



**Yantra India Limited,
Government of India Undertaking,
Ministry of Defence,
Government of India**

Proactive Disclosure under RTI Act 2005 Section 4(1)(B).

Section 4 of the RTI Act, 2005 declares obligation on the part of the authorities. Therein, the clauses (b) of section 4(1) mandates disclosure of information. The details are as follows:

1.1 - Section 4(1)(b) (i):

The particulars of its organization, functions and duties;

ABOUT YANTRA INDIA LIMITED

Yantra India Limited (YIL) is incorporated in 01.10.2021 as a Defence Public Sector Undertakings governed by provisions of the Companies Act, 1956 under Department of Defence Production, Ministry of Defence as 100% Government of India owned company. The Headquarter of Yantra India Limited is Ordnance Factory Ambajhari estate, near 8th mile, wadi, Nagpur, Maharashtra. Yantra India Limited has following eight Production and one Non-Production units:

- | | |
|----------------------------------------------------|--------------------------------|
| 1. Ordnance Factory Ambajhari, | Nagpur, Maharashtra . |
| 2. Metal and Steel Factory, | Ishapore, Kolkata West Bengal. |
| 3. Ordnance Factory | Ambarnath, Thane Maharashtra . |
| 4. Ordnance Factory Muradnagar | Muradnagar U.P. |
| 5. Ordnance Factory Bhusawal | Bhusawal Maharashtra . |
| 6. Ordnance Factory Dumdum | Dumdum Kolkata West Bengal |
| 7. Ordnance Factory Katni, | katni, Madhya Pradesh. |
| 8. Ordnance Factory Jabalpur | Jabalpur Madhya Pradesh . |
| 9. Yantra Institute of Technology
& Management, | Ambajhari Nagpur Maharashtra. |

At apex level, Yantra India Limited is headed by Chairman & Managing Director and three Directors, i.e. Director/Operations, Director/HR and Director/Finance. The total strength of Yantra India Limited as on 01/04/2026 is **10101**. According to DDP OM No.(5)/2021-OF/DP(Plg-V)/02 dated 24.09.2021, the regular employees posted at YIL are on deemed deputation.

VISION:

To Become a Market Leader, Supplying Highest Quality Hardware/Components to other Defence PSUs that Ultimately used for Manufacturing of the State-of-the-art Ammunition and Battlefield Equipment for Armed Forces. To Promote Export and Emerges as a Prominent International Player in Defence and Aerospace Industry.

MISSION OF YANTRA INDIA LIMITED

- To equip our Armed Forces with Modern “Defence and Battlefield Equipment”
- To be Prominent Patron of Atma-Nirbhar Bharat Abhiyan in the Defence Aerospace Sector.
- To Equip Ourselves with Technologies Through Acquisition, Synergy and In-House R&D.
- To Continuously Improve Quality.
- To improve Operational Efficiency by Continuously Modernizing our Production Facilities & by Training and Motivating our Workforce Through Extensive use of Information Technology.
- To Strengthen Brand “YANTRA” by providing Quality and Value for Money, increasing Customer Base in Defence, Non-Defence and Export Markets and Establishing Global Presence.

सशस्त्र सेनाओं का सशक्तिकरण

Allocation of Work:

Yantra India Limited is engaged in the business of manufacturing components and products for the use of Defence, Railways and other PSUs.

Organization chart is uploaded in RTI Disclosure documents.



1.2 - Section 4(1)(b)(ii):

The powers and duties of its officers and employees;

The powers have been delegated to the Chairman and Managing Director, Whole-time Directors, Sr. General Managers, General Managers, Controlling Heads and Group Heads of the Company empowers them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations.

The, duties of the Board of Directors and other official in broad term are mentioned below:

CMD is responsible for efficient functioning of the DPSU so as the corporate objectives and performance parameters are achieved. CMD is responsible for leading the Board and focusing on the strategic matters, overseeing the Group’s business and setting high governance standards.

Director (Operations) is responsible for overall Planning & Production, Strategic planning for expanding the business horizon of the company, Quality Assurance, Modernization, Project management and Indigenization. The responsibilities include ensuring effective and efficient implementation of production plans/operations, timely and cost-effective completion of the projects/contracts, venturing domains, up-gradation of capabilities in the manufacturing divisions and modernization.

Director (HR) is be responsible for HR planning and efficient allocation of manpower resources, Design HR policies, Succession planning, Talent management, Capability building, Employee services, Industrial relations, Security and Legal functions in the organization etc. Developing & executing plans for various HR matters such as compensation, safety of premises & people. Developing strategies for performance evaluation, staffing, training & development.

Director (Finance) is the overall in-charge of Finance and Accounts functions YIL and is responsible for developing and formulating related policies and their implementation including Financial Planning, Budgeting, Costing, Financial Control, Preparation of Financial statements, in compliance with corporate norms and statutory requirements.

CMD LEGACY

SN	Name	Designation	Period
1	Shri Rajeev Puri	CMD	01/10/2021 to 31/03/2024
2	Shri Gurudutta Ray	CMD (Additional Charge)	01/04/2024 to 30/06/2025
3	Shri Vijaykumar Iyer	CMD (Additional Charge)	30/06/2025 to

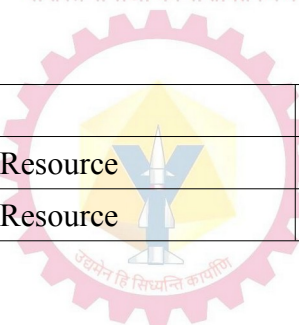
DIRECTOR/OPERATIONS LEGACY

SN	Name	Designation	Period
1	Shri A N Srivastava	Director/Operations	01/10/2021 to 27/06/2022
2	Shri Sharad Yadav	Director/Operations	27/06/2022 to 30/06/2023
3	Shri Rajeev Puri	Director/Operations (Additional Charge)	01/07/2023 to 31/03/2024
4	Shri Gurudutta Ray	Director/Operations (Additional Charge)	01/04/2024 to 13/03/2025
5	Shri Vijaykumar Iyer	Director/Operations	14/03/2025 to till date

सशस्त्र सेनाओं का सशक्तिकरण

DIRECTOR HR LEGACY

SN	Name	Designation	Period
1	Shri Gurudutta Ray	Director Human Resource	01/10/2021 to 30/06/2025
2	Shri S K Singh	Director Human Resource	01/07/2025 to till date



DIRECTOR FIN LEGACY

SN	Name	Designation	Period
1	Shri Vivek Umap	Director/Finance	01/10/2021 to 23/05/2022
2	Shri Rakesh Singh Lal	Director/Finance	23/05/2022 to 10/06/2025
3	Shri Rajiv Kalra	Director/Finance	10/06/2025 to

Executive Director : He is the administrative head of the unit at different location. He is responsible for efficient working of the unit and authorized to exercise all administrative and financial powers as adjoined upon as heads of the Department.

