

## **RTI ACT**

Kerala Urban & Rural Development Finance Corporation Ltd has implemented the Right to Information Act 2005. Citizens who wish to get information or permitted documents as per the provisions of this Act can contact the Public Information Officer.

### **Right to Information Act 2005 – Publication of Information**

To ensure enhanced and more effective access to information for its citizens, the Government of India enacted the 'Right to Information Act, 2005' (hereinafter referred to as the RTI Act), which came into force on October 12, 2005.

The primary objective of the Act is to grant citizens the right to access information held by Public Authorities, promoting transparency and accountability in their operations.

The right to information includes an access to the information which is held by or under the control of any public authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents / records and certified samples of the materials and obtaining information which is also stored in electronic form.

The Act provides under Sections 8 and 9, certain categories of information that are exempt from disclosure to the citizens.

Any citizen can request information by submitting a written application in English or the official language of the area where the application is being made. This application should be accompanied by the prescribed fees and directed to the respective Public Information Officer.

In accordance with the provisions of Section 4[1] of the RTI Act, we hereby provide the information.

## LIST OF BOARD OF DIRECTORS

1. ADV. REJI ZACHARIAH-CHAIRMAN, KURDFC
2. SRI R S KANNAN-MANAGING DIRECTOR, KURDFC -DIRECTOR
3. SRI M KRISHNADAS, CHAIRMAN, CHAMBER OF MUNICIPAL CHAIRMEN)-DIRECTOR
4. SRI SANDEEP K G, CHIEF ENGINEER, LSGD-DIRECTOR
5. SRI MANOR T , JOINT SECRETARY , LSGD, GoK--DIRECTOR
6. S RAJESH ANTHOLI, DEPUTY SECRETARY, FINANCE DEPARTMENT, GoK--DIRECTOR
7. Sri. John Joseph Vadassery, Joint General Manager, Project, HUDCO-DIRECTOR

### **Display of Information as per the Requirement of Section 4(1) (b) of the Right to Information Act, 2005 is furnished here under**

<b>Section No.</b>	<b>Provision requirement</b>	<b>Information</b>
4 .1.b.i	Particulars of its Organization , function's and duties	Kerala Urban & Rural Development Finance Corporation is a Government Company with share more than 51 % held by Government of Kerala and the rest held by various Local Self Government Institutions. KURDFC is registered under the Companies Act, 1956 and was regulated by Reserve Bank of India (RBI) as Non-Banking Financial Corporation (NBFC) . The Head Office of the Company is situated at 5 <sup>th</sup> Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram. The functions and duties of the company are defined in the Memorandum and Articles of Association of the company
4.1.b.ii	The powers and duties of its officers and employees	The powers and duties of officers and employees are determined by the Board of Directors in accordance with the Kerala Urban & Rural Development Finance Corporation Staff Regulation 1970.
4.1.b.iii	The procedure followed in the decision making process, including channels of	

<b>Section No.</b>	<b>Provision requirement</b>	<b>Information</b>
	supervision and accountability	Different powers have been delegated by the Board of Directors to the officers at various levels for smooth functioning. Additionally, control measures have been implemented to exercise supervision and assign accountability and responsibility..
4.1.b.iv	The norms set by it for the discharge of its functions	Guiding principles for performing various functions are derived from directions received from the Government of India and the Government of Kerala, which have been approved by the corporation's Board of Directors.
4.1.b.v	The rules, regulations, instructions, manuals records, held by it or under its control or used by its employees for discharging its functions:	Periodical guidelines are made available to all employees for discharging various functions, ensuring clarity and consistency in their roles and responsibilities..
4.1.b.vi	A statement of the categories of documents that are held by it or under its control:	Documents, as required under law, rules and regulations, such as, Balance Sheets, record of the staff are made available on our website:
4.1.b.vii	The particulars of any arrangement that exists for consultation with or representation by, the members of the Public in relation to the	The Board of Directors formulates and implements policies under the guidance and direction of the Government of Kerala.

Section No.	Provision requirement	Information
	Formulation of its policy or implementation thereof.	
4.1.b.viii	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:	The Board of Directors is constituted under the Companies Act, 1956. Members of the public are not entitled to participate in the meetings of the Board/Committees, and the minutes are not accessible to the public.
4.1.b.ix	A directory of its officers and employees:	<a href="#">Click here for details</a>
4.1.b.x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:	Remuneration of the Managing Director is fixed by the Government of Kerala. As regards the remuneration of other officers/employees, the same is fixed as per the service regulations framed by the Government of Kerala. The list of officers is already available in the website for reference
4.1.b.xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:	Not applicable
4.1.b.xii	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable
4.1.b.xiii		Not applicable

