19 of the Right to Information Act' 2005)

तिथि/Date:----------

सेवा में, / To,
कंपनी सचिव (अपील समिति के सदस्य सचिव)
The Company Secretary (Member Secretary of the Appellate Committee),
भारत इलेक्ट्रॉनिक्स लिमिटेड
Bharat Electronics Limited,

1. आवेदन प्रस्तुत करने की तिथि (प्रति संलग्न) : ----------
   Date of submission of the request (copy attached): ----------

2. पंजीकरण संख्या, यदि आवेदक के पास उपलब्ध है: ----------
   Registration number, if available with applicant: ----------

3. जन सूचना अधिकारी से प्राप्त उत्तर की तिथि, यदि कोई है : ----------
   Date of reply, if any, received from Public: ----------
   Information Officer.

4. जन सूचना अधिकारी का विवरण / नाम /Name: ----------
   Particulars of Public Information Officer. पता / Address: ----------
   ----
   ----

5. अपील से संबद्ध संक्षिप्त तथ्य (कृपया किसी एक को टिक करें)
   Brief facts leading to appeal (Please tick any one)
   क) उत्तर प्राप्त नहीं हुआ a) No response received ------
   ख) उत्तर से खिन्न b) Aggrieved by the response ------

6. उपर्युक्त जन सूचना अधिकारी को आवेदन प्रस्तुत करने
   की तिथि से 30 दिन की निर्धारित अवधि के पश्चात् अपील फाइल करने के कारण : ----------
   Reasons for appeal being filed after prescribed period
   of 30 days from date of submission of application to ----------
   the above Public Information Officer ----------

प्रपत्र-ग (Form-C)

बी ई एल में अपीलीय प्राधिकारी से अपील / Appeal to the Appellate Authority in BEL

7. मांगी गई राहत ----------
The relief sought: ----------

8. उन दस्तावेजों की प्रतियाँ जिनके आधार ----------
पर आवेदक ने अपील की --------- ----------
Copies of Documents relied upon----------
by the applicant ----------

9. आवेदक का विवरण
Particulars of the applicant

हस्ताक्षर ----------
Signature: ----------
नाम ----------
Name: ----------
पता ----------
Address: ----------

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

ANNEXURE - 5



Forms for responding to RFI

(1,2,3,4,5)

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

क्र.सं. / Sl.No.:
दिनांक / Date :

सूचना अधिकार - 2005 के तहत सूचना के आवेदन की रसीद
RFI RECEIPT UNDER RTI – 2005

(स्वागत-कक्ष में जारी किया जाए / To Be Issued At Reception)

(प्रपत्र / FORM – 1)

निम्नलिखित प्राप्त किया / Received the following

1. सीलबंद लिफाफा / Sealed Envelop .....
2. सूचना हेतु आवेदन / Application for Information .....
3. ड्राफ्ट/चेक/नकद Draft / Cheque / Cash रु. / Rs.....

हस्ताक्षर / Sign.....

नाम / Name.....

स्टाफ सं. / Staff No.....

सहायक जन सूचना अधिकारी / APIO
आवेदक / Applicant

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

सूचना के निवेदन की प्राप्ति के लिए प्रपत्र

FORM FOR ACKNOWLEDGEMENT OF RFI

(प्रपत्र / FORM – 2)

संदर्भ - सूचना हेतु आपका आवेदन दिनांक . . . . . ., हमें दिनांक . . . . . को प्राप्त
Ref : Your application for information dated..... and received by us on.....

