

**OFFICE OF THE COMMISSIONER OF CUSTOMS(EXPORT)**

JAWAHARLAL NEHRU CUSTOM HOUSE,NHAVA SHEVA.

TAL.:URAN, DIST.:RAIGAD. MAHARASHTRA 400 707.

F.No.S/12-Gen-62/05 AM(X)

Dated 13<sup>th</sup> October,2005

**STANDING ORDER NO.42/2005**

Attention of all the officers is invited to the provisions of Right to Information Act,2005. The Act has been placed on the intranet. All Officers are requested to go through the provisions of the Act. The Act comes into force with effect from 13<sup>th</sup> October,2005

2. In terms of Section 6 (I) of the Act any person who desires to obtain any information under this Act can make a request through an application in writing or through electronic means. Such information is to be furnished within 30 days of the receipt of the request. In terms of Section 7 (I) of the Act, the request can be rejected only for any of the reasons specified in Section 8 & 9. To facilitate expeditious disposal of all requests for information received under Section 6 of the Act and for effective monitoring of the progress in disposal of all such requests, the following mechanism has been devised which must be scrupulously followed by all the concerned officers.

3. All applications seeking information under Section 6 of the Act, addressed to the Commissioner (Exports) / Central Public Information Officer for Export Commissionerate, shall be processed in the Appraising Main (AM-X) section of Export Commissionerate. Asstt. Commissioner (AM-X) shall be directly responsible for ensuring proper receipt of all such applications, issue of acknowledgements, collecting information from the concerned units / sections and furnishing the desired information to the applicants. For this work he shall be assisted by the Appraiser posted in the Appraising Main (Export) section. He shall maintain a Central Receipt and Dispatch Register (RTIA) and enter in this register the details of all requests / applications received in terms of Section 6 of the Act giving, inter-alia, the details of Date of Receipt, Name and complete address of the person from whom received, subject matter of information sought, Date of issue of acknowledgement, Name of the Officer (DC/AC) / ( Section / Group In-charge) to whom the request is forwarded for furnishing requisite information, Date of receipt of information from the concerned DC/AC/ Officer In-charge, Date of sending reply / supplying information to the applicant, etc.. While receiving applications under Section 6, the Appraiser (AM-X) shall check that it is accompanied by proof of payment of requisite fee as prescribed under the Act and shall, after entering the details in the Central Register, promptly issue an acknowledgement if the application is tendered to him personally by hand and shall send the acknowledgement by post on the date of receipt itself if the application is received by post.

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4. All the applications received on a day by the Appraiser (AM-X) under Section 6 of the Act shall be passed on by him on the same day to the Asstt. Commissioner (AM-X), who shall go through the applications so received, ascertain the nature of the information requested and forward through a standardized covering letter to the Dy./Asstt. Commissioner in-charge of the unit / section / group, to whom the subject matter of the application pertains with a request for furnishing the desired information within 10 days. The Dy./Asstt. Commissioner in-charge of the unit / section / group, to whom any such application is forwarded for making available the desired information, shall take all possible measures to ensure that the desired information is furnished to the Asstt. Commissioner (AM-X) within 10 days of the date of receipt of application. The brief particulars of all the applications seeking information received and acknowledged on a day shall be reported by the Asstt. Commissioner (AM-X) to the Commissioner (Exports) on daily basis.

5. The Dy./Asstt. Commissioner in-charge of the unit / section / group, whose assistance is sought in making available the information requested in an application under Section 6 of the Act, shall while furnishing the desired information to Asstt. Commissioner (AM-X) ensure and also clearly affirm the accuracy and correctness of the information being made available by him. Asstt. Commissioner (AM-X) shall after examining the adequacy and completeness of the information proposed to be supplied, send the desired information within next five days to the concerned applicant through Registered A.D. Post, E-mail or by hand as requested by the applicant. The Asstt. Commissioner (AM-X) shall promptly report to Joint Commissioner (AM-X) if in any case the desired information is not received from the concerned Dy./Asstt. Commissioner in charge of the unit / section / group. All cases where the desired information is not furnished within 15 days to the concerned applicant shall be immediately brought to the notice of the Commissioner (Exports) by Joint Commissioner (AM-X) for monitoring on a daily basis till the required information is furnished to the applicant.

6. The endeavour of the Export Commissionerate shall be to ensure that the information requested by an applicant under Section 6 of the Right to Information Act is furnished to him within a maximum period of 15 days of receipt of the application. The cases where furnishing of information is delayed beyond 15 days can only be exceptional in view of some peculiar nature of the information sought. Obviously, adherence to the stipulated time period for furnishing information may be possible only through strict monitoring by all Officers concerned. All the concerned

Officers are therefore advised to pay close attention to each and every such request and ensure that there is no default in furnishing the desired information within the stipulated time schedule.

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\*\*\*\*\* Sd/-  
13.10.2005

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\*\*\*\*\* (H.O. TEWARI)

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\*\*\*\*\* COMMISSIONER OF CUSTOMS (EXPORT)

Copy to :

1. \*\*\*\*\* All concerned.