



जोगिन्द्रा केन्द्रीय सहकारी बँक मर्यादित

Jogindra Central Cooperative Bank Ltd.

100 Years
of Honour & Trust

Head Office: Rajgarh Road, Solan H.P.-173212

Phone: 01792-220305, 225690 Fax: 01792-222715

No. JCCB/Estt./RTI/

404-443

Estd: 1924

Date:

10/04/2024

Head Office General Circular 1/2024-25

Subject: Implementation of Right to Information Act, 2005 in the Bank.

In compliance of the orders passed by the State Chief Information Commissioner, Himachal Pradesh dated 11-03-2024, the Jogindra Central Cooperative Bank Ltd. has been declared as Public Authority under provisions of the Right to Information (RTI) Act, 2005.

In view of the above Bank is pleased to designate Mr. Ram Paul, AGM as the Public Information Officer (PIO) at Head Office of the Bank, and Mr. Leela Dutt Sharma will be the Assistant Public Information Officer (APIO). At the Branch level all the Branch Managers are designated as Public Information Officers (PIO) for their respective branches.

Managing Director, Bank will be the Appellate Authority.

As a Public Information Officer (PIO) under the Right to Information (RTI) Act, it is important to adhere to certain guidelines and best practices to ensure transparency, accountability, and efficiency in handling RTI requests. Here are some key guidelines for PIOs under the RTI Act:

- 1. Timely Response:** Respond to RTI requests within the stipulated timeframe of 30 days, or within 48 hours in case of information concerning life and liberty of an individual.
- 2. Acknowledgment:** Acknowledge receipt of the RTI application promptly and provide the unique registration number for tracking purposes.
- 3. Processing of Requests:** Process the RTI requests diligently and ensure that all relevant information is provided to the applicant within the specified time frame.
- 4. Information Disclosure:** Disclose information that is not exempted under the RTI Act unless it falls under any of the exempted categories mentioned in Section 8 and Section 9 of the Act.
- 5. Fees and Charges:** Collect fees as per the prescribed rates for providing information and provide a detailed breakup of the charges to the applicant.
- 6. Record Keeping:** Maintain proper records of RTI applications, responses, and other related documents for future reference and audit purposes.
- 7. Confidentiality:** Ensure the confidentiality of sensitive information and handle personal data with utmost care to protect the privacy rights of individuals.
- 8. Appeal Process:** Inform applicants about their right to appeal to the Appellate Authority in case they are not satisfied with the response provided by the PIO.
- 9. Public Interface:** Maintain a cordial and transparent interface with RTI applicants and provide assistance in understanding the process of filing an RTI application. By following these guidelines, PIOs can effectively



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discharge their duties under the RTI Act and contribute to promoting transparency and accountability in public administration.

All the PIOs are required to maintain a register in their respective offices as per performa enclosed as Appendix-1.

All the incumbents are directed to adhere to these guidelines and ensure compliance with the RTI Act, 2005 to promote transparency and accountability in our operations.

All concerned are advised to go through the RTI Act, 2005.

For any queries or assistance regarding RTI implementation, please contact Mr. Ram Paul, AGM or Mr. L.D. Sharma Sr. Manager at the Head Office.

CP
20/04/2024

Managing Director

Copy to:

1. State Chief Information Commissioner, HIMACHAL PRADESH STATE INFORMATION COMMISSION, KEONTHAL COMPLEX, KHALINI, SHIMLA-2, for information in compliance of his order dated 11-03-2024.
2. All the PIO's & APIO for information and compliance.
3. All the Section In-Charges at H.O.
4. Section In-charge I.T., for publishing and putting in domain through website of the Bank.
5. H.O. General Circular File.

CP
20/04/2024

Managing Director

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Appendix-I

REGISTER OF APPLICATIONS FOR INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

PART-I

Sl No.	Name & full postal address of the applicant	Whether below poverty line (BPL)	Date of receipt of application	Tentative date on which the record would be ready	Mode by which the information is sent	Treasury challan No. and date	Signature of PIO/APIO
1	2	3	4	5	6	7	8

PART-II

Actual date when the information is ready	Number of actual pages	Amount of additional fee	Signature of applicant with date in token of receipt if the information is delivered in person or if the information is sent by post its particulars and date	Signature of PIO/APIO
9		10	11	12