



1. About DDCA:

(i) **DDCA as an Organization:** DDCA is a Company established as a Licensed Company under Section 25 of the Companies Act, 1913 (now governed by Section 8 of Companies Act, 2013). DDCA is also one of the affiliates of BCCI and looks after cricket activities in the State of Delhi.

(ii) **Objectives:** DDCA has been set up with an objective to promote Cricket in the State of Delhi. DDCA as a cricket association is also responsible for selection players for various state teams in all age groups (Men & Women) and also has a cricket academy namely, Centre for Excellence which is headed by Mr. Arun Bhardwaj (Centre Head).

2. Organizational Structure:

A. Board of Directors

- President
- Vice President
- Secretary
- Joint Secretary
- Treasurer
- 1 First Class Player (Elected)
- 1 nominee each from Ministry of Urban Development, Ministry of Youth Affairs and Sports and Sports Authority of India
- 1 nominee of Controller of Accounts GNCTD
- 1 Women Member
- 5 other Directors

B. Chief Executive officer

C. Managers:

- Finance
- Technical

- Infrastructure
- Law
- Media
- Human Resources

D. Working Committees

- (i) Sports Working Committee
- (ii) Tendering Committee
- (iii) Selection Committee
- (iv) Ticketing and Accreditation

E. RTI Cell

- Public information Officer- Mr. Pradeep Kumar Banerjee
- 1st Appellate Authority: Chief Executive Officer (Whenever Appointed)
- 2nd Appellate Authority: President of the Executive Committee.

F. Ethics Officer

G. Ombudsman

3. Procedure for request for obtaining Information from RTI Cell:

1. A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi accompanying such fee as may be prescribed, to Public Information Officer specifying the particulars of the information sought by him or her: Provided that where such request cannot be made in writing, the Public Information Officer shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

2. An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

3. Where an application is made to a public authority requesting for an information:

(a) which is held by another public authority; or

(b) the subject matter of which is more closely connected with the functions of another public authority, the public information officer, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

3. Disposal of request:

(i) The Public Information Officer on a receipt of a request as prescribed shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request, either for any reasons as prescribed herein.

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(ii) If the Public Information Officer fails to give decision on the request for information within the period specified above, the Public Information Officer shall be deemed to have refused the request.

(iii) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Public Information Officer shall send an intimation to the person making the request, giving:

(a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in

accordance with fee prescribed requesting him to deposit that fees, and the period intervening between the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(iv) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Public Information Officer shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(v) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-clause (vi), pay such fee as may be prescribed:

Provided that the fee prescribed for making a request for obtaining information and in the clause (i) and (v) shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(vi) Notwithstanding anything contained in sub-clause (v), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (i).

(vii) Before taking any decision under sub-clause (i), the Public Information Officer shall take into consideration the representation made by a third party under section 11.

(viii) Where a request has been rejected under sub-clause (i), the Public Information Officer shall communicate to the person making the request:

(a) the reasons for such rejection;

(b) the period within which an appeal against such rejection may be preferred; and

(c) the particulars of the appellate authority

(ix) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

4. Exemption from disclosure of information:

Every Information as exempted by Section 8 of Right to Information Act is exempted from disclosure.

5. Grounds for rejection to access in certain cases:

Without prejudice to the provisions of Section 8 of Right to Information Act, 2005, the Public Information Officer may reject a request for information where such a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than a State.

(i) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained hereinabove, access may be provided to that part of the record which does not contain any information which is exempt from disclosure as provided hereinabove and which can reasonably be severed from any part that contains exempt information.

(ii) Where access is granted to a part of the record under sub-clause (i), the Public Information Officer shall give a notice to the applicant, informing-

(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(c) the name and designation of the person giving the decision;

(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-clause (i) of Appeal or the Information Commission, time limit, process and any other form of access.

8. Third Party Information:

Section 11 of Right to Information Act, 2005 shall govern the information requested to be obtained in respect of Third Party.

9. The Public Information Officer, for the purposes of obtaining information as prescribed hereinabove, shall be as follows:

Pradeep Banerjee
Ferozeshah Kotla Ground New Delhi-110002

10. Appeal

(1) Any person who, does not receive a decision within the time specified hereinabove or is aggrieved by a decision of the Public Information Officer, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Public Information Officer:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Public Information Officer or under section 11 of Right to Information Act, 2005 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision in Appeal (First Appeal) shall lie within ninety days from the date, on which the decision should have been made or was actually received, with the President of Executives/Board of Directors.

Provided that the President of Executives/Board of Directors, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Public Information Officer, against which an appeal is preferred relates to information of a third party, the President of Executives/ Board of Directors shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Public Information Officer who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of President of Executives/Board of Directors shall be binding.

(8) In its decision, President of Executives/Board of Directors has the power to-

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of the Right to Information Act, including—

(i) by providing access to information, if so requested, in a particular form;

(ii) by appointing a Public Information Officer;

(iii) by publishing certain information or categories of information;

(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) by enhancing the provision of training on the right to information for its officials;

(vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;

(d) reject the application.

(9) The President of Executives/Board of Directors, shall give notice of its decision, including any right of appeal, to the complainant and the DDCA.

(10) The President of Executives/Board of Directors shall decide the appeal in accordance with such procedure as may be prescribed.

11. First Appellate Authority

For the purposes of the provisions for obtaining Information as provided hereinabove, the First Appellate Authority shall be the CEO, DDCA.

12. Penalties

The Penalties for not following the provisions provided hereinabove shall be at par with the Penalties as provided under Section 20 of Right to Information Act.

13. Fees:

The Fees payable for obtaining information shall be at par as provided under the Right to Information Act Rule, 2012.

14. Electronic Response:

The DDCA shall maintain a portal upon the website of DDCA for informing the status of any RTI filed by manual or electronic mode.

15. Savings

Notwithstanding anything contained hereinabove, the provisions of Right to Information Act, 2005 shall have overriding effect over the provisions provided hereinabove.

16. The DDCA shall provide Balance-Sheets and Audit Reports for Last 3 years on the website

17. Frequently Asked Questions by way of requests placed before RTI Cell and the answers thereto shall be made available upon the website of DDCA shall be displayed and updated regularly within a period as deemed fit by President of Executives but shall not exceed period of one year.