General Manager: He/She assists the General Manager in the performance of his /her duties and responsibilities as HOD. He is the controlling Officer of various section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Joint General Manager: He/She is the Group Officer of two or more section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Deputy General Manager/Works Manager/Asst Works Manager: He/She is the Divisional Officer of sections such as Production shops, Material Management, Finance, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Junior Works Manager(SG)/ Junior Works Manager: He/She is Section in-charge of the one of section such as Production shops, Material Management, Finance, HR management, Quality Control etc. and exercise all the administrative powers attached to the post.

Supporting Staff/NGO/NIEs: He /She is responsible to complete the task given by section in charge in shop floor or in offices. He /She is responsible for organizing and maintaining information analyzing data including budgetary expenditures and examines the personal claim of employees and prepares pay bills. They are performing a wide variety of duties such as preparing documents and reports, compiling records, and providing general duty, office support including security and safety of premises.

Industrial Employees: Duties of Industrial employees are guided by DGOF specification for Trade Testing, 1967 (as amended from time to time). He is involved in manufacturing or production of Item/Store, prepare goods for quality testing, maintenance & repairing work of Machine etc. He is responsible for comply the order of his supervisor/line in-charge in his respective work.

1.3 - Section 4(1) (b)(iii)

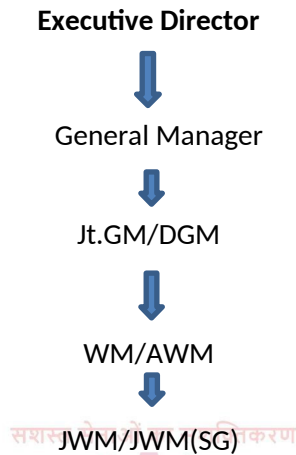
The procedure followed in the decision making process, including channels of supervision and accountability;

The papers, documents and files in Yantra India Limited are handled at different levels of hierarchy. Supervision and Accountability are ensured by inter alia the processing of files, disposal of papers under consideration and appraisal.

Overall Management of the Company rests with the Board of Directors, the apex decision making body within the Company. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes & monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfills stakeholders' aspirations and societal expectations. The channel at higher level consist



The day-to-day management of the various units is entrusted with the Executive Directors, who is supported by other executives and Staff posted at YIL units. Decision Making process at the units involves following channels.



The Board of Directors have also set up several Committees with specific functions and powers such as Audit Committee; CSR Committee. The provisions pertaining to various statutory Acts / Labour laws, instruction from Department of Personnel & Training (DoPT), etc are followed in the Company after suitably incorporating the related provisions in the relevant manuals of YIL. For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CMD, Functional Directors /Executive Directors / General Managers / Functional Heads / Department - Group Heads, subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director / Officer. CMD is accountable to the Board of Directors. Functional Directors are accountable to CMD. The decisions at all the levels are being taken in a timely manner as per Delegation of Powers approved by the Board, which may vary from few days to few weeks based on the procedural requirement.

The Government Directors, the Financial Directors and the concerned Functional Director(s) must be present when major decisions are taken, especially when they pertain to investments, expenditure or organizational/capital restructuring. The decisions on such proposal should preferably be unanimous. In the event of any decision on important matters, not being unanimous, a majority decision may be taken, but at least two thirds of the Directors should be present, including those mentioned above, when such a decision is taken. The objections, dissents, the reasons of over-ruling them and those for taking the decision should be recorded in writing and minuted

The detailed Organization chart for YIL HQ is available at RTI Disclosure documents on this website.

1.4 - Section 4(1)(b)(iv)

The norms set by it for the discharge of its functions;

YIL being a Defence Public Sector Enterprise follows the guidelines of Department of Public Enterprises, DDP, CVC and directives of other statutory body of GoI, issued from time to time. YIL is a Defence Public Sector Enterprise with manufacturing & supplying Ammunition/Ordnance hardware. Production of Ammunition/Ordnance hardware is done in accordance with standard specification/Drawings. The supply of Ammunition/Ordnance hardware to defence establishments like Army Navy and Airforce, Services are on nomination basis. Civil trade contracts are gained by tender participation. Timeline for supply of these Ammunition/Ordnance hardware are as per Contract terms. The

YIL sets its annual target as per the supply orders placed by various customers. Being Defence establishment, the services rendered by YIL are not accessible by common public and can be availed by The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1) Structured Policies and Guidelines

YIL is having well-structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

2) Manuals.

YIL is a newly formed DPSU, which commenced its operations w.e.f. 1st October 2021 after restructuring of erstwhile OFB. At present, HR Manual and Policies are under finalization including recruitment procedures. All employees are on deemed deputation to YIL and all policies and rules and regulations of erstwhile OFB (Govt. of India) are being followed.

3) Guidelines of Department of Public Enterprises

YIL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

4) Guidelines of Central Vigilance Commission

YIL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

5) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and relevant Rules & Regulations.

6) Process by which these services can be accessed.

The services being provided by YIL are not available to general public due to the nature of business.

7) Time limit for achieving the targets.

The time limit for achieving the targets are set as per the customer requirements/contracts. The annual turnover set is met by 31st March every FY.

8) Process of redress of grievances.

