



इलेक्ट्रॉनिक्स कारपोरेशन ऑफ इंडिया लिमिटेड
Electronics Corporation of India Ltd

INFORMATION ON ECIL IN ACCORDANCE WITH The RTI ACT, 2005

In accordance with the provisions of The Right to Information Act, 2005 and in compliance with Chapter-II, Section 4 (1), sub Clause (b), the following information is placed:

Compliance under Section 4(1) (b) of The Right to Information Act, 2005

Chapter	Particulars
I	The particulars of Organization, functions and duties
II	The powers and duties of its Officers and Employees
III	The procedure followed in the decision making process, including channels of supervision and accountability
IV	The norms set by the Organisation for the discharge of its functions
V	The rules, regulations, instructions, manuals and records, held by the Organisation or under its control or used by its employees for discharging its functions
VI	A statement of the categories of documents that are held by the Organisation or under its control
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 the Organisation's policy or implementation thereof
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
IX	A directory of the Officers and Employees in the Organisation.
X	The monthly remuneration received by each of the Officers and Employees in the Organisation, including the system of compensation, as provided in its regulations
XI	The budget allocated to each of Company Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
XIII	Particulars of recipients of concessions, permits or authorizations granted.
XIV	Details in respect of the information, available to or held by the Organisation, reduced in an electronic form.
XV	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.
XVI	The names, designations and other particulars of the Public Information Officers
XVII	Other useful information 1. Procedure for seeking information, inspection of records and payment of fee/cost. 2. Format for seeking information (FORM-A) 3. Format for inspection of Records (FORM-B) 4. Format for Appeal to Appellate Authority (FORM-C)



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I. The particulars of Organization, functions and duties

An Overview of ECIL:

Electronics Corporation of India Limited (ECIL) is a Public Sector Enterprise under Department of Atomic Energy and was incorporated on 11.04.1967, with an objective to generate a strong indigenous capability in the field of professional grade electronics. ECIL pioneered several technologies in the Country, prominent being -

- Digital Computer
- Solid State TV
- Control & Instrumentation for Nuclear Power Plants
- Earth Station Antenna
- Computerized Operator Information System
- Radiation Monitoring & Detection Systems
- Automatic Message Switching Systems
- Programmable Logic Controller
- Solid State Cockpit Voice Recorder
- Electronic Voting Machines

ECIL is a MOU signing Company with DAE. It has achieved MOU excellence Awards 2006-07 & 2007-08 in “Electronics & Communication Sector” from DPE. The Company has also bagged the prestigious SCOPE Award for “Excellence & Outstanding Contribution to the Public Sector Management - Medium PSE Category 2007-08”, to name a few. Following were some of the significant technological accomplishments in the recent years:

- 32 Meter Deep-Space Network Antenna System IDSN32 which ably supported the maiden Indian Moon Mission
- State-of-the-art Electronic Warfare Systems
- Missile Support Systems
- Sub-Systems for Nuclear Reactor C&I
- Control Instrumentation for Prototype Fast Breeder Reactor
- Integrated Security Systems for Commonwealth Games–2010, Delhi

The Company has achieved a sales turnover of Rs.1060 crores in the year 2008-09. The authorised share capital of the Company is Rs. 200 crores, of which Rs. 163.37 crores was paid up as on March 31, 2009. During the financial year 2008-09, the Company paid a dividend of Rs. 471.93 Lakhs.

For Financial performance of the Company, please visit the Website www.ecil.co.in

The Company has organized its business operations Division-wise under SBU concept, bringing products of related technology under one Division each.



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Human Resources/Employee Relations

The management of the Company believes that the human resource is its most valuable asset, which needs to be nurtured and equipped with necessary training & tools to face the challenges posed by the dynamic business environment, on an ongoing basis. The management of the Company is committed to the welfare and career growth of its employees.

Vision, Mission & Objectives

Vision:

To contribute to the country in achieving **self reliance in strategic electronics**

Mission:

To strengthen its status as a valued technology provider to the Nation particularly in the area of Strategic Electronics meeting the requirements of Atomic Energy, Defence, Space, Civil Aviation, Security and other such sectors of strategic, economic and social importance.