आपके उपरोक्त आवेदन के संदर्भ में, हमारा उत्तर इस प्रकार है (कृपया सही चिह्न देखें) / With reference to your above mentioned application, our response is as follows (please see tick mark) :

1. आपके आवेदन को कंट्रोल सं. . . . . दिनांक . . . . . के तहत पंजीकृत किया गया है और यह प्रक्रियागत है । हमारा उत्तर प्रेषित किया जाएगा ।
   Your application is registered under control No..... date..... and is under process. Our response will follow.
2. मांगी गई सूचना की आवश्यकता स्पष्ट नहीं है । कृपया विस्तार से बताएँ ।
   The requirements of information sought is not clear. Please elaborate.
3. मांगी गई सूचना बी ई एल से संबंधित नहीं है । अतः अनुरोध की गई सूचना प्रदान नहीं की जा सकती ।
4. आवेदन शुल्क संलग्न नहीं है, शुल्क प्राप्त होने के बाद ही आवेदन पर कार्यवाही की जाएगी ।
   Application Fee is not enclosed and application will be processed only after fee is received.
5. आवेदन शुल्क पर्याप्त नहीं है । कृपया नीचे दिए गए विवरण के अनुसार . . . . . रु. जमा करें -
   Your application fee is not sufficient. Please deposit Rs..... as per details below :

आवेदन शुल्क हेतु / Towards Application Fee	रु. / Rs.....
मीडिया हेतु / Towards Media	रु. / Rs.....
कुल / Total	रु. / Rs.....

कृते भारत इलेक्ट्रॉनिक्स लिमिटेड,
for BHARAT ELECTRONICS LTD.,

(सहायक जन सूचना अधिकारी / जन सूचना अधिकारी / APIO/PIO)

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

सूचना के निवेदन के लिए अंतिम प्रतिसाद हेतु प्रपत्र

FORM FOR FINAL RESPONSE TO R F I

(प्रपत्र FORM - 3)

प्रति / To,

श्री / श्रीमती Shri. / Smt. .....
.....
.....
.....
.....

महोदय / महोदया / Dear Sir / Madam,

सूचना मांगने / अभिलेखों के निरीक्षण हेतु आपके आवेदन के संदर्भ में, निम्नलिखित जानकारी प्रस्तुत है / With reference to your application for seeking information / inspection of records, we furnish the following :

1. वांछित सूचना संलग्न है । ----------
   Desired information is enclosed

2. अभिलेखों के निरीक्षण हेतु समय, तारीख और पता संलग्न है । ----------
   Time, date and address for inspection of record is enclosed

3. वांछित सूचना, सूचना अधिकार अधिनियम की धारा 8 और 9 के तहत समाहित है अर्थात् प्रकटन से छूट प्राप्त है । अतः यह सूचना नहीं दी जा सकती । ----------
   Desired information is covered under Section 8&9 of RTI Act i.e. exempted from disclosure. Hence, information cannot be given.

4. आवेदन में सूचना की आवश्यकता **स्पष्ट नहीं** है । कृपया विस्तार से बताएँ । ----------
   The requirement of information in the application is **Not clear.** Please elaborate.

सधन्यवाद, / Thanking you,

भवदीय, / Yours faithfully,
कृते भारत इलेक्ट्रॉनिक्स लिमिटेड,
for BHARAT ELECTRONICS LTD.,

(जन सूचना अधिकारी / P I O)

भारत इलेक्ट्रॉनिक्स लिमिटेड / **BHARAT ELECTRONICS LIMITED**

(प्रपत्र / FORM 4)

(अपील का पंजीयन / Registration of Appeal)

दिनांक / Date:

सेवा में / To

श्री / श्रीमती Shri / Smt.....

.....

.....

.....

महोदय / महोदया Dear Sir/Madam,

संदर्भ - आपका अपील आवेदन (प्रपत्र ग) दिनांक . . . . . ., हमारे द्वारा दिनांक . . . . . .को प्राप्त
Ref : Your appeal application (Form C) Dated .....and received by us on.....

