



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No.SEC:MISC:RTI/2011

28 Feb 2011

The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Executive Director (RCDU)
Airports Authority of India
New Delhi

The Airport Director
Airports Authority of India
Kolkata/Chennai/Thiruvananthapuram

The General Manager (CRSD)
Airports Authority of India
New Delhi

The Principal
CATC
Allahabad

The General Manager
E&M Workshop, AAI
New Delhi

The Executive Director (FIU)
Airports Authority of India
New Delhi

The Executive Director
Indian Aviation Academy (IAA)
New Delhi

Subject : Tips to deal with RTI applications / appeals

Reference is invited to CHQ letter dated 23.04.2010 through which the revised system for processing of RTI applications / appeals in AAI was introduced with effect from 01 June 2010. It has been observed that some of the CPIOs/ PIOs/ Appellate Authorities in AAI are not yet clear on some aspects of the rules / procedure, etc. to be followed in this regard.

In this connection, it is clarified that a guide on RTI Act, 2005 issued by DoPT has already been uploaded in AAI web site and it may be referred to for guidance. Further, tips to handle RTI applications have been given in a simplified form at Annexure for information of all concerned including CPIO/ PIO/ Appellate Authority, etc.

This may be given wide publicity to all concerned for effective implementation of RTI Act, 2005.


(M.C. Kishore)

ED (CA) & CS

Chief Nodal Officer (RTI)

Fax : 011-24623580

Encl.: As above

Copy to: All HODs at CHQ - **AAI Website may be referred.**

ANNEXURE

Tips for dealing with RTI applications / appeals

1.	Check processing fee - regarding	<p>On receipt of application, immediately check whether processing fee of Rs.10/- is attached / paid –</p> <ul style="list-style-type: none">- By Cash- By Indian Postal Order- By Demand Draft <p>If the mode of payment is other than above, the application should be returned with the advice on mode of payment, not rejected.</p> <p>If Processing fee is not attached / paid –</p> <ul style="list-style-type: none">- Check if the applicant is BPL.- If yes, whether proof of BPL is enclosed.
2.	Whether all the information / part of any information requested by the applicant belong to AAI or any other public authority .	<p>If all / any point / information relates to any other public authority, the application should be immediately forwarded within five days of its receipt to that public authority under Section 6(3) of the RTI Act, 2005, for necessary action under intimation to the applicant to enable him to pursue the matter with that public authority.</p>
3.	If there is any application received from any other public authority under Section 6(3) of the RTI Act, 2005 for the information relating to AAI –	<p>The reply / information should be provided to the applicant under intimation to the PIO of that Public Authority which had transferred the application to AAI.</p>

4.	<p>If all the information / part of any information requested by the applicant belong to AAI,</p> <p>It is to check whether all the points / information sought for belongs to one department.</p>	<p>If any point pertains to any other department (within AAI), a copy of the application should be immediately forwarded to the CPIO/ PIO of the department concerned for taking necessary action in respect of that particular point, under intimation to the applicant to enable him to pursue the matter with that CPIO/ PIO.</p>
5.	<p>Where the applicant has sought information involving more than one department / CPIO / PIO / First Appellate Authority in AAI -</p>	<p>First, copy of the application should be forwarded to CPIOs / PIOs concerned for their respective points.</p> <p>Secondly, applicant should be informed about the new RTI set up of AAI, advising him to go through the web site of AAI and file RTI applications to the CPIOs/ PIOs concerned.</p> <p>This is to avoid delay in furnishing information and involving multiple CPIOs/ PIOs / Appellate Authorities in a single application; Provision of information / defending the case before CIC, if required, will clear unwanted confusion.</p>
6.	<p>CPIO/ PIO is an independent authority under the Act.</p>	<p>CPIO/ PIO alone is responsible for any decision taken by him, whether with the approval of his superior or not. If the Information Commissioner, concerned, finds that the CPIO/ PIO has malafidely rejected an application, it is the CPIO/PIO who will be penalized and not the superior officer.</p>
7.	<p>Furnishing of Information by CPIO / PIO</p>	<p>Information should be sent to the applicant with the signature of CPIO / PIO only and not by any other officer.</p>