CPGRAMS – YIL was on boarded in PGPORTAL in May 2023 for expeditious redressal grievances. MP/VIP references – Grievances received through MPs/VIPs are replied/redressed quickly within stipulated time. Other grievances are redressed/replied within 30 days time. GMs of factories / units are holding Monthly Grievance Meeting where the aggrieved can personally meet the General Manager for resolution.

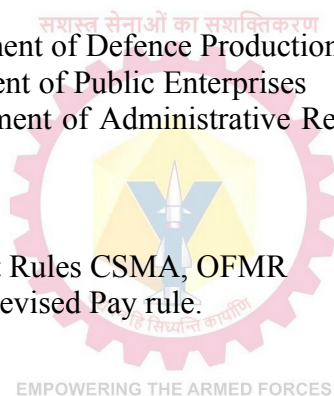
1.5 – Section 4(1)(b)(v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The functions in **Yantra India Limited** are handled and disposed of at different levels of hierarchy as per the submissions against points 4(1)(b)(ii), 4(1)(b)(iii) and 4(1)(b)(iv).

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

1. Department of Public Enterprises & Government Guidelines,
2. DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises (CPSEs).
3. Presidential Directives issued from time to time.
4. Decisions of shareholders in the General Meetings as contained in the minutes book.
5. Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes book.
6. Codes of Business Conduct & Ethics for Board Members and Senior Management.
7. Corporate Social Responsibility Policy.
8. YIL Procurement Manual
9. YIL Delegation of Financial Rules
10. Fundamental Rules
11. Supplementary Rules
12. Defence Procurement Manual
13. Instructions issued by the Department of Defence Production
14. Guidelines issued by the Department of Public Enterprises
15. Instructions issued by the Department of Administrative Reforms & Public Grievances by Govt. of India.
16. Indian Factory Act 1948.
17. Quarter Allotment Policy.
18. Medical attendance and Treatment Rules CSMA, OFMR
19. Pay and Allowance FR/SR CCS Revised Pay rule.
20. Transfer Policy
21. Safety Standing Instruction
22. ISO 9001/2015, QMS
23. Companies Act 2013. Etc..



1.6 - Section 4(1)(b)(vi)

A statement of the categories of documents that are held by it or under its control; Yantra India Limited maintains and handles various categories of documents like Files, Documents, Parliament Questions, Parliamentary Committees-related matters, Court Cases, RTI Applications, Service-related matters of employees, Grievances, Ministerial correspondence. These documents are dealt/custodian at different levels by three divisions of YIL HQ.

Sn	Document	Custodian Division
1	Financial statements	Finance Division
2	YIL annual report	Finance Division
3	Procurement Manual	Operation Division
4	Delegation of Financial Power	Finance Division
5	Factory orders & Circulars	HR Division
6	Safety Standing Instructions	HR Division
7	Rules & regulations pertaining establishment matters	HR Division
8	Documents pertaining to general administration	HR Division
9	Land and other property related documents	HR Division
10	Transfer Policy	HR Division
11	Safety Standing Instruction	HR Division
12	Medical attendance and Treatment Rules CSMA, OFMR	HR Division
13	Quarter Allotment Policy	HR Division
14	CSR Policy	HR Division
15	YIL Annual report	Finance Division

1.7 - Section 4(1)(b)(viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Meeting of Board, Committees and other Bodies are not open to the Public, or the minutes of such meeting are not made accessible for public as the nature of business of YIL is that of a Strategic Defence Establishment.

2. The Company is managed on sound professional and ethical lines for the optimal benefit of all the stakeholders' viz. shareholders, employees, customers and the community at large. YIL complies with the statutory requirements of the principles of Corporate Governance i.e. constitution of Board and Audit Committee, disclosure under Companies Act, compliance of Accounting Standards etc.

1. Board of Directors at YIL HQ.

The term and tenure of Board of Directors and Statutory Committees is as per the applicable statutes/rules and based on the tenure of the appointment of Directors by Ministry of Defence. The powers and functions of the Board of Directors and the Statutory Committees is as per the applicable statutes/rules. Initial BoDs are appointed from 01-10-2021, and subsequently upon transfer/retirement, BoDs keep changing.

2. Tender Purchase Committee-

As per Delegation of financial powers, for procurement cases dealing, TPC levels are created like TPC-1, TPC-II, TPC-III. Structure of TPC is already published in YIL Delegation of Financial Power & available on this site link. Tenure is not limited. Its members changes as per requirement/transfer of officers.

3. Works Committee:

It is set up at unit/factory level. In WC, the workers' representatives are to be elected for two years by the workmen of the enterprise, and equal number of members from management side are nominated by Head of Unit. Its tenure is of two years.

4. Safety and Welfare Committee:

The committee formed at Unit/Factory level consist of representatives from employees and management and is responsible for ensuring compliance with statutory provisions related to workplace safety & occupational health. Tenure is not fixed, members are keep rotating as per requirement.

5. Local Productive council /Plant Level Committee:

The plant council is formed at Unit/Factory level and presently functional at many YIL units as a means to address specific concerns at the shop or plant.

6. Internal Complaint committee –

Under the prevention of sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013, unit level committee is formed in all YIL units for addressing these grievances. Its tenure is of three years. The meetings and minutes of the meetings of the above committees are not open to public outside. However these are circulated inside the factory/office to restricted officials. Tenure is not fixed, members are keep rotating as per requirement.

7. **CSR Committee – Committee composition** is Director/HR, Director/Finance and Independent Director

Director/HR &CMD Addnl Charge –	Chairman
Director Finance -	Member
Independent Director	Member

YIL CSR committee was formed on 02-09-2024.