Objectives

- To develop and manufacture indigenous technology, products and services in the area of Defence, Nuclear, Space, Security, Information Technology and Telecom Sectors.
- To be an Industry leader in Controls, Communication and Computer Technologies.
- To provide a professionally challenging and fulfilling environment for employees and help them to realize their full potential.
- To be a responsible Corporate Citizen of the Country, balancing productivity, health, environment and safety.
- To achieve highest standards of Corporate Governance.
- To invent products and technology solutions for the benefit of Society in areas like Agriculture, Education, Health, Power, Transportation, Food, Disaster Management etc.
- To progressively improve shareholder value of the Company.
- To re-engineer the Company to become nationally and internationally competitive by paying particular attention to delivery, cost and quality in all its activities.
- To consciously work for finding export markets for the Company's products.



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Duties:

- To attain the objectives set out in the Memorandum of Association.
- To comply with all the statutory regulations and implement Govt. Orders issued from time to time.
- To effectively utilize the material resources and skills with suitable restructuring of manpower.
- To manage the business on commercial lines in the climate of growing professional competence and be fair in its dealings with all its customers, suppliers, employees etc.

Addresses of ECIL Registered Office, Factories and Zonal / Branch Offices:

Registered Office & Main Factory	Electronics Corporation of India Limited ECIL Post, Hyderabad – 500 062
Zonal Offices	B-7, Local Shopping Centre DDA, A Block, Ring Road Naraina, NEW DELHI – 110 028
	1207, Veer Sarvarkar Marg Dadar (Prabhadevi) MUMBAI – 400 028
	4 th Floor, Apeejay House 15 Park Street KOLKATA – 16
	Ground Floor, Panagal Building, 1A, Jeenis Road, Saidapet CHENNAI - 600 015
Branch Office	2 nd Floor, Leeman's Complex 30/1, Cunningham Road BANGALORE – 580 052



II. The powers and duties of Officers and Employees

ECIL is a commercial organization with well defined powers and duties. Important powers and duties are given below:

A) Chairman & Managing Director:

As Chief Executive, he is accountable to its Board of Directors. He is responsible for optimization of resources and achieving Company objectives. He has the powers to -

1. Appoint, promote employees upto all levels of posts, except the appointments made by the Board of Directors or Govt. of India appointees.
2. Grant allowances, leaves, loans & advances, honoraria or rewards, ex-gratia payments of non-recurring nature on compassionate grounds, subject to rules and budgetary provisions.
3. Sanction purchase of plant & machinery and other assets, within the sanctioned project estimates.
4. Fix selling prices of products.
5. Borrow monies on short-term basis, otherwise than on debentures; invest funds of the Corporation, enter into all Contracts and execute Agreements, Deeds, Instruments, Leases and Documents.
6. To appear and represent the Corporation before various Govt. Authorities or before Courts for purposes connected with the Company.

B) Director(Personnel):

Director(Personnel) is a member of the Board of Directors. He reports to Chairman & Managing Director. He is overall in-charge of coordinating and implementing personnel and industrial relations policies. He has the powers to -

1. Sanction recruitment schedules for approved manpower
2. Decide source/method of recruitment.
3. Engage Apprentices.
4. Cause payment of Bonus etc.



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C) Director(Finance):

Director(Finance) is a member of Board of Directors. He reports to Chairman and Managing Director. He is overall In-charge of Finance and Accounts. He is responsible for evolving and formulating finance policies as well as implementation thereof. He has the power to -

1. Borrow monies on short-term basis, otherwise than on Debentures; invest funds of the Corporation.
2. Cause receipts for loans and deposits of money for the Corporation.
3. Appoint agencies for financial services and fix remuneration thereof.
4. Operate cash credit and overdraft within the limits and to sign all documents relating thereto.

D) Director(Technical):

Director(Technical) is a member of Board of Directors. He reports to Chairman and Managing Director. He is overall in-charge of technical functions covering R&D, production and marketing. He is responsible for optimum utilization of resources. He advises on safety matters. He has the power to -

1. Sign Memorandum of Understandings.
2. Approve expenditure on marketing and export promotion.
3. Pay advances and wharfage & demurrage and related matters.

E) General Managers:

The General Managers are responsible for the operations of the Divisions under their administrative control. They will organize material and manpower to achieve the Divisional targets. They have the powers for -

1. Procurement of materials
2. Entering Service Contracts for Servicing Plant & Machinery and Other Assets of the Corporation.



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3. Quoting for tenders
4. Execution of documents with Customs and Central Excise Departments.
5. Approving of the expenditure on sales promotion/advertisements.
6. Approving Official Tour Programmes within India for the employees under their administrative control.

F) Heads of the Divisions.

The Heads of the Divisions are responsible for the operations of respective Divisions. They generally report to GM concerned. They have necessary powers for production and sales of the Division concerned.

