

NUCLEAR POWER CORPORATION OF INDIA LTD.

Procedure for seeking information from NPCIL under the Right to Information Act, 2005 (hereinafter Act’).

1. **Appointment of the Central/Asstt. Public Information Officers :**

- 1.1 The Central Public Information Officer has been designated at NPCIL HQs. and Asstt. Public Information Officers have been designated at various units of NPCIL in India 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 CPIO. These forms are available, free of cost or the requester can take print of the same from the NPCIL **web site www.npcil.org** by himself or write the letter in the same format.
- 1.3 Requester shall not make a request or 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 himself 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 CPIO/APIO 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 CPIO**

- 2.1 In case the requester fails to get a response from the 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 NPCIL for the review in Form C. In case appeal is allowed, the information shall be supplied to the applicant by the CPIO within such period as ordered by the appellate authority.

3. **Time schedule**

- 3.1 CPIO will send the response to requester within the period as given below, from the date of receipt of the request :

Processing of	Within a period
3.1.1 Request received by CPIO for information :	30 calendar days (*)
3.1.2 Request received by APIO :	35 calendar days
3.1.3 Request where 3 rd party information is involved :	40 calendar days
3.1.4 Appeal by 3 rd party against order of CPIO :	30 calendar days
3.1.5 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/documents/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 fifteen minutes (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 CPIO under the Act and is accompanied by the requisite fee.
- 4.4 Requester, upon getting notice from CPIO, shall deposit the additional fee requested in connection with the processing of the request. The CPIO 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 Manager(F&A), Nuclear Power Corporation of India Ltd at Unit/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, Banker's Cheque or Indian Postal Order, the same shall be issued in favour of Manager(F&A), Nuclear Power Corporation of India Ltd.
- 4.7 Application along with the money receipt towards cash payment or the Demand Draft, Banker's cheque or Postal Order shall be accepted by APIO/CPIO.
- 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 the date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.
- 4.10 In case required, CPIO 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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