



**NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT : NOIDA**

Circular No: PA014 - 100

Ref: NFL/Pers/IR/1(352)/

September , 2005

Subject : “Right to Information Act 2005”

Government of India has notified the implementation of “**Right to Information Act 2005**” (RTI) to replace ‘**The Freedom of Information Act 2002**’. The Right to Information Act has been gazetted on 21.6.2005 and shall come into force from third week of September 2005. The RTI Act provide the right to every citizen to secure access to information under the control of public authority, consistent with public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto.

The salient features of the said Act are as under-

- **Applicability:**

The Act applies to all Public Authorities established, owned or substantially financed by funds provided directly or indirectly or controlled by the Central / State Governments.

- **“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.

- **“Record”:**

Includes any document, manuscript and file, any microfilm, microfiche and facsimile copy of a document, any reproduction of image or images embodied in such microfilm and any material produced by a computer or any other device.

- **“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 –

- Inspection of work, documents, records
- Taking notes, extracts or certified copies of documents or records
- Taking certified samples of materials

- Obtaining information in the form of diskettes, floppies, tapes and videocassettes or in any other electronic mode or through printouts where such information is stored in computer or in any other device.

: 2 :

- **Obligation of Public Authorities**

- To maintain all records duly **catalogued and indexed** in a manner that facilitates right to information
- To ensure that all records (which are appropriate to be computerized) are **computerized and connected through a network** all over the country on different systems so that access to such records is facilitated
- **Publish all the documents as are required under the said Act**
- To take steps to provide as much information *suo motu* to public at regular intervals through various means of communication, including Internet, so that public has minimum resort to use the Act to obtain information.
- Every information shall be disseminated widely and in such form and manner which is easily accessible to public. Information should be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in the local area.
- **Designate Central Public Information Officer (PIO) /State Public Information Officer & Central Assistant Public Information Officer (APIO) / State Assistant Public Information Officer - to receive the applications for information or appeals under this Act.** They can seek the assistance of any other officer, which he/she considers necessary for proper discharge of duties.
- The request for obtaining information shall be made in writing/electronic means along with the prescribed fees .
- On receipt of request, the Public Information Officer will expeditiously provide the information (max. within 30 days) of receipt of request or reject the request for any reasons. If information concerns the life or liberty of person, it shall be provided within 48 hours of the receipt of request.
- **The Company will not have any obligation to provide such information–**
 - Disclosure of which would affect sovereignty & integrity of nation, security, strategic, scientific & economic interests of the state
 - Expressly forbidden to be published by any Court of law
 - Disclosure of which would cause breach of privilege of Parliament
 - Disclosure of which would harm the competitive position of the third party
 - Available to a person in his fiduciary relationship
 - Received in confidence from foreign Government
 - Disclosure of which would endanger the life or physical safety of any person
 - Which would impede the process of in Cabinet papers, including deliberations of Council of Ministers, Secretaries & other officers

- Which would cause unwarranted invasion of privacy of individual
- Notwithstanding anything contained in Officials Secrets Act,1923
- Any occurrence, event, matter happened twenty years before the date on which request is made

Those matters, which come under the exemptions specified in this section, shall not be disclosed.

: 3 :

As per the requirement under the Act, the following Officers have been nominated as PIO & APIO for the respective Unit/Division. For the purpose of seeking information, the nominated Officers may be contacted :

Units/Divisions	PIO S/Shri	APIO S/Shri
Nangal	R.D. Sohal Sr. Manager (PR)	S.K. Bhatt Deputy Manager (P & A)
Bhatinda	Dinesh Sood Sr. Manager (P & A)	Vikram Rawat Asst Mgr (PR)
Panipat	Alok Verma Manager(P & A)	Sanjeev Arya Asst Manager(PR)
Vijaipur	Sugriv Chand DGM (HR)	D.R.Choudhary Sr. Manager (P & A)
Lucknow	Neeraj Trivedi Sr. Manager(Marketing)	A.K. Tiwari Sr. Area Manager(Marketing)- CSS
Bhopal	T.S.Kumaran Dy. Manager (P & A)	Narendra Prasad Sr. A.M (Computer)
Chandigarh	Gurdial Singh Sr. Manager (Marketing)	R.R. Singh Deputy Manager (Marketing)
CO	R.C. Gandhi Manager (Hindi)	Sanjeev Randev Assistant Manager (PR)

It is requested that wide publicity may be given to the RTI Act in the units/Offices. A fortnightly Report giving details of information sought/furnished will be sent by each Unit/Zonal Office to Corporate Office.

(H.R. VARMA)
GENERAL MANAGER (HR) I/C

Circulation :

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|----------------------|------------------------------------|
| 1. Manager to C&MD | For kind information of C&MD |
| 2 ES to Dir.(Mktg) | For kind information of Dir.(Mktg) |
| 3 ES to Dir(Tech) | For kind information of Dir(Tech) |
| 4 SPS to Dir. (Fin.) | For kind information of Dir (Fin) |
| 5 Secy. to CVO | For kind information of CVO |
| 6. CGM (F&A) | |

- 7 All HODs at C.O./CMO - For bringing it to the notice of all employees under their control.
- 8 DGM (MS) - for the purpose of website
9. President, NFEU/NFOA - CO/CMO
10. NOTICE BOARDS/VANI
- Units/Division**
- 1 Chief General Manager, Nangal/ Panipat / Bhatinda
2. General Manager (I/c), NFL, Vijaipur
- 2 Heads HR & F&A Departments at Units
3. Zonal Manager, NFL Bhopal / Chandigarh / Lucknow

: 4 :

Copy to :-

Shri R.D. Sohal Sr. Manager (PR)	Shri S.K. Bhatt Deputy Manager (P & A)	Nangal
Shri Dinesh Sood Sr. Manager (P & A)	Shri Vikram Rawat Asst Mgr (PR)	Bhatinda
Shri Alok Verma Manager(P & A)	Shri Sanjeev Arya Asst Manager(PR)	Panipat
Shri Sugriv Chand DGM (HR)	Shri D.R.Choudhary Sr. Manager (P & A)	Vijaipur
Shri Neeraj Trivedi Sr. Manager(Mktg)	Shri A.K. Tiwari Sr. Area Manager(Marketing)- CSS	Lucknow
Shri T.S.Kumaran Dy. Manager (P & A)	Shri Narendra Prasad Sr. A.M (Computer)	Bhopal
Shri Gurdial Singh Sr. Manager (Mktg)	Shri R.R. Singh Deputy Manager (Marketing)	Chandigarh
Shri R.C. Gandhi Manager (Hindi)	Shri Sanjeev Randev Assistant Manager (PR)	CO

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