आपके उपरोक्त आवेदन के संदर्भ में, हमारा उत्तर इस प्रकार है -
आपके अपील आवेदन को कंट्रोल सं. . . . . दिनांक . . . . . के तहत पंजीकृत किया गया है और उसे आगे की आवश्यक कार्रवाई हेतु अपीलीय प्राधिकारी (सदस्य सचिव, भारत इलेक्ट्रॉनिक्स लिमिटेड, पंजीकृत कार्यालय, आउटर रिंग रोड, नागवारा, बेंगलूर - 560 045) को अग्रेषित किया गया है ।

With reference to your above mentioned application, our response is as follows:-
Your appeal application is registered under Control No.....Dated..... and the same has been forwarded to Appellate Authority (Member Secretary, Bharat Electronics Limited, Registered Office, Outer Ring Road, Nagavara, Bangalore - 560 045) for further necessary action.

कृते भारत इलेक्ट्रॉनिक्स लिमिटेड,
for BHARAT ELECTRONICS LTD.,

(सहा.ज.सू.अ. /ज.सू.अ. / मु.ज.सू.अ. / APIO/PIO/CPIO)

भारत इलेक्ट्रॉनिक्स लिमिटेड / BHARAT ELECTRONICS LIMITED

(प्रपत्र / FORM 5)

अपील का प्रत्युत्तर / RESPONSE TO APPEAL

दिनांक / Date:

सेवा में : To

श्री / श्रीमती Shri / Smt.....
.....
.....
.....

महोदय / महोदया Dear Sir / Madam,

सूचना प्राप्त करने / अभिलेखों का निरीक्षण करने के आपके अपील आवेदन दिनांक ..... के संदर्भ में, हम आपको निम्न जानकारी देना चाहते हैं -

With reference to your Appeal Application dated..... seeking information / inspection of records, we would like to inform you as follows :

1. अपीलीय प्राधिकारी द्वारा आपका अपील स्वीकार किया गया है और आपको वांछित जानकारी हमारे सहा.ज.सू.अ. /ज.सू.अ. / मु.ज.सू.अ. (पता) द्वारा शीघ्र ही दी जाएगी । कृपया उपरोक्त पते पर उन्हें संपर्क करें ।
   Your appeal has been admitted by the Appellate Authority and the required information would be given to you by our APIO / PIO / CPIO (Address) shortly. Please contact him at the aforesaid address.

2. अपीलीय प्राधिकारी द्वारा आपका अपील स्वीकार नहीं किया गया है, अतः वांछित जानकारी आपको प्रदान नहीं की जा सकती ।
   Your appeal has not been admitted by the Appellate Authority and hence the required information cannot be provided to you.

धन्यवाद / Thanking you,

भवदीय / Yours faithfully,
कृते भारत इलेक्ट्रॉनिक्स लिमिटेड,
for BHARAT ELECTRONICS LTD.,

(मु.ज.सू.अ. / CPIO)

प्रति - सहा.ज.सू.अ. /ज.सू.अ. को सूचनार्थ व आवश्यक कार्रवाई हेतु ।
Copy to : APIO / PIO for information and needful action.

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

ANNEXURE - 6



Quarterly report from PIO to CPIO

(form 6)

भारत इलेक्ट्रॉनिक्स लिमिटेड / **BHARAT ELECTRONICS LIMITED**

..... को समाप्त तिमाही के लिए सूचना अधिकार के कार्यान्वयन पर प्रतिवेदन

(जन सूचना अधिकारी को ओर से मुख्य जन सूचना अधिकारी को - तिमाही आधार पर

(तिमाही I,II,III,IV - आगामी माह की 10 तारीख को या उससे पूर्व)

REPORT ON RTI IMPLEMENTATION FOR QUARTER ENDING.....