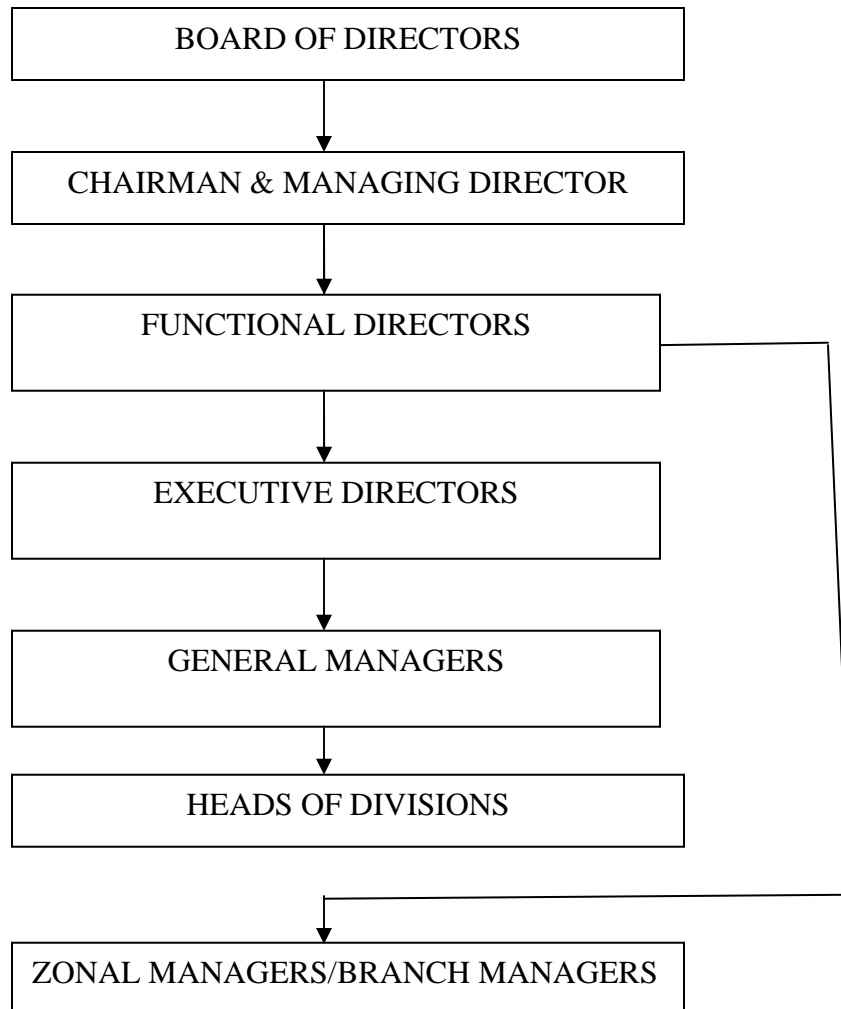


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III. The procedure followed in the decision making process, including channels of supervision and accountability

Presently, ECIL has three manufacturing facilities (two at Hyderabad and one at Tirupati) and Zonal / Branch Offices, Regional Maintenance Centres (RMCs) / Sub-Regional Maintenance Centres (SRMCs) spread across the Country. The SRMCs are under the administrative control of respective RMCs and the RMCs are under the administrative control of Respective Zonal / Branch Offices. Bangalore Branch office is under the administrative control of Chennai Zonal Office. The Zonal Managers are under the administrative control of Director (Technical). The operations at Head Office are organized into Business Divisions (SBUs) and Services Divisions. The Organisation Chart depicting the Organisation's structure is available in Website www.ecil.co.in

The decisions making process in the Company at higher levels involves the following channels.





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IV. The norms set by the Organization for the discharge of its functions:

The Company has notified various procedures, guidelines, schemes and rules to the Employees for discharge of their functions. To meet the changing business needs, the Company issues new rules, modifies the existing rules and notifies them through established internal channels of communication for due compliance by employees.

The Organization follows the guidelines issued from time to time by Department of Public Enterprises and Central Vigilance Commission.



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V. The Rules, regulations, instructions, manuals and records, held by the Organization or under its control or used by its employees for discharging its functions.

