

CHAPTER-1

INTRODUCTION

1.1 Please through light on the background of this hand-book (Right to Information Act, 2005)

This hand-book is prepared in consonance with the Right to Information Act, 2005.

1.2 Objective / purpose of this hand-book

The objective of the book is to provide the citizens a direction to secure access to information under the control of Visakhapatnam Port Trust to promote transparency and accountability in its working.

1.3 Who are the intended users of this hand-book?

Any citizen who is interested in the development of the Visakhapatnam Port.

1.4 Organisation of the information in this hand-book.

The information in the hand-book is organized into 18 chapters as per the index.

1.5 Definitions (Please provide definitions of various terms used in the hand book)

a.Port Traffic/Cargo handled:

Cargo handled is the total of cargo loaded , unloaded and transshipped during the year from 1st of April to 31st March next.

b.Pre-berthing detention/waiting time:

Time taken by a ship from its arrival at the anchorage(reporting station) till it starts its movement to the berth.

c.Turn round time:

The total time spent by a vessel at the port from its arrival at reporting station till its departure from the reporting station for onward journey.

d. Output per ship berth day:

Average rate of loading/unloading of cargoes per day of 24 hours.

e. Abbreviations used:

CE – Chief Engineer	C.M.E. – Chief Mechanical Engineer
F.A & C.A.O. : Financial Adviser & Chief Accounts Officer	H.R.D.C.- Human Resource Development Center
D.C. – Deputy Conservator	C.V.O. – Chief Vigilance Officer
T.M. – Traffic Manager	H.O.D – Head of the Department
C.M.O. – Chief Medical Officer	C.M.M- Chief Materials Manager
Dy.- Deputy	Asst.- Assistant
A.O.B.- Administrative Office Building	A I&PRO – Assistant Information and Public Relations Officer

1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information, procedure and fee structure.

1.6.1: Names and phone numbers of Public Information Officers are given vide chapter- 8 of this manual.

1.6.2: A request for obtaining information under sub-section (1) of section-6 of the R.I. Act, 2005 shall be accompanied by an application as per format (Annexure - A) and payment of fee of Rs.10/- by way of cash against proper receipt or by demand draft or bankers cheque payable in favour of FA&CAO/VPT.

1.6.3: The Public Information Officer is not bound to provide the information sought:

- (A) if disclosure thereof would –
- (i) Prejudicially affect the sovereignty and integrity of India;
 - (ii) Prejudicially affect the security, strategic, scientific or economic interests of India;
 - (iii) Prejudicially affect the relation with a foreign country;
 - (iv) Lead to incitement of an offence; or
 - (v) Cause a breach of privilege of Parliament or the State Legislature;
 - (vi) Harm the competent position of a third party;
 - (vii) 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; or
 - (viii) Involve an infringement of copyright subsisting in a person, other than the State.
- (B) if the same has been expressly forbidden to be published by any court of law or tribunal or the disclosure thereof may constitute contempt of court.
- (C) if the same was received in confidence from a foreign government.

- (D) if the same pertains to policy proposals, including records of deliberations of the Board of Trustees, Heads of Departments and other officers, provided that the decisions of Board of Trustees, etc., the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete or over.
- (E) if the same relates to personal information, the disclosure of which has no relationship to any public activity or interest, or would cause unwarranted invasion of the privacy of an individual.
- (E) if the same pertains to any occurrence, event or matter which has taken place twenty years before the date on which the application was made.

1.6.4: The Public Information Officer shall also assess as to whether the information sought -

- (i) is held by another public authority; or
- (ii) is more closely connected with the functions of another public authority;
- (iii) relate to or has been supplied by a third party, who has treated it as confidential.

In case of (i) & (ii) at Para 1.6.4 above, the Public Information Officer shall transfer the application to the concerned public authority and inform the applicant about such transfer within 5 days of receipt of the application, as per format at Annexure 'B'.

In case of (iii) at Para. 1.6.4 above, the Public Information Officer shall give a written notice to such third party, within 5 days of receipt of the application, of the request and invite him to make a submission, as regards disclosure of the information sought. The Public Information Officer shall consider the submission, if any, made by that third party within 10 days of issue of the notice, before taking a decision about disclosure of the information to the applicant.

The Public Information Officer shall, subject to the above, call and compile the requisite information as expeditiously as possible or reject the request for the reasons specified above.

1.6.5: For providing information, the fee shall be charged by way of cash against proper receipt or by demand draft or by bankers cheque payable to the FA&CAO/VPT at the following rates:

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette or floppy/CD; for information provided in diskette or floppy/CD,

- (e) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication; and
- (f) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes or fraction thereof, thereafter.
- (g) Postal charges of Rs.50/- (Rupees Fifty only) upto 200 grams for outside Visakhapatnam and Rs.20/- (Rupees Twenty only) for local dispatch shall be charged extra for sending the information by post.