1.8- Section 4(1)(b)(ix)**Telephone directory of YIL HQ Group A officers;**

SN	Name of Officer (Shri)	Designation	Telephone	Email IDs
1.	Shashank Garg	ED/E&MP	0712239-1006	shashankgarg@ord.gov.in
2.	K P Verma	ED/P&P	0712239-1013	kpverma@ord.gov.in
3.	M K Arya	ED/IT	0712239-1008	mkarya@ord.gov.in
4.	Smt. Seema Gupta	GM/HR	0712239-1011	seema.gupta75@gov.in
5.	Kishore Makhijani	GM/Cor. Fin	0712239-1009	kishoremakhijani@ord.gov.in
6.	Dhiraj kumar Gupta	Dy. CVO-Vigilance	0712239-1007	dhirajgupta@ord.gov.in
7.	Sourabh Nege	Jt.GM/OPN	0712239-1032	sourabhnege@ord.gov.in
8.	Saurabh Singh	Jt.GM/HR	0712239-1015	saurabhsingh@ord.gov.in
9.	Manish Malviya	Jt.GM/FIN	0712239-1026	manishmalviya@ord.gov.in
10.	S. N. Ramanujam	Jt.GM/OPN	0712239-1027	shriniwasrawanujam@ord.gov.in
11.	V. K. Gupta	Jt.GM/FIN	0712239-1031	vipulkantgupta@ord.gov.in
12.	Pranil D. Bhagat	Jt.GM/OPN	0712239-1028	pranilbhagat@ord.gov.in
13.	Nitish Mishra	Jt.GM/FIN	0712239-1033	nitishmishra@ord.gov.in
14.	Ankit Durkhure	Jt.GM/FIN	0712239-1029	ankitdurkhure@ord.gov.in
15.	Amit Kumar	Jt.GM/HR	0712239-1019	amitkumar@ord.gov.in
16.	Prashant Kumar	DGM/IT	0712239-1086	prashantkumar@ord.gov.in
17.	Rajender Madikanta	DGM/COS	0712239-1038	rajendermadikanta@ord.gov.in
18.	Dr. R.K. Mathur	DGM/OPN	0712239-1039	rkmathur@ord.gov.in
19.	Vinay D. Hajare	WM/HR	0712239-1046	vinayhajare@ord.gov.in
20.	Smt Archana Gupta	WM/E&MP	0712239-1041	archanagupta@ord.gov.in
21.	Arvind Kumar	WM/OPR	0712239-1074	arvindkumar@ord.gov.in
22.	D H Kohad	AWM/OPR	0712239-1059	dkohad@ord.gov.in
23.	Sanjiv Kaushik	AWM/FIN	0712239-1056	sanjiv.kaushik@ord.gov.in

1.9 - Section 4(1)(b)(x)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

As the erstwhile OFB employees are on deemed deputation to YIL DPSU, hence all pay scale of government employees as per 7th CPC are applicable to present employees as follows.

SN	Post	Level	Pay Band(7 th CPC)
1	Board of Directors	15	182200-224100
2	Executive Director/General Manager/Addl. General Manager & Exec	14	144200-218200
3	Joint General Manager & equivalent	13	118500-214100
4	Deputy General Manager & equivalent	12	78800-209200
5	Works Manager & equivalent	11	67700-208700
6	Assistant Works Manager and Equivalent	10	56100-177500
7	Junior Works Manager Selection Grade	8	47600-151100
8	Junior Works Manager, PS and equivalent	7	44900-142400
9	Chargeman, Office Superintendent, Industrial Employee Master Craftsman, PA	6	35400- 112400
10	Supervisors, Industrial Employees Highly Skilled-I and equivalent	5	29200-92300
11	UDC/Steno & equivalent, Industrial employees Highly skilled II	4	25500-81100
12	LDC/ Staff Car Driver & equivalent , Industrial employees skilled	2	19900-63200
13	MTS, labourers, Durwans & equivalent,	1	18000-56900

List of Employees Group A and Group B is published on website

System of compensation to employees-

As the present strength of employees is on deemed deputation to YIL, hence, the compensation paid to employees is as per extant Govt. Orders/rules.

CCS (Revised Pay) Rules 2016

- ◆ Circulars/Instructions on Pay, HRA, DA, Transport/Travelling Allowance, Bonus
- ◆ Circulars/Instructions on Pay Fixation
- ◆ Circulars/Instructions on Allowances dealt in DoPT
- ◆ Circulars/Instructions on LTC Rules

1.10 – Section 4(1)(b)(xvi)

The names, designations and other particulars of the Public Information officers;

The details of the Central Public Information Officers and Appellate Authorities of the Yantra India Limited HQ are given below:

SN	PIO/APIO	Name & Designation	Complete Postal Address	Phone/Fax/E-Mail
1	First Appellate Authority:	Shri Shashank Garg (Executive Director/ E&MP)	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	0712-2391006 shashankgarg@nic.in
2	Alternate Public Information officer	Shri Rajender Madikanta, Deputy General Manager	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	07104-246469 rajendermadikanta@ord.gov.in
3	Public Information Officer	Shri Vinay सशस्त्र सेनाओं Hajare, Works Manager	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	0712-2391046 vinayhajare@ord.gov.in

The details of PIOs and First Appellate Authorities of units of YIL are already published on website.

1.11 Section 4(2) – Details of Disciplinary cases Information -

- For year 2023-24, YIL has total 91 disciplinary cases (Major and Minor Penalties) are under process and 5 cases are finalized in eight Ordnance Factories under YIL.
- For year 2024-25, YIL has total 89 disciplinary cases (Major and Minor Penalties) are under process and 47 cases are finalized in eight Ordnance Factories under YIL.
- For year 2025-26, YIL has total 33 disciplinary cases (Major and Minor Penalties) are under process and 27 cases are finalized in eight Ordnance Factories under YIL.

1.12 - Section 4(26) –

Programs to advance understanding of RTI

Following RTI training programs were conducted under YIL.

SN	RTI Training program	Period	No of Participants
1	RTI Act 2005 at YITM	04-07-2022 to 06-07-2022	05
2	RTI Act 2005 at YITM	21-12-2022 to 23-12-2022	06
3	RTI Act 2005 and Suo Motu Disclosure – by SCOPE	18-11-2024 to 19-11-2024	30

Sh Vinay D Hajare /CPIO YIL HQ has attended RTI training session conducted by SCOPE on 20-02-2024.

1.13 - Transfer Policy and Transfer Orders F. No. 1/6/2011/IR Dt. 15-04-2013

Transfer Policy and Transfer Orders are uploaded separately on YIL website under RTI Suo Motu discloser.