The important Rules, Regulations, Manuals and Schemes which are notified to the Employees for compliance in discharging their functions, are indicated below:

(A) Matters pertaining to Company affairs :

- a) Memorandum of Association and Articles of Association of the Company
- b) Purchase procedures
- c) Safety Manual
- d) Sub-delegation of Powers by C&MD to Officers of the Company.
- e) TA &DA Rules

(B) Establishment matters pertaining to Employees:

- a) ECIL Standing Orders
- b) ECIL Conduct, Discipline and Appeal Rules
- c) Leave Rules
- d) ECIL Medical Attendance Rules
- e) Recruitment/Promotion Policies
- f) Scheme on Workers participation in Management
- g) Scheme on issue of Safety Uniforms
- h) Conveyance reimbursement
- i) Rules on allotment of quarters
- j) Official Language implementation
- k) Scholarship Scheme for SC& ST Students



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VI. A Statement of the categories of documents that are held by the Organization or under its control.

All Statutory Registers/Documents are maintained under Companies Act and other applicable Laws. In addition, following categories of documents are also held by the organization or under its control:

A. Documents pertaining to Contract, Commercial etc.

- a) Purchase procedure
- b) Contracts/Agreements entered with Customers/Suppliers
- c) Sales Invoices
- d) Purchase Orders
- e) Approvals from Competent Authority

B . Documents pertaining to Establishment matters.

- a) Personal records of the Employees
- b) Annual Confidential Reports of the Employees
- c) Circulars issued on various Service matters
- d) Delegation of Powers
- e) Various sanction orders issued to the Employees
- f) Allotment of Quarters to Employees
- g) Sanction Orders of Scholarships to SC&ST Students
- h) Insurance Policies for the Employees on tour to dangerous places
- i) Register of details of Foreigners visit
- j) Information on Welfare Activities carried out by the Company

C. Documents pertaining to Legal Matters.

All documents relating to Court cases

D. Agreements

- a) Contracts/Agreements entered with Customers/Suppliers
- b) MoU with Govt. of India
- c) Rental Agreements for hiring Office Accommodation



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E. Licenses

- a) Permission to commence business
- b) Factory Licence
- c) Licences for Establishment of Offices under applicable Shops & Establishment Acts.
- d) Licences from Govt. of India to manufacture certain products
- e) Licences from Technology Suppliers



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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 the Organization's policy or implementation thereof.

No such arrangement exists.



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VIII. 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

A) Board of Directors

Functional

- | | | |
|--|-----|------------------------------|
| 1. Shri Y S Mayya | ... | Chairman & Managing Director |
| 2. Major General(Retd.) Sanjeev Loomba | ... | Director(Personnel) |
| 3. Shri N S S Prasada Rao | ... | Director(Technical) |
| 4. Shri Shiv Kumar Nori | ... | Director(Finance) |

Part-time Directors

5. Dr. C B S Venkataramana
Joint Secretary(I&M) to Govt. of India
Department of Atomic Energy, Mumbai
6. Shri Umesh Chandra
Sr. Executive Director(Safety & KM)
Nuclear Power Corporation of India Limited(NPCIL)
Mumbai
7. Shri V R Sadasivam
Joint Secretary(Finance) to Govt. of India
Department of Atomic Energy, Mumbai
8. Lt. Gen. Partha Mohapatra, AVSM,
Signal Officer-in-Chief & Sr. Col. Commandant
Directorate General of Signals
Army Head quarters, New Delhi
9. Dr. R Sreehari Rao
Chief Controller(R&D)
DRDO, Govt. of India, New Delhi



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B) Audit Committee is constituted on the lines of Clause 49 of Listing Agreement as circulated by Department of Public Enterprises, Govt. of India.

The Audit Committee consists of the following:

1. Shri Umesh Chandra ... Chairman
Sr. Executive Director(Safety & KM)
NPCIL
2. Shri V R Sadasivam
Joint Secretary(Finance) to Govt. of India
Department of Atomic Energy
3. Shri N S S Prasada Rao
Director(Technical)
4. Statutory Auditor
5. Company Secretary/Sr. DGM(L&CS)

Special Invitees

Director(Finance)
Director(Finance), NPCIL
SDGM(I&A)

Meetings of Board, its Sub-Committees and CMC are not open to Public.

- II. Corporate Management Committee (CMC) comprising of C&MD, all Functional Directors, all Heads of Divisions, Chief Vigilance Officer and Company Secretary/ Sr. Deputy General Manager(L&CS) meets every month regularly to discuss performance of the Company. Presidents and Secretaries of ECIL Employees Union and ECIL Officers Association are permanent special invitees. All five Zonal Managers are also invited to these meetings once in a Quarter.



