

Formulation of Policy or Implementation

The Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof. There is facilitation Branch in the office of the Commission. Every information that can be given to the candidates/ public is available. However, if any candidate wishes to discuss a matter or seeks further clarification, he/she can meet higher authorities and any information can be obtained by any member of public as defined in RTI Act, 2005.

The following procedure of dealing with applications received under the Right to Information Act 2005 is adopted by the Commission:-

1. The diarist will receive applications, under RTI Act whether received by post or by hand. He will give receipt of applications received by hand to the information seeker.
2. After receipt of the application the Diarist will hand over to the PIO personally.
3. The PIO will give the application to the Dealing Assistant who will immediately put up after making necessary entries in the register.
4. The PIO will take decision on every such application as per Rules/ Act and decision etc. of the Commission.
5. Record will be made available by the concerned Section- Officer/ Superintendent Dealing-Assistants as and when required within 3 days of receipt of application.
6. When desired information is ready or some deficiency of fees etc., is noticed, the PIO will write to the information- seeker accordingly and if no deficiency is found, the information will be supplied to the information- seeker immediately.
7. Inspection of all types of records permissible to be inspected by the information seeker may be done in the room of PIO in his presence.