

CHAPTER 1

INTRODUCTION

1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Ministry of Minority Affairs, Government of India (GOI) has brought out this handbook for information and guidance of the general public.

1.2 The purpose of this handbook is to inform the general public about the Ministry's organizational set-up, functions and duties of its officers and employees, records and documents available in the Ministry, etc.

1.3 This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the Ministry and its various organizations.

1.4 The Ministry of Minority Affairs has designated officers listed in **Chapter 5** as its Central Public Information Officer (CPIO) for all matters concerning the Ministry. A person requiring any additional information may contact him. His particulars are available on the Ministry's website www.minorityaffairs.gov.in

1.5 The website of the Ministry of Minority Affairs www.minorityaffairs.gov.in provides information about the policies and programmes of the Ministry to the general public. In addition, information about the activities of the Ministry has also been made available through various documents. These documents are available to the general public on the website.

1.6 In accordance with the Right to Information (Regulation of Fee and Cost) Rules, 2005, as amended from time to time, the fees will be as under:

- (a) Accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Drawing & Disbursing Officer, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003.
- (b) For providing information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to the Drawing & Disbursing Officer, Ministry of Minority Affairs at the following rates:
 - i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - ii) actual charge or cost price of a copy in larger size paper;
 - iii) actual cost or price for samples or models; and
 - iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour(or fraction thereof).

- (c) For providing information under sub-section (5) of section 7 of the RTI Act, the request shall be charged by way of postal order, cash against proper receipt or by demand draft or bankers cheque payable to the Drawing & Disbursing Officer, Ministry of Minority Affairs at the following rates:
- i) For information provided in diskette or floppy, rupees fifty per diskette or floppy; and
 - ii) For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

Cash payment of fee is to be made to the Cashier, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003.