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IX. CONTACT PHONE NUMBERS OF BOARD OF DIRECTORS AND KEY EXECUTIVES IN THE ORGANISATION

A) BOARD OF DIRECTORS:

SL NO.	NAME (S/SHRI)	DESIGNATION	CONTACT PHONE NOS.	
			OFFICIAL	RESIDENCE
1	Y S MAYYA,	CHAIRMAN & MANAGING DIRECTOR	040-27121055	040-27113525
2.	MAJ. GEN.(RETD.) SANJEEV LOOMBA	DIRECTOR (PERSONNEL)	040-27121484	040-27122227
3.	N S S PRASADA RAO	DIRECTOR (TECHNICAL)	040-27123409	040-27114188
4.	SHIVKUMAR NORI	DIRECTOR (FINANCE)	040-27121522	040-24031084
5.	V R SADASIVAM {JT. SECY(F), DAE}	DIRECTOR	022-22023896	022-23634622
6.	DR. CDS VENKATA RAMANA {JT. SECY(I&M), DAE}	DIRECTOR	022-22840309	022-23610601
7.	UMESH CHANDRA {SR.EXE. DIR. (SAFETY&KM), NPCIL}	DIRECTOR	022-25584609	022-25666141
8.	LT. GEN. PARTHA MOHAPATRA, AVSM, {(SO-in-C & SR. COL. COMMANDANT), ARMY HQs.}	DIRECTOR	011-23015662	011-23752208
9	DR. R SREEHARI RAO {CHIEF CONTROLLER (R&D), DRDO}	DIRECTOR	011-23014372	040-24530264



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B) KEY EXECUTIVES:

SL NO.	NAME & ADDRESS (S/SHRI/SMT.)	DESIGNATION	CONTACT PHONE NOS.	
			OFFICIAL	RESIDENCE
HYDERABAD (HEAD QUARTERS)				
1	ARTI C. SRIVASTAVA	CVO	040-27121349	040-23100336
2.	CHVRS GOPALAKRISHNA	GM: ASG	040-27162563	040-27630933
3.	V SATHYANARAYANA	GM: IT&TG	040-27120477	040-23704867
4.	G. R. KOTESWARA RAO	GM: ISG	040-27122734	040-23737876
5.	P SUDHAKAR	GM: DSG	040-27121781	040-23376494
6.	P VISWANATHAM	GM: CSG	040-27123762	040-27221273
7.	T R RAJA MANNAR	HEAD: SSSD & CR&D	040-27162271	040-27114402
8.	P THANGA RAJU	HEAD: CSD	040-27120593	040-27126908
9.	B BHASKARA RAO	HEAD: CPPM	040-27121655	040-27141727
10.	B P R MURTHY	HEAD: SPD	040-27122819	040-27227622
11.	T V S KISHORE KUMAR	HEAD: CnID	040-27122405	040-27122512
12.	G UMAPATHI	HEAD: CD	040-27120288	09440576854 *
13	M A BAQUI	HEAD: SQAG	040-27134053	09493173296 *
14.	T SURESH	HEAD:ESD	040-27122435	09440808019 *
15.	T V SHARMA	HEAD: RID	040-27136073	040-65088692
16.	A RAM PRASAD	HEAD(M&E): CND	040-27125012	09490611744 *
17	A ASHOK KUMAR	HEAD: EMSD	040-27260037	040-27263021
18	A A HUSSAIN	HEAD:PG	040-27121981	040-27135554
19.	Y VISWESWARA RAO	OFFG. HEAD: CED	040-27125709	040-27224426
20.	M BADRI NARAYANA	OFFG. HEAD:IT&SD	040-27123097	09491043241 *
21.	K S SHESHADRI	OFFTG. HEAD: BSD	040-27143242	09490481580 *
22	R MAHENDRAN	OFFG. HEAD: SSD	040-27122486	09440620917 *

*MOBILE



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SL NO.	NAME & ADDRESS (S/SHRI.)	DESIGNATION	CONTACT PHONE NOS.	
			OFFICIAL	RESIDENCE
CHENNAI (SOUTH ZONE)				
23	S HANUMANTHA RAO	GM: SZ	044-24349085	040-23040655
24	R ANBALAGAN	DY. ZM	044-24349085	044-24827855
MUMBAI (WEST ZONE)				
25	D S KULKARNI	ZM	022-24223443	022-26845288
NEW DELHI (NORTH)				
26	H C KALRA	ZM	011-25771049	011-25518288
KOLKATA (EAST)				
27	B K MAJUMDAR	ACTG. DY. ZM	033-22659788	033-24689206
BANGALURU BRANCH				
28	D. R. VENKATASUBBU	BRANCH MANAGER	080-22250360	080-23641354



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X. The monthly remuneration received by each of the Officers and Employees in the Organisation, including the system of compensation, as provided in its regulations:

The remuneration of the Executives of the Company is governed by the guidelines of the Dept. of Public Enterprises, Govt. of India.