2.1 Section 4(1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The budgets details of YIL is as follows:

- (i) Capital Budget
- (ii) Revenue Budget

Capital Budget:

Capital Budget is meant for planning commitments against various strategic facilities such as plant and machinery, civil works and other infrastructural facilities/services needed to achieve the performance objectives.

Capital works in progress aging schedule as at March 31 2025.

Capital Work In Progress	Amount in Capital work In progress for a period of				Total Rs. In Cr
	Less than 1 yr	1 to 2 yrs	2-3 yrs	More than 3 yrs	
Projects in progress	46.18	79.46	0.60	43.72	169.96

Revenue Budget:

सशस्त्र सेनाओं का सशक्तिकरण

This covers Revenue expenditure which is generally linked to level of activity.

Revenue Budget inter-relates the financial outlays with the financial targets and accomplishment, reinforcing the principle of accountability, with ultimate aim of effective overall utilization of the resources. This gets reflected in the Projected Profit & Loss Account and Projected Balance Sheet. These are supported by individual functional budgets such as Production Budget, Sales Budget Purchase Budget etc.

1	Income	FY 2024-25	2023-24
	(a) Revenue from Operations	3108.79	2820.73
	(b) Other Income	202.53	206.64
	Total Income	3311.32	3027.37
2	Expenditures		
	(a) Cost of Raw material & components consumed	1183.15	1118.93
	(b) Changes in inventories of finished goods & work in progress	22.78	11.83
	(c) Employee benefits expenses	1073.17	1049.67
	(d) Finance Costs	15.65	5.00
	(e) Depreciation and amortisation expense	120.40	108.67
	(f) Other expenses	401.66	330.40
	Total expenses	2600.83	2477.56

* For more details please refer YIL annual report 2024-25 uploaded on website.

2.2 – Section Foreign and Domestic tours – F. No. 1/8/2012-IR Dt. 11-9-2012

Foreign Budget expended during

FY 2024-25 is Rs. 50,15,575

FY 2025-26 is Rs. 71,83,525 (Prov. and Unaudited)

2.3 - Section 4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

As such YIL does not have any subsidy schemes/programmes for public.

2.4 Section Discretionary and non-discretionary grants [F. No. 1/6/2011-IR Dt. 15-04-2013]

Presently YIL does not have any Discretionary and non-discretionary grant

2.5 – Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

YIL does not grant any concession, permits or authorization.

2.6 - CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

There is no CAG/PAC para pending so far as YIL is concerned.

3.1 Section 4(1) (b) (vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

YIL is a Defence Public Sector Company under the Ministry of Defence, Department of Defence Production and policies formulated by YIL relates to its internal management. The area of operations and services being provided by the company are not for the use of general public.

All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations, etc.

The Company has a Public Grievance System as per DPAR Guideline. Information pertaining to YIL and its products including policies, manuals, procedures, etc. is hosted on the website (www.yantraindia.co.in) and is available to citizens for viewing and downloading.

3.2 Section 4 (1)(C)

Details of policies/decisions which affect public informed to them.

Not applicable as YIL is Defence Public Sector Unit and work of YIL is not general public related.

3.3 – Section 4(3) –

Dissemination of information widely and in such form and manner which is easily accessible to the public –

General information about the company already available on YIL Website www.yantraindia.co.in.

3.4 - Section 4 (1)(B)

Form of accessibility of information manual and handbook

Information manual and handbook are available in electronic form on website and in printed form at YIL HQ.

3.5 - Section 4 (1)(B)

Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

The information mentioned in above point 4(1)(b)(xiv) is already made available freely on internet website. For rest of the information, it is always available at reasonable cost as per RTI Act 2005.

4 E- Governance

4.1 Language in which information Manual Handbook available [F No. 1/6/2011-IR Dt. 15-04-2013]

Information Manual Handbook are available in English and some are available in Hindi.

4.2 When was the information Manual Handbook last updated [F No. 1/6/2011-IR Dt. 15-04-2013]

SN	Document	Updated on
1	Delegation of Financial Power	26-03-2026
2	YIL Procurement manual	14-10-2024
3	Safety manuals	11-12-2023
4	CSR Policy	12-01-2026
5	Transfer Policy	01-04-2025
6	Quarter Allotment Policy	23-12-2024

4.3 - Section 4(1)(b)(xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form:

1. Delegation of Financial Power,
2. YIL Procurement manual
2. Safety manuals, Standing Instruction.
3. Various orders like DO, TD order etc.
4. Circulars at Factory level.
5. Annual Report
6. Transfer Policy
7. SROs
8. Quarter Allotment Policy
9. CSR Policy

The above information is available on YIL internet website.

4.4 Section 4(1)(b)(xv)

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

YIL does not maintain any public Library. However, information pertaining to YIL and its products including manuals, policy, order, etc is hosted on the website (www.yantraindia.co.in) and is available to citizens for viewing at YIL HQ, Ambajhari Nagpur.

The working hours for the facility are between normal office working hours i.e. Monday to Friday – 10.00 AM to 5.00 PM. Contact person for the said information is CPIO/YIL HQ and details are given on website.

4.5 – Section 4(1)(b)(xvii)

Such other information as may be prescribed and thereafter update these publications every year;

Grievance redressal mechanism is already set at each unit level for local level grievances and all grievances of employees are timely addressed by competent authority. YIL HQ is registered on Govt. of India CPGRAM portal from where aggrieved persons can raise grievance. All grievances received through this portal are addressed timely.

SN.	Profile	Officer Name	Designation	Contact No.	Email
1	Director Vigilance	Shri Dhiraj Gupta	Director Vigilance	0712-239-1007	dir_vigylhq@yantraindia.co.in
2	SC/ST Liaison Officer	Shri Pranil Bhagat,	Jt.GM	0712-239-1028	pranilbhagat@ord.gov.in
3	CPGRAMS Grievance Officer	Shri Vinay D Hajare	WM	0712-239-1046	vinayhajare@ord.gov.in

(II) Internal Complaint Committee is already displayed on RTI main page.

(III) List of major Projects on-going at various YIL Factories.

1. Radial forging Plant, at Metal & Steel Factory Ishapore
2. 10000 Ton extrusion press Ordnance Factory Ambajhari
3. 3000 Ton hydraulic forging press Metal & Steel Factory Ishapore

There is no major projected which is completed since inception of YIL.

