

FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

(Under Section 4 (1) (b) (xv) of Right to Information Act-2005)

For convenience of the citizen desiring to get information, the information is provided by the concerned officials/staff in FFDC, Kannauj at Industrial Estate, G.T. Road, Makrand Nagar, Kannauj-209726 (U.P.). The information is provided on the services and activities of the Institute. FFDC, Kannauj also maintains its website www.ffdcindia.org exhibiting information relating to different Short & Long Term Training Programmes being conducted and other activities and divisions of the centre.

Information can be sought by an application in the prescribed format which are not available in the website. The application seeking information should accompanied with prescribed fee. On receipt of the application, the information sought by the applicant is replied well in time. In case of rejection also the applicant shall be intimated giving the reasons there of.

Prescribed fees

1. Application fee of Rs. 10/- in shape of Demand Draft or Banker's Cheque or Indian Postal Order payable to Principal Director, FFDC, Kannauj. Payment of Application fee can also be made by way of cash.
2. For supply of Information:
 - (a) Rs. 2/- (Two Rupees) for each printed/ photocopy page (in A3 or smaller size paper)
 - (b) Actual cost of a photocopy in larger size paper.
 - (c) Actual cost for samples or models.
 - (d) Rs. 50/- (fifty Rupees) for each C.D.
 - (e) Actual postal charges involved in supply of information exceeding Rs. 50/- (Fifty Rupees)
 - (f) For inspection of records no fee for the first hour but a fee of Rs. 5/- (Five Rupees) for each subsequent hour or fraction there of shall be charged.

If the applicant belongs to below poverty line (BPL) category he/she is not required to pay any fee. The application not accompanied with the prescribed fee of Rs. 10/- (Ten Rupees) or proof of the applicant's belonging to below poverty line category shall not be a valid application.

FORMS:

- i. Application for seeking information.
- ii. Proforma for acknowledgement.
- iii. Proforma for rejection order.

FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

FORM OF APPLICATION FOR SEEKING INFORMATION

(See rule 3)

I.D. No.....

(For official use)

To

The Competent authority,

.....

.....

1. Name of the Applicant :
2. Address :
3. Particulars of information.
 - (a) Concerned department :
 - (b) Particulars of information required. :
 - (i) Details of information required :
 - (ii) Period for which information asked for :
 - (iii) Other details :
4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.
5. A fee of Rs..... has been deposited in the office of the Competent authority vide Receipt No..... dated.....

Place.....

Date.....

Signature of applicant

E-mail address, if any.....

Tel. No. (Office).....

Address for Communication.....

.....

FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

ACKNOWLEDGEMENT OF APPLICATION

I.D. No.....

Dated:

1. Received an application from Shri/Ms resident of under the Right to information Act, 2005.
2. The Information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the Shri. between 11 A.M. to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date (s), the Competent Authority shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the Authority
accepting the application

E-mail address:

Web-site:

Tel. No.....

Dated:

FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

Rejection order
(See rule 8 & 9)

From.....

No. F.

Dated:

To

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

Sir/Madam,

Please refer to your application I.D. No. dated
..... addressed to the undersigned regarding supply of information on:

2. The information asked for cannot be supplied due to following reasons:-

- i)
.....
ii)
.....
iii)
.....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate Authority, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:.....

Tel. No.....