

## **AGENDA V OF R.T.I. UNDER SECTION 19 (8)(a)**

### **I. Objective/Purpose of the Public Authority**

NSIC since, its establishment in 1955 has been working to fulfill its mission of promoting, aiding and fostering the growth of Micro, small & medium enterprises .

### **II. Please provide details of the powers and duties of officers and employees of the organization.**

It is already covered in Manual-1 which is available on NSIC's website 'www.nsic.co.in'

### **III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions.**

These informations are available in Manual V which is available on NSIC's website www.nsic.co.in'

### **IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in prescribed format.**

and

### **V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in prescribed format.**

NSIC is a business oriented and facilitating organization for the growth of Micro, Small & Medium Enterprises and NSIC has its own policies under various activities, it undertakes. Therefore, there is no provision for participation / consultation of public or its representatives for formation of policies.

### **VI. Availability of information about the official documents.**

The documents pertaining to each Branch/NTSC and Departments in case of Head Office are available with the respective offices.

**VII. Please provide information on Board, Councils, Committee and other Bodies related to the public authority in the following format**

This is already available in Manual VIII available in NSIC's website [www.nsic.co.in](http://www.nsic.co.in)

**VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority**

This is already available on NSIC's website [www.nsic.co.in](http://www.nsic.co.in) in Manual XVI.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made.**

and

**X. What are the documented procedures/laid down procedures/ defined criteria/rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

NSIC being a facilitation organization does not have public participation in any of its activities except in TIC under its PPP mode. Therefore, decision to communicate to the public does not arise. However, any decision relating to the proposal of Micro Small & Medium units is communicated normally through letters/internet and is available on the website of Ministry of Micro, Small & Medium Enterprises (MSME)

**XI. What are the arrangements to communicate the decision to the public**

The decisions are communicated normally through letters, internet, fax, email etc.

**XII. Who are the officers at various levels whose opinions are sought for the process of decision making?**

and

**XIII. Who are the officers at various levels whose opinions are sought for the process of decision making?**

All policy decisions relating to NSIC activities are taken at Head Office Level. Decisions are taken by Committees & Authorities delegated by Management.

**XIV. Who is the final authority that vests the decision?**

Chairman-cum-Managing Director & Board of Directors as per delegation of powers approved by the Board.

**XV. Please provide information separately in the prescribed format for the important matters on which the decision is taken by the public authority?**

All important matters are dealt as per the delegation of power to the respective Branch Heads/NTSC Heads and the Officers working in Head Office.

**XVI. Directory of Officers and Employees**

This is already covered in Manual IX available on NSIC's website 'www.nsic.co.in'

**XVII. Please provide information about the details of budget for different activities under different schemes in the prescribed format.**

This is already covered in Manual XI which is available on NSIC's website 'www.nsic.co.in'

**XVIII. The manner of execution of subsidy programmes**

This is already available in Manual XII which is available on NSIC's website 'www.nsic.co.in'

**XIX. Particulars of recipients of concessions, permits or authorization granted by it. Please provide the information as per the prescribed format.**

This is already covered in Manual XIII which is available on NSIC's website 'www.nsic.co.in'

**XX. Please provide the details of the norms/standard set by the department for execution of various activities / programmes.**

Details of norms / standards set for execution of various activities / programmes are already available in Manuals. All such Manuals are available on NSIC's website 'www.nsic.co.in'

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

Such information is already available on NSIC's website and also covered in Manual XIV of RTI Act on the same website of NSIC.

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

This is already covered in Manual XV which is available on NSIC's website 'www.nsic.co.in'

**XXIII. Frequently Asked Questions and their Answers.**

**1) When has it come into force?**

It comes into force on the 12<sup>th</sup> October 2005.

**2) Who is covered?**

The Act extends to the whole of India except the State of Jammu and Kashmir.

**3) What does information mean?**

Information means any material in any form including records, documents, memos, circulars, orders, logbooks, papers, samples, models, data material held in any electronic form or hard copy.

**4) What does Right to Information mean?**

It includes the right to –

- i. inspect works, documents, records.
- ii. take notes, extracts or certified copies of documents or records.
- iii. take certified samples of material.
- iv. obtain information in form of printouts, diskettes, floppies, tapes, video Cassettes or in any other electronic mode or through printouts.

