

**NATIONAL PRODUCTIVITY COUNCIL**  
**(An Autonomous Body under Department of Industrial Policy and Promotion,**  
**Govt. of India)**  
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**Information Handbook under Right to Information Act, 2005**

## **CHAPTER -1: INTRODUCTION**

### **1.1 Background of the Handbook**

This information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, functions etc. of the National Productivity Council (NPC).

### **1.2 Objectives**

- To provide access to information under the control of National Productivity Council and to promote transparency in the working.
- To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

### **1.3 Intended Users**

This Handbook is useful for the persons seeking information about the National Productivity Council.

#### 1.4 Contact Persons for getting more information

Please contact the Central Public Information Officer (s) /State Public Information Officer(s) in the offices of the NPC, as detailed in Chapter 17 below.

#### 1.5 Definitions/Abbreviations used

- a) "RTI Act" means Right to Information Act 2005
- b) "NPC" means National Productivity Council
- c) "DG" means Director General, NPC
- d) "DDG" means Dy. Director General, NPC
- e) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act
- f) "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act

#### 1.6 Procedure and fee structure for getting information not available in the Handbook

Any person who wishes to seek information under the RTI Act, 2005 can file an application in Form-A, attached with this Handbook, to the PIO concerned. Forms are available free of cost in the offices of NPC. It can also be downloaded from the NPC website.

A fee of Rs. 10/- (Rs. ten) per application will be charged for supply of information in addition to the cost of document or the photocopies of document/information, if any.

A sum of Re. 2 per page will be charged for supply of photocopy of document(s) under the control of NPC.

The fee/charges payable as above shall be in the form of cash or Demand Draft/Indian Postal Order (IPO) drawn in favor of National Productivity Council and payable at the place where in the information is being sought.

Subject to the provisions of the RTI Act, NPC will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.