(FROM PIO TO CPIO – QUARTERLY BASIS)

(I Qr, II Qr, III Qr & IV Qr – ON OR BEFORE 10TH OF SUCCEEDING MONTH)

(प्रपत्र / FORM – 6)

1.	तिमाही के दौरान प्राप्त सूचना अधिकार सं. No.of RFI received during the quarter	————
2.	ऐसे निर्णयों की संख्या जिनमें निवेदनों व इस अधिनियम के प्रावधान, जिनके तहत ऐसे निर्णय लिए गए थे, के तारतम्य में आवेदक को दस्तावेजों की पहुँच की हकदारिता नहीं दी गई और कितने अवसरों पर उक्त प्रावधानों की मांग की गई । No. of decisions where Applicants were not entitled to Access to the documents pursuant to the requests and the provisions of this Act under which those decisions were made and no. of times such provisions were invoked	————
3.	लिए गए प्रभारों की राशि (आवेदन शुल्क, सूचना के मुद्रण की लागत आदि) Amount of charges collected (application fee, cost of printing information etc.)	————
4.	कोई तथ्य जो सूचना अधिकार अधिनियम के भाव और आशय को शासित करने व कार्यान्वित करने के लिए सहायक जन सूचना अधिकारी / जन सूचना अधिकारी के प्रयास को दर्शाते हैं । Any facts which indicate an effort by the APIO / PIO to administer and implement the spirit and intention of RTI Act	————
5.	सूचना अधिकार अधिनियम के कार्यान्वयन में कमी, यदि कोई हो Lapses, if any, in implementation of RTI Act	————
6.	इस अधिनियम में सुधार, विकास, उन्नति, आधुनिकीकरण, संशोधन हेतु संस्तुतियाँ Recommendations for reform, development, improvement modernization, amendments to this Act	————

कृते भारत इलेक्ट्रॉनिक्स लिमिटेड,
for BHARAT ELECTRONICS LTD.,

(जन सूचना अधिकारी / P I O)

भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

ANNEXURE - 7



RFI Registration and processing Records

भारत इलेक्ट्रॉनिक्स लिमिटेड / **BHARAT ELECTRONICS LIMITED**

सूचना के निवेदन का पंजीकरण व कार्यवाही करने संबंधी अभिलेख

RFI REGISTRATION AND PROCESSING RECORD

1. कंट्रोल सं. / Control No._____

2. सूचना के निवेदन की प्राप्ति तिथि / Date of Receipt of RFI_____

3. सूचना का निवेदन करने वाले का नाम / Name of RFI requestor _____

4. पता / Address _____

_____

5. दूरभाष सं./Telephone No._____ ई-मेल/Email_____

6. सूचना के निवेदन प्राप्ति का ज़रिया - पोस्ट / फैक्स / ई-मेल / वाहक द्वारा
Mode of receipt of RFI – Post / Fax / E-mail / By Hand

7. क्या सूचना का निवेदन बी ई एल से संबंधित है - हाँ / नहीं
Does RFI pertains to BEL – Yes / No

8. सूचना का निवेदन किसके लिए है - सूचना / नमूनों का प्रावधान / अभिलेखों या नमूनों का निरीक्षण
RFI is for – Information / Provision of samples / Inspection of records or Samples

9. सूचना के निवेदन का संक्षिप्त / Brief of RFI

_____
_____
_____
_____
_____

10. सूचना के लिए निवेदित माध्यम - कागज़ / फ्लॉपी / सीडी / कोई नहीं
Media requested for information: Paper / Floppy / CD / None

11. शुल्क के ब्यौरे / Details of fee

राशि रु. /Amount Rs._____माध्यम - नकद / ड्राफ्ट / चेक Mode : Cash / Draft / Cheque

रसीद सं. / Receipt No._____ दिनांक / Date_____

12. निवेदन की संपूर्णता की जाँच / Check for completeness of request

क्र.सं./Sr No.3 : हाँ Y / नहीं N क्र.सं./4 : हाँ Y / नहीं N

क्र.सं./Sr No.5 : हाँ Y / नहीं N क्र.सं./9 : हाँ Y / नहीं N

13. जारी की गई पावती रसीद के ब्यौरे - कंट्रोल सं._____ दिनांक _____
Acknowledgement Issued Details: Control No _____ Date _____

14. दिशा-निर्देशों के अनुसार निवेदित सूचना की जाँच - स्वीकार्य / अस्वीकार्य

Check for Information requested as per guidelines: Admissible/Non-Admissible

15. सूचना के निवेदन की स्थिति की संसूचना / Tracking of RFI status.