The Public Information Officer shall send intimation to the applicant in the format given in 'Annexure C' informing him of the amount of further fees for the supply of information

On receipt of the further fees, the Public Information Officer shall furnish intimation to the applicant at an early date and in any case within thirty days of receipt of the application. However, the period intervening between the issue of the communication referred above and receipt of the further fees shall be excluded for the purpose of calculating the period of thirty days.

First appeal against the decisions of the Public Information Officer shall lie with the Chairman, Visakhapatnam Port Trust, who shall decide the same within 30 days of receipt thereof.

The first appeal shall be made on plain paper in the format as at Annexure 'D'.

Every order passed by the appellate authority shall be communicated to the applicant as well as to the concerned Public Information Officer against whose order the appeal was preferred.

Every Public Information Officer shall maintain a register, in the format given in Annexure 'E', in respect of the applications received for seeking the information under the Right to Information Act, 2005.

VISAKHAPATNAM PORT TRUST

Format of Application form under the Right to Information Act, 2005

To
The Public Information Officer :
Visakhapatnam Port Trust
{Name of the department/PIO and address}

(1) Full name of the applicant :

(2) (a) Address :
(b) Telephone No. if any :
(c) e-mail address, if any :

(3) Citizenship with valid proof :

(4) Particulars of information required

- (i) Subject matter of information :
(ii) Period to which the information relate :
(iii) Description of the information required :
(iv) Whether the information is required
by post or in person :

(5) Whether Below Poverty Line : Yes/No

(i) If yes, proof thereof

(ii) If no, mode of Payment of Fee of Rs. _____ Cash or D/D or Pay Order
No. _____ dated _____.

DA: D/D or Pay order or Cash Receipt of Rs.10
or proof of 'below poverty line'

Place

Date

Signature of applicant

For Office Use only

1. (a) *Date & Time of Receipt of Application* :
(b) *Application Reference No.* :

2. (a) *Date of forwardal to other person/
department for report* :
(b) *Time-limit set for receipt of report* :
(c) *Date of receipt of report* :

3. (a) *Estimated cost of providing
information sought* :
(b) *Date on which additional fees sought* :
(c) *Date of receipt of additional fees* :

4. *Whether the exemptions detailed in the
RTI Act, 2005 are attracted.
If yes, please specify* :

5. *Date on which the applicant was provided
with the information sought **or**
Date of communication of rejection of
the request* :

6. *Signature of Public Information Officer* :

VISAKHAPATNAM PORT TRUST

Format of letter intimating transfer of an application

From

*(Designation & Address of the
Public Information Officer)*

Date

To

(Name & Address of the applicant)

Sir,

Sub: Application Reference Number , Dt.

Please refer to your application dated _____ addressed to the undersigned requesting to provide information on _____. The above information is held by another public authority. Hence, your application is being forwarded to _____ (name and address of the public authority to whom the application is being transferred).

2. *The inconvenience caused is regretted.*

Yours faithfully,

(Name & Signature of PIO)

*Copy, together with the application referred to above, in original, forwarded to:
(name and address of the public authority to whom the application is being transferred).*

Encl: As above

(Name & Signature of PIO)

Annexure 'D'

VISAKHAPATNAM PORT TRUST ST

Format of Appeal under Section 19 (1) of the Right to Information Act, 2005

From

(Applicant's name and address)

Date

To

The Chairman

Administrative Office Building

Visakhapatnam Port Trust

VISAKHAPATNAM -530035.

- (1) Name & Address of the Appellant :
- (2) Application Reference No., if available :
- (3) Name of the Public Information Officer :
- (4) Date of receipt of the order appealed against :
- (5) Last date for filing the appeal :
- (6) Particulars of information sought:
- (a) Nature and subject matter of the information required:
- (b) Name of the office/department to which the information relates to:
- (c) Nature of Appeal :
- (7) The grounds for appeal :

Place:

Date:

Signature of the Appellant

DECLARATION

I, _____ (Name of the appellant), son/daughter/wife of _____ hereby declare that the particulars furnished in the appeal are, to the best of my knowledge and belief, true and correct and that I have not suppressed any material facts.

Place:

Date:

Signature of the Appellant

Annexure 'E'

VISAKHAPATNAM PORT TRUST

Format of Register maintained under the Right to Information Act, 2005

<i>Application Reference No. & Date</i>	<i>Name & Address of the applicant</i>	<i>Details of Information sought</i>	<i>Particulars of action/decision taken and date thereof</i>	<i>Whether appeal filed – If yes, date.</i>	<i>Remarks, if any.</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>