

EMPLOYEES' PROVIDENT FUND ORGANIZATION  
HEAD OFFICE  
NEW DELHI

**THE RIGHT TO INFORMATION ACT, 2005: A BRIEF**

**WHAT IS THE RIGHT TO INFORMATION ACT, 2005?**

The Government of India has enacted "The Right to Information Act, 2005" 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 any public authority.

**WHAT DOES RIGHT TO INFORMATION MEAN?**

Right to information means the right to information accessible under the Act which is held by or under the control of any Public Authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents/records, certified samples of the materials and obtaining information which is also stored in electronic form.

**WHO CAN ASK FOR INFORMATION?**

Any citizen can request for information by making an application in writing or through electronic means in English/Hindi/Official language of the areas, in which the application is being made together with the prescribed fees.

**WHO WILL GIVE INFORMATION?**

Every public Authority will designate Central Assistant Public Information Officer (CAPIO) at various levels, and necessary number of Central Public Information Officers (CPIO) in all the offices who will arrange for providing necessary information to the public as permitted under the Act. The public authority is also required to designate such officer who is senior in rank to the CPIO as Appellate Authority, who will hear the appeal against the decisions/orders passed by a CPIO.

## **THE INFORMATION WHICH IS EXEMPTED FROM DISCLOSURE**

As per sections 8 & 9 of the Act, 2005 certain categories of information are exempt from disclosure to the citizens. The citizens/public may also refer to the relative sections of the Act before submitting a request for information.

## **ROLE OF PUBLIC INFORMATION OFFICERS/APPELLATE AUTHORITIES**

### Central Assistant Public Information Officer (CAPIO)

The CAPIO will receive the application or the appeal under the Act and forward the same immediately to the CPIO or the Appellate Authority as the case may be along with the relevant information/documents.

### Central Public Information Officer

The CPIO will deal/process the request for providing the information and dispose off the same, either by providing the information or rejecting the request within a period of 30 days from the date of receipt of request. The Central Public Information Officer may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

Any officer, whose assistance has been sought, 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.

### Appellate Authority

The Appellate Authority will entertain and dispose off appeals against the decision of Public Information Officers as required under the Act.

Any person, who does not receive a decision within the time specified under the Act, may within 30 days from the expiry of such time or from the receipt of such decision can prefer an appeal before the Appellate Authority.

**THE STRUCTURE OF CAPIO/CPIO/APPELLATE AUTHORITIES IN EMPLOYEES' PROVIDENT FUND ORGANIZATION**

a) Central Assistant Public Information Officer (CAPIO)

- (i) Officer-in-Charge of all Sub-Regional/Sub Accounts Offices, in the cadre of Regional Commissioner-II/Assistant Commissioner have been designated as CAPIO.
- (ii) In respect of Regional Office, Regional Commissioner (F&A) has been designated as CAPIO.
- (iii) In respect of National Academy for Training and Research in Social Security (NATRSS), New Delhi, second senior most Deputy Director has been designated as CAPIO. In respect of Zonal Training Institutes the second senior most officer has been designated as CAPIO.
- (iv) In respect of Head Quarter Office at New Delhi RC-II (CSD) has been designated as CAPIO.

b) Central Public Information Officer (CPIO)

- i) Regional Commissioners-I, Incharge of Regions have been designated as CPIO in respect of different Regional Offices and Sub Regional Offices/Sub Accounts Offices under his jurisdiction.
- ii) Officer in charge of all Zonal Training Institutes in the cadre of RC-I/RC-II have been designated as CPIO and in respect of National Academy for Training and Research in Social Security (NATRSS) the senior most Deputy Director has been designated as CPIO.
- iii) In respect of Head Quarter office at New Delhi senior most RC-II in Customer Service Division has been designated as CPIO.

C) Appellate Authorities

- I) In respect of all Regional Offices/Sub Regional Offices/Sub Accounts Offices under the four zones, respective Additional Central Commissioners (Zone) have been designated as Appellate Authorities.
  - II) In respect of National Academy for Training and Research in Social Security and four Zonal Training Institutes, the Director of NATRSS has been designated as the Appellate Authority.
  - III) In respect of Head Quarter Office at New Delhi the Additional Central Commissioner (CSD) has been designated as Appellate Authority.
-