तिथि Date	सूचना का निवेदन किनके द्वारा प्रेषित RFI Sent by	सूचना का निवेदन किस प्रभाग/यूनिट को प्रेषित RFI Sent to Division / Unit	सूचना के निवेदन के उत्तर प्राप्ति की तिथि Date of Receipt of RFI response	अभ्युक्तियाँ Remarks

16. मसौदा उत्तर के अनुमोदन की स्थिति / Draft Response Approval Status

i) ज.सू.अ. द्वारा / By PIO: प्रेषित तिथि/Date Sent _____प्राप्ति तिथि/Date received _____

ii) म.प्र. द्वारा / By GM: प्रेषित तिथि/Date Sent _____ प्राप्ति तिथि/Date received _____

17. निवेदन करने वाले को उत्तर / Reply to Requestor

प्रेषित तिथि/Date sent _____ ज़रिया /Media: कागज़ Paper / फ्लॉपी Floppy / सीडी CD

प्रेषण का ज़रिया / Mode of Dispatch _____

कंट्रोल सं./Control No _____तिथि/Date _____

18. मीडिया रूपांतर/भंडारण Media Conversion/storage

i) सूचना का निवेदन डेटाबेस में स्कैन व स्टोर किया RFI scanned & stored in Database: हाँ Y / नहीं N

ii) उत्तर डेटा बेस में स्टोर किया / Reply stored in Data base: हाँ Y / नहीं N

19. अन्य ब्यौरे /Any other detail (निरीक्षण Inspection / नमूने आदि Samples etc.)

_____

_____

20. सूचना के निवेदन को इस तिथि में बंद किया गया / RFI Closed on Date _____

हस्ताक्षर /Signature _____

सहायक जन सूचना अधिकारी का नाम /APIO Name_____

बी ई एल यूनिट का नाम /BEL Unit Name _____

BEL CORPORATE OFFICE
PERSONNEL & ADMINISTRATION

No.17556/RTI/MM/HOA

Date :11.09.2006

Sub : Right to Information Act, 2005

A meeting was held on 07.09.2006 to discuss various issues relating to implementation of RTI Act. The following were present :

1) GM(SP)/CO
2) GM (IS)/BC
3) GM (P)/BC
4) AGM (CC)/CO
5) AGM (P&A)/CO
6) DGM (MS)/BC
7) DGM (P&A)/CRL
8) DGM (SP)/CO
9) Company Secretary/CO

GM (SP) briefed the Members regarding some of the inputs received during the training sessions on RTI Act conducted by Vision consultants and NIPA at Delhi and Mumbai respectively. After discussion, consensus was arrived at for implementation of the following points in the Manual.

1) In the page no.8 of RTI Manual (dealing with Duties and Responsibilities of APIOs), following bullet point to be added at the end.

- "In the absence of PIO, APIO will act as alternate PIO in addition to his duties as APIO".

2) In page no.16 of RTI Manual, to the second bullet point, the following sentence is to be added.

- "However, incase of any doubt, provisions of RTI Act will prevail.

3) In page no.18 of RTI Manual, add a note

"Above guidelines need to be followed in conjunction with the provisions of section 8 and 9 of RTI Act, 2005".

4) In case of 'denial' for providing information, the reason for denial with details of specific applicable section / sub-section should be communicated.

..2..

DCS

5) While it is not mandatory to use formats, citizens may be encouraged to use the formats as far as possible to facilitate speedy processing of RFI. A note that usage of formats is not mandatory, will be added in the formats itself at the time of revision of Manual.

6) Request for information pertaining to Public Authorities other than BEL may be regretted. However, RFI pertaining to other Units/Offices of BEL are to be accepted.

AGM (P&A) & CPIO

All Present

All PIOs / APIOs / Members of Appellate Authority

Director (P) - for kind information.

Company Secretary / CO