

# RTI DISCLOSURES

## 1. Organisation and Function

S. No.	Item	Details of disclosure	Information/Relevant Web Link
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	<p><b>Categories of documents:-</b>The documents can also be classified in terms of Confidential (which may not be made available to public) and general.</p> <p><b>i. The following are the general documents which are held by the department for effective &amp; efficient working of its operations:</b></p> <p><b>1. Articles of Association and Memorandum of Association</b>  <b>2. Manuals developed for conducting of business and work.</b></p> <p>a) Service/Administrative/Financial and Training related records,  b) Procurement manual,  c) Other document related to conduct of business of the company</p> <p><b>3. Operational Policy Statements.</b></p> <p><b>ii. The Confidential documents, which are exempted from disclosure under Section 8 of the Act, are as follows:</b></p> <p>1. Information including commercial confidence, trade Secrets or Intellectual Property, the disclosure of which would harm the competitive position of a third party.  2. Investigatory records compiled for enforcement purposes, but only to the extent that which would harm any of the following specified interests:</p> <p>a) enforcement proceedings  b) fair trial or an impartial adjudication  c) personal privacy  d) confidentiality of investigative sources  e) Techniques, procedures, and safety of law enforcement personnel.</p>

			<ol style="list-style-type: none"> <li>3. Information available to a person in his fiduciary position.</li> <li>4. Information received in confidence from foreign Government.</li> <li>5. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence or law enforcement or security purposes.</li> <li>6. Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual</li> <li>7. Information specifically exempted from disclosure by statute.</li> <li>8. Information, disclosure of which would prejudicially affect the sovereignty &amp; integrity of India, Security of the State, Scientific or economic Interest, International Relations or leads to incitement of an offence.</li> <li>9. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.</li> <li>10. Information, disclosure of which would cause a breach of privilege of Parliament or the State Legislature.</li> <li>11. Any other document which the management in its sole discretion decides to keep as confidential.</li> </ol>
		<p>(ii)Custodian of documents / categories</p>	<p><b>Custodian of documents/ categories:</b> - The documents held by the institute are normally meant for reference within the institute by the concerned and responsible officer.</p> <p>The custodian of respective documents is the concerned unit head.</p>