8.	Check whether information falls under –	<ul style="list-style-type: none"> – Exempted category {Section 8} – Obligations of public authority {Section 4(1)(b)} – Involves larger public interest, {Section 8 (d), (e) & (j)} – Severability clause {Section 10} – Third Party Information, {Section 11} – Affected person {Section 4(1)(d)}
9.	Where the information sought for concerns the life or liberty of a person	The information shall be provided within 48 hours of receipt of the request. It is for the CPIO/PIO to decide whether the information sought concerns the life or liberty of a person or not.
10.	The CPIO/PIO on receipt of a request shall, as expeditiously as possible , and in any case within 30 days of the receipt of the request ,	Either provide the information or reject the request for any of the reasons specified in Sections 8 & 9 of the RTI Act, 2005.
11.	If reply / information provided within 30 days from the date of application	Document charges as per the Act can be collected from the applicant, before furnishing information.
12.	Intimation about Charges	Intimation of document charges should be given before 30 days .
13.	Document Charges	<ul style="list-style-type: none"> – Rupees two for each page (A-4 or A-3 size) created or copied; – Actual charge or cost price of a copy in larger size paper; – Actual cost or price for samples or models.
14.	Charges for Inspection of records	<ul style="list-style-type: none"> – No fee for the first hour – A fee of Rs.5/- for each subsequent hour (or fraction thereof).
15.	If reply / information provided after 30 days from the date of receipt of RTI application	Free of cost.

16.	If compilation of the requested information requires more time -	The CPIO/PIO should give an interim reply intimating the time to be taken for supply of information.
17.	When point-wise information is requested -	Reply / information should be provided point-wise in accordance with Section 7(9) of the RTI Act, 2005.
18.	If the requested information involves more than one CPIO/PIO of the same / other department of AAI -	The application should be forwarded under intimation to the applicant to all the CPIOs/PIOs concerned to furnish information directly to the applicant. CIC has directed to avoid delay in collation of information from various regions and provide the same to the applicant.
19.	If the same applicant is requesting similar information again -	CPIO/PIO is required to furnish the information within the stipulated period by receiving the document charges for the same.
20.	When to reject -	If the information sought for (part / whole) is exempted from disclosure under Section 8 or Section 9 of RTI Act, 2005, reason for rejection to be intimated to the applicant.
21.	While providing information or rejecting a request, CPIO/PIO should communicate to the applicant -	Details of the First Appellate Authority and the time limit for filing an appeal.
22.	Third party information -	Before taking any decision to either provide the information or reject the request, PIO should consult / hear the third party, following the procedure laid down in Section 11 of the RTI Act, 2005.
23.	If an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc. indicating his name and such employee / office bearer is a citizen of India, information may be supplied to him / her.	In such cases, it would be presumed that a citizen has sought information at the address of the Corporation, etc.

24.	CPIO - Central Public Information Officer PIO - Public Information Officer	Information Officer at CHQ level is called CPIO. Information Officer at Regional / Airport level is called PIO.
25.	Uploading and updating of Information in AAI Web Site	Updating of information as per the RTI Act, 2005 in AAI website is mandatory and the Head of Department(s) / Offices are required to take necessary action for the same. Also refer to CHQ letter No. CNO/RTI/CIC/AT/2010 dated 17.01.2011.
26.	Decision(s) of CIC	To improve smooth handling of RTI matters, CPIOs / PIOs should visit the CIC web site, www.cic.gov.in to peruse the recent decisions for implementation of the same appropriately.
27.	Dealing of applications / appeals after the revised mechanism of RTI set up came into effect from 01.06.2010	RTI applications / appeals filed on or after 01.06.2010 will be dealt by the CPIOs / PIOs / Appellate Authorities concerned. Applications / appeals prior to 01.06.2010 shall continue to be taken by the officers concerned with those cases prior to 01.06.2010.
28.	For immediate assistance & clarification in RTI Act, 2005	www.aai.aero – RTI – Guide on RTI www.rti.gov.in
29.	Instructions issued by AAI on RTI to be referred	<ul style="list-style-type: none"> - A60011/23/2005(P&C)/1446 (RTI) dated 23.04.2010 - RTI-2005/Implementation/2006 dated 22.03.2010 - RTI-2005/Implementation/2006/1296 dated 01.04.2010 - CNO/RTI/CIC/AT/2010 dated 17.01.2011
30.	Apart from above, any clarification / advice, if required, contact -	Chief Nodal Officer, ED (CA) & CS, AAI, RG Bhawan, New Delhi 110 003, Fax : 011-24623580.