The remuneration of employees are fixed through negotiations with recognized Employees Union, subject to overall guidelines of Dept. of Public Enterprises, Govt. of India. The present scales of pay are given below:

EXECUTIVES			
GRADE	SCALE OF PAY (Rs.)	RATE OF INCREMENT	DESIGNATION
EG-1	12600-32500	3%	Asst. Technical Officer/Asst. Officer
EG-2	16400-40500	3%	Technical Officer/Officer
EG-3	20600-46500	3%	Sr. Technical Officer/Sr. Officer
EG-4	24900-50500	3%	Technical Manager
EG-5	29100-54500	3%	Senior Manager
EG-6	32900-58000	3%	Dy. General Manager
EG-7	36600-62000	3%	Sr. Dy. General Manager
EG-8	43200-66000	3%	Addl. General Manager
EG-9	51300-73000	3%	General Manager
EG-10	62000-80000	3%	Executive Director
SCH-B	75000-100000	3%	Director
SCH-A	80000-125000	3%	Chairman & Managing Director
NON-EXECUTIVES			
WG-I	6650	3%	Tradesman Mate
WG-II	6960	3%	Tradesman-A
WG-III	7280	3%	Tradesman-B
WG-IV	7980	3%	Tradesman-C
WG-V	8360	3%	Tradesman Mate-D
WG-VI	8780	3%	Tradesman-D
WG-VII	9260	3%	Tradesman-E
WG-VIII	9750	3%	Artisan-A
WG-IX	10320	3%	Artisan-B
WG-X	11010	3%	Artisan-C
WG-XI	11900	3%	Master Technician
WG-XII	12500	3%	Senior Master Technician

Note: In addition to the above, Dearness Allowance, Accommodation in Company Quarters on nominal rent OR House Rent Allowance, Leave as per Rules, Leave Travel Concession, Medical Reimbursement as per Rules, subsidized Canteen/Transport facilities, Provident Fund, Production Incentives etc. are given as per Company Rules.



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XI. The budget allocated to each of Company Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

ECIL prepares capital budget for investment decisions which are cleared by the Board. The Project/items figuring in the approved budget allocations will be allowed to be committed during a given year. The performance is monitored regularly.

The budget projections for each of the Divisions of the Company are made in advance prior to the commencement of the year.



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

As such ECIL does not have any Subsidy schemes/programmes for Public.



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XIII. Particulars of recipients of concessions, permits or authorizations granted

ECIL does not grant any concession, permits or authorization.



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XIV. Details in respect of the information, available to or held by the Organisation, reduced in an electronic form.

The following documents/information are available and held by the Company in Electronic Form.

1. Annual Reports for the years 2006-07, 2007-08 & 2008-09
2. Current Tenders for purchase of goods/services
3. Current Advertisements for Jobs
4. Press Releases



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XV. 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.

ECIL does not maintain any Public Library.



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Electronics Corporation of India Ltd

XVI. The Names, Designations and other particulars of the Public Information Officers & Appellate Authority:

S.No.	Name & Designation	Designated under the Act as	Contact details
1	Maj.Gen.(Retd)Sanjeev Loomba, Director (Personnel)	Appellate Authority	Phone : 040-27121484 Fax : 040-27120033 e-mail ID : dirper@ecil.co.in
2	Shri D Bala Koteswara Rao Sr.Dy. General Manager (EM)	Central Public Information Officer (CPIO)	Phone : 040-27186793 e-mail ID: hrestate@ecil.co.in
3	Shri G Yadagiri Rao Personnel Officer (EM)	Central Asst. Public Information Officer (CAPIO)	Phone : 040-27186793 e-mail ID: hrestate@ecil.co.in



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XVII. OTHER USEFUL INFORMATION:

1. Procedure for seeking information and inspection of records under The Right to Information Act' 2005 (hereinafter 'Act').

1.1 Procedure to obtain information from the Central Public Information Officer (CPIO):

- 1.1.1 The Central Assistant Public Information Officer (CAPIO)/Central Public Information Officer (CPIO) have been designated as mentioned at Chapter- XVI to receive the request seeking information.
- 1.1.2 Any Indian citizen who desires to obtain any information, or inspection of records, under the provisions of this Act, shall make a request in writing or through electronic means in Form-A or Form-B (given in the following pages), as the case may be to the CAPIO/CPIO. These forms are available with Reception Section at Head Quarters free of cost or the requester can take print of the same from ECIL website www.ecil.co.in by himself or write a letter in the same format. The request shall accompany such fee as prescribed under the Act.
- 1.1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under Sections 8 and 9 of the Act.
- 1.1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person.
- 1.1.5 The Reply shall be either collected by requester or shall be forwarded to the requester either through post or courier, at the address given in the application form.
- 1.1.6 Requests which are not addressed to CAPIO/CPIO or not specifying the exact information required shall not be responded.

