

CHAPTER –1

INTRODUCTION

1.1. The *Right to information Act, 2005* (ROI) has come into force. The Public is hereby given the right to know the information in regard to public authority. In this direction; the Company viz “Puducherry Distilleries Limited” has now come out with the *updated* manuals under RTI Act. The general public are requested to make use of the system.

1.2. The objective / purpose of the hand book is to promote the *transparency* in the *functioning* of the public authority (*the company*).

1.3. The intended users of this hand book are the general public at large.

1.4. The Information in this hand book relates to PUDUCHERRY DISTILLERIES LIMITED.

1.5. *DEFINITIONS:*

a. “Public authority” in relation to this hand book is PUDUCHERRY DISTILLERIES LIMITED *in short* PDL.

b. “Act” means in general the *Right to Information Act, 2005*.

1.6. Contact person in case somebody wants to get more information on topics covered in the hand book as well as other information also:

The Company Secretary,
PUDUCHERRY DISTILLERIES LIMITED,
No. 18, NH45A Villupuram Road, Ariyapalayam,
VILLIANUR, Puducherry 605 110.

1.7. Procedure and fee structure for getting information not available in the hand-book:

Information can be had, on payment of Rs. 2/-per page, by making a request on plain paper addressing to *Public Information Officer*, PDL. For the number of pages the applicant may contact the Office *during the office working hours of the company*.