



COIR BOARD
(Ministry of Agro & Rural Industries, Govt. of India)
M.G.Road, P.B.No.1752, Cochin – 16.

OFFICE ORDER NO: 34 DATED 24.06.2005

Sub: Right to Information Bill, 2004 – setting up of infrastructure –
designation of Public Information Officers(PIO)/Assistant Public
Information Officers – reg.

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The right to Information Bill, 2004 has already been passed by the Lok Sabha. Therefore, a machinery is to be set up for prompt implementation of the Law within 120 days of its becoming legislation.

In order to implement the Law in Coir Board, it has been decided to designate Public Information Officers(PIOs)/Assistant Public Information Officers. Accordingly all the Showroom Managers/Acting Managers are designated as Public Information Officer, for providing information to persons requesting for the same as envisaged vide Clause 5(1) of the Bill.

The specific duties and responsibilities of the PIOs/Assistant PIOs will be as indicated in the sheet attached. The materials required for use/reference by the public as per the Act will be provided to the Information Officers separately as soon as possible.

The above orders are issued with the approval of Chairman and will take immediate effect.

Sd/-

SECRETARY

To

All Showroom Managers/Acting Managers in the Showrooms

Copy to:

Sr.A.O
J.D.(Plg.)
Marketing Section
Accounts Section
PIO in the Head Office
All Sections/Sub Offices
Personal File
Stock File

(Issued from File No.CB/Adm/2005/19/3)

(c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) provide reasons for its administrative or quasi judicial decisions to affected persons;

(e) before initiating any project, or formulating any policy, scheme, programme or law, publish or communicate to the public in general or to the persons likely to be affected thereby in particular, the facts available to it or to which it has reasonable access which in its opinion should be known to them in the best interest of natural justice and promotion of democratic principles. 5

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications so that the public have minimum resort to the use of this Act to obtain information. 10

(3) For the purpose of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible and comprehensible to the public. 15

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Public Information Officer, available free or at such cost of the medium or the print cost price as may be prescribed. 20

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as Public Information Officers in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act. 25

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as an Assistant Public Information Officer to receive the applications for information or appeals under this Act for forwarding the same forthwith to it or to the Government. 30

Provided that where an application for information or appeal is given to an Assistant Public Information Officer, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7. 35

(3) Every Public Information Officer shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

The Public Information Officer may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties. 40

Any officer whose assistance has been sought under sub-section (3) shall render assistance to the Public Information Officer seeking his or her assistance and for the purposes of this Act such other officer shall be deemed to be a Public Information Officer.

6. (1) A person who desires to obtain any information under this Act shall make a request in writing or through electronic means in English or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, 45

(a) the Public Information Officer of the concerned public authority;

Designation of Public Information Officers.

Request for obtaining information.