

**CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE, PILANI (RAJ).**

**OFFICE MEMORANDUM**

No. OM/AO2005

Dt. 25.08.2009  
31.08.2009

In compliance with CSIR letter No. 6-9(131) (RTI)/2005-E-III dated 9<sup>th</sup> August 2005 and as per provision contained in Right to Information Act 2005 and consequent upon the retirement of Sh. Lila Dhar, Admn. Officer and PIO, the Director, CEERI, Pilani has been pleased to nominate Dr. S.N.Mishra, Sr. Hindi Officer as Public Information Officer for implementation of said Act at CEERI, Pilani with immediate effect .

**Terms of Reference**

- Public Information Officer (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.
- 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.
- PIO may seek the assistance of any other officer for the proper discharge of his/her duties.
- PIO, on receipt of a request, shall expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fees as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9 of Right to information Act. 2005.
- 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.
- If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
- 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.

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.

- If following partial access , the PIO shall give a notice to the applicant, informing
    - a) That only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided.
    - b) The reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based ;
    - c) The name and designation of the person giving the decision.
    - d) The details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
    - e) His or her rights with respect of review of the decision regarding non disclosure of part of the information, the amount of fee charged or the form of access provided.
- If information sought has been supplied by the 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.
- Third party must be given a chance to made a representation before the PIO within 10 days from the date of receipt of such notice.

6/21/87 (c)  
CONTROLLER OF ADMINISTRATION

Copy to :

1. Dr. S.N.Mishra, Sr. Hindi Officer & PIO
2. Sh. Durga Prasad, SO & APIO
3. All Nodal Officer
4. All DU Incharges
5. MIC
6. F&AO
7. SPO
8. Vigilance Section
9. PA to COA
10. PA to AO
11. Notice Board

for CEEPI website  
Bhatia