

ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE: WARANGAL

RIGHT TO INFORMATION ACT – 2005

We place hereunder the abridged rules / procedures on Right To Information Act – 2005 for the convenience of information seekers.

- All applications should be addressed to Central Public Information Officer and should be sent by Registered Post Acknowledgement due only.
- Application seeking information should be on one subject only.
- Application should be referring to a specific document/record at Branch/ Regional Office or Head Office.
- In one application a maximum of 3 queries can be asked with reference to a document/record.
- Payment of fee should be by way of DD/Pay order, Postal order, Money paid in the counter of a branch, in favour of the Branch Manager/Regional Officer/Accounts officer at HO as the case may be.
- With a view not to affect the routine functioning of Br/Dept inspection of records will be permitted on specific approval by CPIO/Appellate Authority under RTI Act with reference to an application wherever required; and such inspection would be allowed only on a specific date, time and venue/during the working hours on a working day.
- Applicants allowed inspection of records will be communicated in advance specifying the date, venue and time. Correspondence/ negotiation for change in date, time or venue would not be entertained. Applicant not availing the opportunity shall be deemed (treated) as not interested and the application is treated as disposed off. Continuation of inspection of records to another day subsequent to the day of appointment /visit will be on specific sanction from the

CPIO/Appellate Authority and depending up on the availability of officer holding the records/Dept.

- Applicants for inspection of records should produce a valid proof of their photo identity i.e. Election card, driving license, Pass port, ID, issued by a competent authority not below the rank of gazetted officer in State Government.
- Up on inspection of records, if the applicant requests for photo copies of the record / document, he should pay Rs.2/- per page along with inspection fee of Rs.50/- per hour.
- Discussion on the subject, narration, proofs reading and clarification on the document copy sought would not be entertained.
- Criticism will not be entertained.
- Helpers/delegates are not entertained while, perusing the documents / records..
- No translated copy of the record/ document is arranged.
- Only one record / document at a time is allowed for inspection. Next document is allowed only after completion/ return of the earlier document.
- Applicants claiming exemption of fee under Bellow Poverty Line category should produce original BPL certificate for verification while attending the inspection of records.

Central Public Information Officer
(M.NARSINGA RAO)