(IV) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.

Information above threshold value is available on Central Procurement Portal and Govt E-Market Place Portal. www.gem.gov.in.

(V) Yantra India Limited **Annual Report** for 2024-25 is already uploaded in supporting Documents under RTI for ready access.

4.6 – Section Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]

Year 2025-26	RTI Application report for all 8 units of YIL and YIL HQ	
Quarter -I	RTI Application received	RTI Application replied
	119	104*
	RTI appeal received	RTI appeal replied
	9	9*
Quarter -II	RTI Application received	RTI Application replied
	149	130*
	RTI appeal received	RTI appeal replied
	12	7*
Quarter -III	RTI Application received	RTI Application replied
	119	108*
	RTI appeal received	RTI appeal replied
	18	15*
Quarter -IV	RTI Application received	RTI Application replied
	161	136*
	RTI appeal received	RTI appeal replied
	19	16*
	* Balance applications are replied in next quarter.	

4.7 - Replies to questions asked in the parliament [Section 4(1)(b)(xvii)].

YIL HQ replied total 28 parliamentary question during current year 2025-26.

5.1 Section [F. No 1/2/2016-IR Dt 1708-2016 F O No. 1/6/2011-IR dt. 15.04.2013] Such other information as may be prescribed.

Names and details of CPIOs and FAA – Already provided in RTI main page.

Third party audit report of RTI Disclosure is uploaded on RTI main page. The third party RTI audit 2024 was conducted on 18-06-2024 by NADP authorized auditor.

Consultative Committee for advice on Suo-Motu Disclosure is as follows constituted on 30-05-2025.

SN	Name	Designation	Role
1	Vijaykumar Iyer	Director/Opr	Presiding Officer
2	Mrs. Seema Gupta	GM/HR	Member
3	Dr. R K Mathur	Deputy GM	Member
4	Vinay D Hajare	Works Manager	Member

Committee of PIOs/FAAs for frequently sought information in RTI.

SN	Name	Designation	Role
1	Hemant Pakhale	DGM	OFJ
2.	Vinay D Hajare	WM	YIL HQ
3.	Smriti Yadav	WM	OFAJ
4.	J M Singh	JWM	YITM

Nodal officer for information disclosure as per F O 1/2/2016-IR Dt. 17-08-2016, F No 1/6/2011-IR Dtd. 15-04-2013

SN	Name	Designation	Ph No.
1	Shri Shashank Garg	Executive Director	0712-239-1006

6.1 Section 4(2) Information disclosed so that public have minimum resort to use RTI Act to obtain information.

Most of the information is hosted on Yantra India internet website for easy access by the public.

6.2 Section

The YIL internet website was audited by CERT-In emplaned audit vendor and the certificate of audit is hosted on website.

=====XXXX=====

Frequently Asked Questions about Yantra India Limited

1. What is company profile of Yantra India limited ?

Yantra India Limited is one of the seven newly formed Defence Public Sector Unit, under Ministry of Defence, Department of Defence Production. It is carved out of erstwhile Ordnance Factory Board. YIL is a Defence Public Sector Enterprise with manufacturing & supplying Ammunition/Ordnance hardware. Production of Ammunition/Ordnance hardware is done in accordance with standard specification/Drawings. The supply of Ammunition/Ordnance hardware are on nomination basis. Civil trade contracts are gained by tender participation. Timeline for supply of these Ammunition/Ordnance hardware are as per Contract terms.

2. What is vision of Yantra India Limited ?

To Become a Market Leader, Supplying Highest Quality Hardware/Components to other Defence PSUs that Ultimately used for Manufacturing of the State-of-the-art Ammunition and Battlefield Equipment for Armed Forces. To Promote Export and Emerges as a Prominent International Player in Defence and Aerospace Industry.

3. What is objective of company?

“To undertake and carry on the business of design, development, manufacture, supply, dealing, operating, trading, import, export, overhaul, repair, maintenance and service of all kinds of defence and non-defence systems”.

4. How many units/ordnance Factories under Yantra India Limited ?

There are eight Ordnance Factories under Yantra India limited. These are as follows

- a. Ordnance Factory Ambajhari, Nagpur Maharashtra
- b. Ordnance Factory Ambarnath, Thane Maharashtra
- c. Ordnance Factory Bhusawal, Maharashtra
- d. Ordnance Factory Katni , Madhya Pradesh
- e. Ordnance Factory Jabalpur , Madhya Pradesh
- f. Ordnance Factory Muradnagar, Uttar Pradesh
- g. Ordnance Factory Dumdum, West Bengal
- h. Metal and Steel Factory Ishapore, West Bengal

5. Where is Head quarter of company and how many Directors does company have ?

Yantra India limited is having 3 Directors looking after 3 Divisions viz Operation, HR and Finance and a Chairman & Managing Director.

Yantra India limited have its head quarter at Nagpur Maharashtra with address as below.

Yantra India limited Hq
O.F.Ambajhari estate, Wadi
Nagpur 440021 Maharashtra

6. What is Production of Yantra India limited?

Yantra India limited manufactures Defence Hardware for various Ammunition and Equipment.

7. What are the operational posts of the employees at Yantra India limited & what is their pay scale ?

Following are operational post.

सशस्त्र सेनाओं का सशक्तिकरण

SN	Post	Pay	Pay Band (7 th)
1	Board of Directors	15	182200-224100
2	General Manager/Addl. General Manager and equivalent	14	144200-218200
3	Joint General Manager & equivalent	13	118500-214100
4	Deputy General Manager & equivalent	12	78800-209200
5	Works Manager & equivalent	11	67700-208700
6	Assistant Works Manager and Equivalent	10	56100-177500
7	Junior Works Manager Selection Grade	8	47600-151100
8	Junior Works Manager, PS and equivalent	7	44900-142400
9	Chargeman, Office Superintendent, Industrial Employee Master Craftsman, PA	6	35400- 112400
10	Supervisors, Industrial Employees Highly Skilled-I and equivalent	5	29200-92300
11	UDC/Steno & equivalent, Industrial employees Highly skilled II	4	25500-81100
12	LDC/ Staff Car Driver & equivalent , Industrial employees skilled	2	19900-63200
13	MTS, labourers, Durwans & equivalent,	1	18000-56900

8. Is Yantra India Limited is Govt. Owned Company ?

Yes, at Present Yantra India Limited is 100% owned by Govt. Of India and governed by Companies Act 2013.