<b>Section No.</b>	<b>Provision requirement</b>	<b>Information</b>
	Particulars of recipients of concessions, permits or authorizations granted by it:	
4.1.b.xiv	Details in respect of the information available to or held by it reduced in an electronic form:	Details of services offered by the company are made available on our website
4.1.b.xv	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:	Public can obtain information on our various services from our head office. Further the information is also made available on our website Company is not maintaining any Library/Reading Room for Public.
4.1.b.xvi	The names, designations and other Particulars of the Public Information Officers.	List of Public Information Officers and Appellate Authority placed at Head Office is made available in this folder below.
4.1.b.xvii	Such other information as may be prescribed:	

**Details of designation and remuneration of employees**

<b>Sl.No.</b>	<b>Name of post</b>	<b>No. of posts</b>	<b>Scale of Pay</b>
1	MANAGING DIRECTOR	1	
2	ADMINISTRATIVE OFFICER	1	
3	ASSISTANT MANAGER PROJECT (TOWN PLANNER)	1	
4	ACCOUNTS OFFICER	1	
5	COMPANY SECRETARY	1	
6	FINANCE MANAGER	1	
7	SECTION OFFICER	1	
8	SENIOR GRADE ASSISTANT	1	
9	ASSISTANT GRADE I	1	
10	ASSISTANT GRADE II	1	
11	STENOGRAPHER GRADE II	2	
12	TYPIST	1	
13	PEON CUM DRIVER	3	
14	OFFICE ATTENDANT	1	
15	PART TIME SWEEPER	1	

**Details of Public Information officer and Appellate Authority at Head Office**

**Name and address of the Appellate Authority**

**SRI. R.S.KANNAN,**

**MANAGING DIRECTOR,**

**KERALA URBAN & RURAL DEVELOPMENT FINANCE CORPORATION**

**5<sup>TH</sup> FLOOR, TRANS TOWERS,**

**VAZHUTHACAUD, THIRUVANANTHAPURAM- 695014**

**EMAIL:kurdfc@gmail.com**

**Phone No: 0471-2321857**

**Name and Address of the Public Information Officer**

**SRI. ANEESH A B**

**ADMINISTRATIVE OFFICER**

**KERALA URBAN & RURAL DEVELOPMENT FINANCE CORPORATION**

**5<sup>TH</sup> FLOOR, TRANS TOWERS,**

**VAZHUTHACAUD, THIRUVANANTHAPURAM- 695014**

**EMAIL:kurdfc@gmail.com**

**Phone No: 0471-2321857**

## **The Right to Information (Regulation of Fee and Cost) Rules, 2005**

### **How to get Information**

Citizens can seek information about the activities of Kerala Urban & Rural Development Finance Corporation by submitting a written request with details like Name, address, contact telephone number and particulars of the information sought. If the requested information is not received within the stipulated time or if there's a denial of information, an appeal can be made to the Appellate Authority.

### **Procedure for Seeking Information**

A request for obtaining information under sub-section (1) of section 6 of the Act shall be made to the concerned State Public Information Officer or through the State Assistant Public Information Officer, as the case may be, accompanied by an application fee of rupees ten.

The application fee shall be paid in any of the following manners, namely:-

- By cash remittance against proper receipt in the office of the State Public Information Officer/State Assistant Public Information Officer, as the case may be; or
- By demand draft payable to Managing Director, Kerala Urban & Rural Development Finance Corporation; payable at Thiruvananthapuram.



## **Gist of Fee Structure**

What is the effective date for the Right To Information (Regulation of Fee and Cost) Rules, 2005?

The Right to Information (Regulation of Fee and Cost) Rules, 2005, came into effect from October 16,

Whether any amount is to be given along with the application for information U/S 6 (1) of the RTI Act?

Yes, the request for information under Section 6 (1) of the RTI Act, shall be accompanied by an application fee of Rs. 10/- (Rupees Ten Only).

What is the rate of application fee to be accompanied along with the request for information U/S 7 (1) of the RTI Act?

The information under Section 7 (1) of the RTI Act, shall be charged in the following rates:

- Rs. 3/- (Rupees Three only) for each page in A-4 size paper, created or copied;
- Actual charge or cost price of a copy in larger size paper;
- Actual cost or price for samples or models; and
- For inspection of records, no fee for the first hour; and a fee of Rs. 10/- (Rupees Ten only) for each Thirty minutes (or fraction thereof) thereafter.

Whether any fee can be collected from the persons categorized as below poverty line?

No. In case the request for information is given by a person belongs the category below poverty line, then in such case the information shall be given free of cost.

How the application fee can be paid by the person seeking information?

The application fee may be remitted by way of cash against proper receipt or by way of DD.

**State Public information Officer**

***Sri. Roychen Thomas***

Administrative Officer

Ph.0471-2321856, 2321857

**Appellate Authority**

***Sri. RS Kannan***

Managing Director

Ph.0471-2321856, 2321857

Mob-9495569036