

**MSME- TECHNOLOGY DEVELOPMENT CENTRE
FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE (FFDC), KANNAUJ
(A GOVERNMENT OF INDIA AUTONOMOUS BODY UNDER MINISTRY OF MSME)**

RIGHT TO INFORMATION ACT 2005

Introduction

The Right to Information Bill was passed by the Parliament on 13th May 2005. The Bill got the Presidential assent on 15th June 2005 to become the Right to Information Act 2005. Right to Information Act is an Act to provide for freedom to every citizen to secure access to information under the control of public authorities, consistent with public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected there with. To bring about transparency and accountability and to implement the provisions of the Right to Information Act 2005, Fragrance and Flavour Development Centre (FFDC), Kannauj has made an attempt to provide certain information to citizens to empower them to exercise their right to Information. FFDC, Kannauj has designated Central Public Information Officer (CPIO) for dissemination of information. Appellate Officer has also been designated to provide facility to the public to appeal in case of non-receipt of information sought for.

In case Information is not available as provided hereunder the said information can be sought under the Right to Information Act, 2005 by applying in the prescribed format. The format along with prescribed fees may be deposited which shall be forwarded to the CPIO and a date for receiving the information would be given to the applicant.

In case the Information cannot be made available the cause for not making available such information would be given to the applicant in the prescribed period. If not satisfied to the reply, the applicant can seek redressal of his grievance from the Appellate Authority designated for the purpose.

Under RTI Act no fees will be charged for the persons below poverty line, the request for obtaining information under sub section 1 and section 6 shall be accompanied by the application fees of Rs. 10/- by way of cash against proper receipt or bank draft or banker's cheque or Indian Postal Order payable to FFDC, Kannauj.