9. Is Yantra India limited export Defence hardware ?

Yes, as a result of new strategies, YIL export Defence hardware like 105 MM CC TP-1, Aerial bomb and Tail units, 122 mm Forged Steel Tube, Shell 155 mm M017, Shell 155 mm L15A1, CC 105mm 148A1 and CC 105 mm 148L to various countries of Europe and middle east.

Frequently Asked Question (FAQs) – RTI

1. What is RTI?

RTI stands for "Right to Information Act, 2005". It came into force on the 12th October, 2005. (Section 1 [1])

2. Who is covered under RTI?

The Act extends to the whole of India. (Section 1 [2])

3. Who is excluded under RTI?

Act does not apply to certain organisations viz. Central Intelligence agencies and security agencies like the IB, RAW, Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Enforcement Directorate, Narcotics Control Bureau, Aviation Research Centre, Special Frontier Force, BSF, CRPF, ITBP, CISF, NSG, Assam Rifles, Special Service Bureau, CID Special Branch of Andaman and Nicobar Islands, CID Crime Branch of Dadra Nagar Haveli and Special Branch, Lakshadweep Police. Recently the Government have included CBI, NATGRID and NIA. (Section 24 & The Second Schedule)

4. What does information mean?

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any Electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force. (Sub-Section (f) of Section 2)

5. What are citizen's rights to seek information?

It includes the right to:

- a) Inspect works, documents, records.
- b) Take notes, extracts or certified copies of documents or records.
- c) Take certified samples of material.
- d) Obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts. (Sub-Section (j) (i) to (iv) of Section 2)

6. Who will provide the information under RTI Act 2005?

Public Information Officer (PIO) of the specific public authority will provide the information. (Sub-Section (3) of Section 5)

7. What does a "Public Authority" mean?

It means any authority or body or institution of self- government established or constituted:

- a) by any other law made by Parliament;
- b) by any other law made by State Legislature;
- c) by notification issued or order made by the appropriate Government and includes any-
 - i. body owned, controlled or substantially financed.
 - ii. non-Government organization substantially financed directly or indirectly by the appropriate Government. (Section 2(h))

8. What are the obligations of public authority?

It shall publish:-

- a) the particulars of its organization, functions and duties;
- b) the powers and duties of its officers and employees;
- c) the procedure followed in its decision-making process, including channels of supervision and accountability;
- d) the norms set by it for the discharge of its functions;
- e) the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- f) a statement of the categories of the documents held by it or under its control;
- g) the particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof;
- h) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public;
- i) a directory of its officers and employees;
- j) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- k) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- l) the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes;
- m) particulars of recipients of concessions, permits or authorizations granted by it;
- n) details of the information available to, or held by it, reduced in an electronic form;
- o) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- p) the names, designations and other particulars of the Public Information Officers. (Sub-Section (1) (b) of Section 4)

9. What is not open to disclosure?

- a) Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence
- b) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- c) Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- d) Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the Competent Authority is satisfied that larger public interest warrants the disclosure of such information;
- e) Information available to a person in his fiduciary relationship, unless the Competent Authority is satisfied that the larger public interest warrants the disclosure of such information;
- f) Information received in confidence from foreign Government;
- g) Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- h) Information which would impede the process of investigation or apprehension or prosecution of offenders;
- i) Cabinet papers including record of deliberations of the Council of Ministers, Secretaries and other officers;
- j) Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;
- k) Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests. (Section 8[1])

10. Is partial disclosure allowed?

Yes. Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

11. How does one who cannot write apply?

In case one cannot make request in writing, the PIO is supposed to render all reasonable assistance to the person making the request orally to reduce the same in writing. (Sub-Section (1) of Section 6)

12. How can one who is deaf/blind apply?

Where the applicant is deaf, blind, or otherwise impaired, the public authority is supposed to provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection. (Sub-Section (4) of Section (7))

13. Is there an “application form” to be filled?

For Central Government Departments, there is no form. One can apply in writing on a plain sheet of paper like an ordinary application or through electronics means in English or Hindi or in the official language. However, many states and some ministries and departments have prescribed formats. If so, prescribed format need to be used. (Sub-Section (1) of Section 6)

14. Should the applicant give reasons for seeking any information?

Applicant is not required to give any reasons or additional information other than your contact details (i.e., Name, Address, etc.). (Sub-Section (2) of Section 6)

15. Is there any fee for filing RTI petition?

Yes, there is an “application fee”. For Central Government Departments, it is Rs.10. However, different states have different fees. For getting copies of the information sought, one has to pay charges for the copies. One has to deposit those fees, and the period intervening between the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days. One has to pay additional cost as per the details below-

Rs.2/- per page (A4 & A3 Size) created or copied. Actual charge or cost price of a copy in larger size paper; For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof). (Section 7, Section 3 of Regulation of fee & Cost rules 2005)

16. How can one send his/her application fee?

Every state has a different mode of payment for application fee. Generally, you can deposit your application fee via:

- In person by paying cash [Receipt must be taken]
- Demand Draft
- Indian Postal Order
- Money orders (only in some states)
- Affixing Court fee Stamp (only in some states)
- Banker’s cheque

(Sub-Section (5) of Section 7 / Section 3 of Regulation of fee & Cost rules 2005)

17. Is there any exemption from paying application fee?

No fees will be charged from people living below the poverty line. (Sub-Section (5) of Section 7 & Para 6 of Note below Section 7)

18. Where do I submit the application for information?

One or more officers in every Public Authority have been made "Public Information Officers" (PIO). Request to information need to be submitted to the concerned PIO of the Public Authority.