1.2 Time Schedule

CPIO will send the response to requester within the period as specified under the Act.

1.3 Applicable fee and payments:

- 1.3.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs. 10/- by way of DD/ Bankers Cheque/Indian Postal Order. The Applicant can also pay the Application fee of Rs.10/- by way of cash to the Accounts Officer, Electronic Corporation of India Ltd., at Head Quarters, against proper Receipt, during normal working hours, personally or through his representative.



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1.3.2 Fee for providing information/inspection of records will be as follows:

- a) Rs. 2/- 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) Rs. 50/- per diskette or floppy containing information;
- e) Information in printed form: price fixed for publication or Rs. 2/- per page of photocopy for extracts from the publication.
- f) Inspection of records: No fee for first hour; a fee of Rs. 5/- for each subsequent hour (or fraction thereof)

1.3.3 Request shall be accepted only when it is related to CAPIO/CPIO under the Act and is accompanied by the requisite fee as specified above at 1.3.1 above.

1.3.4 In case required, CPIO shall inform the requester about additional fee to be deposited by him towards furnishing of information or inspection of records. The Requester, upon getting notice from CPIO, shall deposit the additional fee requested in connection with the processing of the request, promptly, prior to release of information/inspection of documents. The CPIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.

1.3.5 In case the mode of payment is through Demand Draft or Banker's Cheque/Indian Postal Order, the same shall be issued in favor of Electronics Corporation of India Limited.

1.3.6 Application along with the money receipt towards cash payment or the Demand Draft or Banker's Cheque or Indian Postal Order shall be accepted by CAPIO/CPIO.

1.3.7 Requester shall not enclose any currency note(s) along with the application, delivered through post / courier as it is against provisions of the Act and also the rules governing postal services.

1.3.8 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the Public Authority could be claimed by the requester latest within 30 days from date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.



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1.3.9 Requester who is Below Poverty Line(BPL) need not pay any fee. He/she will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

2. Recourse in case requester is not satisfied with response or lack of it from CPIO.

2.1 In case the requester fails to get a response from the CPIO/CPIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within ECIL (as mentioned at Chapter-XVI), for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.



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Electronics Corporation of India Limited

प्रपत्र-क (Form-A) आवेदन/Application

(सूचना अधिकार अधिनियम, 2005 की धारा 6(1) के अधीन

Under Section 6(1) of the Right to Information Act 2005

दिनांक/Date: _____

सेवा में / To

केन्द्रीय जन सूचना अधिकारी/Central Public Information Officer

इलेक्ट्रानिक्स कारपोरेशन आफ इण्डिया लिमिटेड

Electronics Corporation of India Limited

ECIL Post, Hyderabad-500 062, AP

प्रिय महोदय/महोदया/Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ। कृपया मुझे नीचे दिए गये पते पर निम्नलिखित सूचना दें :
I am a citizen of India. Please furnish the following information to me at my address :

.....
.....
.....

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना, अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं करना है, से संबद्ध नहीं है।

To the best of my knowledge, the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है ? (है/नहीं है) (कृपया किसी एक को टिक करें)

Whether the information sought concerns the life and liberty of a person? [Yes/No]
(Please tick any one)

4. शुल्क का विवरण/Details of the fee paid:

- 4.1 माध्यम : नकद/डिमांड ड्राफ्ट/बैंकर्स चैक/आईपीओ सं. _____

दिनांक _____ राशि रु. _____

Mode: Cash / DD / Bankers Cheque/Indian Postal Order No _____

Date _____ Amount Rs. _____

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

नाम/Name: _____

पता/ Address: _____

ई-मेल/E-mail: _____



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प्रपत्र-ख (Form-B)

रिकार्ड देखने के लिए आवेदन/Application for Inspection of Records
(सूचना अधिकार अधिनियम, 2005 की धारा 6(1) के अधीन)
(Under Section 6(1) of the Right to Information Act 2005)

दिनांक/Date:-----

सेवा में/To

केन्द्रीय जन सूचना अधिकारी/Central Public Information Officer

इलेक्ट्रॉनिक्स कारपोरेशन आफ इण्डिया लिमिटेड

Electronics Corporation of India Limited

ECIL Post, Hyderabad-500 062, A.P.