**5) What is not open to disclosure?**

The following is exempt from disclosure ;

- i. 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.
- ii. 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;

- iii. information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- iv. 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;
- v. 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;
- vi. information received in confidence from foreign Government;
- vii. 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;
- viii. information which would impede the process of investigation or apprehension or prosecution of offenders;
- ix. cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- x. 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;
- xi. Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

## **6) Is partial disclosure allowed?**

Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

## **7) What does a "public authority" mean?**

It means any authority or body or institution of self-government established or constituted:

- by or under the Constitution;
- by any other law made by Parliament;
- by any other law made by State Legislature;
- by notification issued or order made by the appropriate Government. and includes any-
  - a. body owned, controlled or substantially financed
  - b. non-Government organization substantially financed directly or indirectly by the appropriate Government.

## **8) Who is excluded?**

Following organizations/departments are excluded as per provisions of RTI Act 2005:

Central Intelligence and Security agencies specified in the Second Schedule like IB, R&AW, Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Directorate of Enforcement, Narcotics Control Bureau, Aviation Research Centre, Special Frontier Force, BSF, CRPF, ITBP, CISF, NSG, Assam Rifles, Special Service Bureau, Special Branch (CID), Andaman and Nicobar, The Crime Branch-CID-CB, Dadra and Nagar Haveli and Special Branch, Lakshadweep Police. Agencies specified by the State Governments through a Notification will also be excluded. The exclusion, however, is not absolute and these organizations have an obligation to provide information pertaining to allegations of corruption and human rights violations. Further, information relating to allegations of human rights violations could be given but only with the approval of the Central or State Information Commission, as the case may be.

## **9) Who are 'Third Parties'?**

A third party means a person other than the citizen making a request for information and includes a public authority. Third parties have a right to be heard in respect of applications and appeals dealing with information submitted by them to the Government in confidence.

## **10) Who are Public Information Officers (PIOs)?**

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

## **11) What are the duties of a PIO?**

These are available in RTI Act and also available on the website of RTI 'www.rti.gov.in'

## **12) What is the application procedure for requesting for information?**

Already available on NSIC's website 'www.nsic.co.in'

### **13) What is the time limit to get the information?**

1. 30 days from the date of receipt of application
2. 48 hours for information concerning the life and liberty of a person
3. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.
4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).
5. Failure to provide information within the specified period is a deemed refusal.

### **14) What is the fee?**

A request for obtaining information under sub-Section (1) of Section 6 shall be accompanied by an application fee of rupees ten Rs.10/- (Rupee Ten only) by way of cash against proper receipt or by demand draft/IPO payable to the N.S.I.C. Ltd., New Delhi. (For paying fee by cash, an amount of Rs.10/- (Rupees Ten only) may be deposited in any Branch of Punjab National Bank, all over India in NSIC's Current Account **No.0602002100000892** and **original receipt (Counterfoil) of the same may be sent to** RTI Cell, NSIC Ltd., New Delhi, for obtaining information under RTI Act 2005.

For providing the information under Sub-Section(1) of Section 7, the fee shall be charged by way of cash against proper receipt as stated in above para or by Demand Draft /IPO payable to NSIC Ltd., New Delhi at the following rates:

- (a) Rupees two for each page (in A-4 or A-3 size paper);
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

### **15) What could be the ground for rejection?**

It is already available in RTI Act and also available on the website of RTI '[www.rti.gov.in](http://www.rti.gov.in)'

### **16) Who are the Appellate Authorities?**

#### **First Appellate Authority:**

1. First Appeal: (First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).

**Second Appellate Authority:**

2. Second Appeal: (Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 30 days of the date on which the decision was given or should have been made by the First Appellate Authority. (delay may be condoned by the Commission if sufficient cause is shown).

**17) What are the penalty provisions?**

Details are available in RTI Act and on their website '[www.rti.gov.in](http://www.rti.gov.in).'

**XXIV. Related to seeking information**

As per 12 above.

**XXV. With relation to training imparted to public by public authority?**

The information regarding Training Courses, is already available on NSIC's website '[www.nsic.co.in](http://www.nsic.co.in)'