

INSTITUTE OF ACTUARIES OF INDIA

Information on its Obligations under the

Right to Information Act, 2005

(Version 3.00 / 17 12 2024, Approved by FAC)

The Government of India has enacted the Right to Information Act, 2005 (<http://www.persmin.nic.in>) which has come into effect from October 13, 2005. The Right to Information under this Act is meant to give to the citizens of India access to information under the control of public authorities to promote transparency and accountability in these organisations. The Act, under Sections 8 and 9, provides for certain categories of information to be exempt from disclosure. The Act also provides for the appointment of a Chief Public Information Officer to deal with requests for information.

Institute of Actuaries of India (IAI) – Obligation under the Act

The Institute of Actuaries of India (IAI) is a public authority as defined in the Right to Information Act, 2005. As such, the IAI is obliged to provide information to members of public in accordance with the provisions of the said Act.

Access to the Information Held by IAI

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

IAI Website

The IAI maintains an active website (www.actuariesindia.org). The site is updated regularly and all the information released by the IAI is also simultaneously made available on the website. The information published in the public domain includes the following:

- 1) Governance Structure
- 2) Acts / Regulations
- 3) Details about Membership
- 4) Details about Seminars

Making an Application under the Right to Information Act, 2005

Citizens of India will have to make the request for information in writing, clearly specifying the information sought under the Right to Information Act, 2005. The application for request should give the contact details (postal address with PIN, telephone number, fax number, email address) so that the applicants can be contacted for clarifications or for further information. As per the Act, information can be furnished only to citizens of India but not to others.

How do I send my application?

As per the Right to Information (Regulation of Fee and Cost) Rules, 2005 prescribed by the Government of India: a request for obtaining information under Section 6(1) of the Right to Information Act needs to be accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by Demand Draft or Banker's Cheque or Indian Postal Order.

You could send your request by post accompanied by the application fee of Rs. 10/- payable by Demand Draft or Banker's Cheque favouring **Institute of Actuaries of India**.

Where do I send my request?

You can send your request addressed to the concerned Central Public Information Officer (CPIO) indicated below:

#	Name	Designation	Contact No.	Email
1	Mr. Yogesh Pandit	Central Public Information Officer	022-62433350	yogesh@actuariesindia.org

Postal Address:

Institute of Actuaries of India, Unit No. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot No. R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai – 400 706

How long will IAI take to provide information?

IAI will, within 30 days of receipt of the application for information along with the fee, communicate to the requestor whether it can or cannot provide the information.

Fee Structure

Will I have to pay to get the information?

As per the Right to Information (Regulation of Fee and Cost) Rules, 2005, the public authority shall charge:

- 1) Rs. 2/- for each page (in A-4 or A-3 size paper) created or copied;
- 2) Actual charge or cost price of a copy in larger size paper;
- 3) Actual cost or price for samples or models; and
- 4) For inspection of records – no fee for the first hour; and a fee of Rs. 5/- for each subsequent hour (or fraction thereof).

Further, to provide information under Section 7(5) of the Right to Information Act, 2005, the public authority shall charge:

- 1) Rs. 50/- per diskette or floppy; and

- 2) For information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.

At what stage will I have to pay this cost?

If IAI has the information and can provide it to you, it will, within 30 days of its receiving the application along with appropriate fees, communicate to you the cost of providing the information as prescribed under Section 7(1) of the Right to Information Act.

When will I get the information?

You will get the information once IAI receives the payment towards providing the information.

Exemptions from Disclosure

Can IAI refuse to give me information?

Yes, Sections 8 and 9 of the Right to Information Act, 2005 exempt certain categories of information from disclosure. These include:

- Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.
- 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.
- Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature.
- Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.
- Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information.
- Information received in confidence from foreign Government; 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 for law enforcement or security purposes.
- Information which would impede the process of investigation or apprehension or prosecution of offenders.
- Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers.
- 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.

Right to Appeal

Do I have a right to appeal?

Yes, under the Right to Information Act, 2005, you have the right to appeal if you are not satisfied with the information provided by IAI or its decision not to provide the information requested.

Who should I address my appeal to?

You can address the appeal to:

Appellate Authority:	Dr. Ruchita Verma
Address:	Unit No. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot No. R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai – 400 706

What if I am not satisfied even with the decision of the Appellate Authority?

Under the Act, if you are not satisfied with the decision of the Appellate Authority within IAI, you can appeal to the Central Information Commissioner appointed in terms of Chapter 3 of the Right to Information Act, 2005.

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