प्रिय महोदय/महोदया/Dear Sir/Madam,

1. मैं भारतीय नागरिक हूँ। देखे जाने वाले रिकार्ड का विवरण :
I am citizen of India Particulars of Records to be inspected :

2. मेरी जानाकारी के अनुसार, उपर्युक्त वांछित सूचना, अधिनियम की धारा 8 एवं 9, जिन्हें प्रकट नहीं किया जाना है, से संबद्ध नहीं है।
To best of my knowledge, the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.
3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से संबंधित है? (है/नहीं है) (कृपया किसी एक को टिक करें)
Whether the information sought concerns the life and liberty of a person? [Yes / No]
(Please tick any one)
4. शुल्क का विवरण/Details of the fee paid:
 - 4.1 माध्यम : नकद/डिमांड ड्राफ्ट/बैंकर्स चैक/आईपीओ संख्या (कृपया किसी एक को टिक करें)
Mode: Cash / DD / Bankers Cheque/Indian Postal Order (Please tick any one)
 - 4.2 संदर्भ-डिमांड ड्राफ्ट/बैंकर्स चैक /आईपीओ संख्या----- दिनांक -----
Ref: DD / Bankers Cheque/Indian Postal Order No.-----date -----
 - 4.3 नकद रसीद सं./Cash Receipt No. ----- दिनांक/Date -----
 - 4.4 राशि रु./Amount Rs.-----

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

नाम/Name: -----

पता/Address: -----

ई-मेल/E-mail:-----



प्रपत्र-ग (Form-C)

इलेक्ट्रॉनिक्स कारपोरेशन आफ इण्डिया लिमिटेड में अपील
Appeal to the Appellate Authority in Electronics Corporation of India Limited

7. मांगी गई राहत _____
The relief sought: _____
8. उन दस्तावेजों की प्रतियाँ जिनके आधार पर
आवेदक ने अपील की
Copies of Documents relied upon by
the applicant
9. आवेदक/अपीलकर्ता का विवरण _____
Particulars of the Applicant/Appellant _____

हस्ताक्षर: _____
Signature: _____

नाम: _____

Name: _____

पता: _____

Address: _____

ई-मेल/E-mail: _____



इलेक्ट्रॉनिक्स कारपोरेशन आफ इण्डिया लिमिटेड
Electronics Corporation of India Limited
प्रपत्र-ग (Form-C)

इलेक्ट्रॉनिक्स कारपोरेशन आफ इण्डिया लिमिटेड में अपील की प्रार्थना
Appeal to the Appellate Authority in Electronics Corporation of India Limited
(सूचना अधिकार अधिनियम, 2005 की धारा 19 के अधीन)
(Under Section 19 of the Right to Information Act 2005)

दिनांक/Date:-----

सेवा में/To

अपीलीय अधिकारी/ The Appellate Authority

इलेक्ट्रॉनिक्स कारपोरेशन आफ इण्डिया लिमिटेड

Electronics Corporation of India Limited

ECIL Post, Hyderabad-500 062, A.P.

1. आवेदन प्रस्तुत करने का दिनांक (आवेदन की प्रति संलग्न करें): -----
Date of submission of the request (copy of the request to be attached):
2. पंजीकरण संख्या, यदि आवेदक के पास उपलब्ध है तो : -----
Registration number, if available with applicant: -----
3. केन्द्रीय जन सूचना अधिकारी से प्राप्त उत्तर, यदि हो तो,
की तिथि (उत्तर की प्रति संलग्न करें) : -----
Date of reply, if any, received from Central Public
Information Officer(Copy of the reply to be attached) :
4. केन्द्रीय जन सूचना अधिकारी का विवरण: नाम / Name: -----
Particulars of Central Public Information Officer. पता / Address: -----
5. अपील से संबद्ध संक्षिप्त तथ्य(कृपया किसी एक को टिक करें)
Brief facts leading to appeal (Please tick any one)
क) उत्तर प्राप्त नहीं हुआ a) No response received -----
ख) उत्तर से खिन्न b) Aggrieved by the response -----
6. उपर्युक्त केन्द्रीय जन सूचना अधिकारी से उत्तर प्राप्त होने की
तिथि से 30 की निर्धारित अवधि के पश्चात अपील
फाइल करने के कारण, यदि हो तो (यदि देरी हुई तो) : -----
Reasons, if any, for appeal being filed after prescribed period of
30 days from date of receipt of reply from the above Central Public
Information Officer (in case of delay only)