The PIO's are responsible for collecting information requested by the applicants and providing to the RTI applicants. Also, several officers have been appointed as Assistant Public Information Officers (APIOs). Their job is only to accept applications from the public and forward it to the right PIO. (Sub-Section (3) of Section 5)

19. Where can one find the concerned PIO?

Each organization has published the name of the Central Public Information Officer. A list of PIOs / APIOs for all Central and State departments / Ministries is available online at www.rti.gov.in

A list of PIOs/APIOs of MIL is available under [RTI tab](#) of MIL website. (Sub-Section (2) of Section 5)

20. Can the PIO refuse to accept RTI application?

No. The PIO cannot refuse to accept a RTI application for information under "any circumstances". Even if the information does not pertain to his / her department/jurisdiction, she / he has to accept it. If the application does not pertain to that PIO, he would have to transfer it to the right PIO within 5 days. It shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person. (Sub-Section (3) of Section 6).

21. What are the duties of PIO, In case of rejection of RTI application

Where a request for information has been rejected, the PIO shall communicate to the person about the reasons for such rejection; the period within which an appeal against such rejection may be preferred; and the particulars of the Appellate Authority (Section 8)

RTI applicant can file application to RTI Appellate Authority (AA). AA will take action against the PIO if they find that the RTI application has been rejected on wrong reasons. (Sub-Section (1)(b) of Section 18).

22. What could be the ground for rejection?

- If it is covered by exemption from disclosure.
- If it infringes copyright of any person other than the State.

The PIO can deny information in some cases/matters. The various exemptions from disclosure of information are listed in Section 8 of the RTI Act, 2005.

If the sought information is in public interest then the exemptions enumerated in Section 8 of the RTI Act, 2005 can also be disclosed. (Section 8)

23. What if PIO fails to give the information?

If a PIO fails to furnish the information asked for under the Act, every PIO will be liable for fine of Rs. 250 per day up to a maximum of Rs. 25,000/- for:-

- Not accepting an application
- Delaying information release without reasonable cause
- Malafidely denying information
- Knowingly giving incomplete, incorrect, misleading information
- Destroying information that has been requested and

The Information Commission can also recommend disciplinary action against the concerned PIO, under the Service Rules applicable to him/her. (Sub-Section (1) of Section 20)

24. What are the time limits specified in the RTI Act?

For matters involving "Life and Liberty"	Within 48 Hours from receipt of application.
For Public Information Officer to reply to application	30 days from date of receipt of application
For Public Information Officer to transfer to another PA under Sec 6(3)	5 days from date of receipt of application
For Public Information Officer to issue notice to 3rd Party	5 days from date of receipt of Application
For 3rd Party to make a representation to Public Information Officer	10 days from receipt of notice from Public Information Officer
For Public Information Officer to reply to application if 3rd Party involved	40 days from date of receipt of application
For applicant to make First Appeal	30 days from date of receipt of Public Information Officer's reply or from date when reply was to be received
For First Appellate Authority to pass an order	30 days from receipt of First Appeal OR Maximum 45 days, if reasons for delay are given in writing

For applicant to make Second Appeal before CIC / State Information Commission	90 days from receipt of First Appeal orders or from the date when orders were to be received
For CIC / State Information Commission to decide Second Appeal	No time limit specified

(Section 7)

The Central/State Public Information Officer may invite third party to make a submission in writing or oral to take a decision whether the information should be disclosed. (Sub-Section (n) of Section 2)

25. Handling of complaints under RTI ACT?

Section 18 of the act empowers Central Information Commission [CIC] and also State Information Commissions [SICs] to enquire into complaints against Public Authority, Public Information Officer [Public Information Officer] and First Appellate Authority [First Appellate Authority]. The section has provided for enquiring and taking corrective steps by the respective commissions in respect of majority of problems that the applicant/appellant may face in getting information to which he is entitled to under this Act. (Sub-Section (1) Section 18)

26. What are the duties of a PIO?

- a) PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- b) If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
- c) PIO may seek the assistance of any other officer for the proper discharge of his/her duties.
- d) PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.

- e) Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- f) If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
- g) Where a request has been rejected, the PIO shall communicate to the requester-
- (i) the reasons for such rejection,
 - (ii) the period within which an appeal against such rejection may be preferred, and
 - (iii) the particulars of the Appellate Authority.
- h) PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.
- i) If allowing partial access, the PIO shall give a notice to the applicant, informing:
- i. that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - ii. the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - iii. the name and designation of the person giving the decision;
 - iv. the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - v. his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
 - vi. If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
 - vii. Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice. (Section 2(h))

27. Who are the Appellate Authorities?

In case a person fails to get a response from the PIO within the prescribed period or is aggrieved by the response received, or misuse of Section 8 of the Act, then he/she can file an appeal within 30 days with an officer superior in rank to the PIO (First Appellate Authority). (Section 19[1])

- a) First Appeal: First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).
- b) Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority (delay may be condoned by the Commission if sufficient cause is shown).
- c) Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the Second Appellate Authority.
- d) Burden of proving that denial of Information was justified lies with the PIO.
- e) First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by 15 days if necessary. (Section 19)

28. What is the Jurisdiction of Courts?

Lower Courts are barred from entertaining suits or applications against any order made under this Act. (S.23) However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 225 of the Constitution remains unaffected.

29. What is the role of Central / State Governments?

- a) Develop educational programmes for the public especially disadvantaged communities on RTI.
- b) Encourage Public Authorities to participate in the development and organization of such programmes.
- c) Promote timely dissemination of accurate information to the public.
- d) Train officers and develop training materials.
- e) Compile and disseminate a User Guide for the public in the respective official language.
- f) Publish names, designation postal addresses and contact details of PIOs and other information such as notices regarding fees to be paid, remedies available in law if request is rejected etc. (Section 26)

30. Who has the Rule making power?

Central Government, State Governments and the Competent Authority as defined in S.2(e) are vested with powers to make rules to carry out the provisions of the Right to Information Act, 2005. (Section 27 & 28)

31. Who has the power to deal with the difficulties while implementing this act?

If any difficulty arises in giving effect to the provisions in the Act, the Central Government may, by Order published in the Official Gazette, make provisions necessary/expedient for removing the difficulty. (Section 30)