

**Markfed**

**Information Handbook**

**under**

**The Right to Information**

**Act 2005**

## **Chapter1**

### **Introduction**

- 1.1. This hand book has been prepared in compliance to the enactment of the Right to Information Act – 2005, for the citizens to secure access to Information under the control of the Punjab State Cooperative Supply and Marketing Federation Limited herein after called Markfed, to promote transparency and accountability in its working.
- 1.2. This hand-book has been prepared to facilitate the citizens to have an insight about the working of Markfed.
- 1.3. This hand-book is intended to be used by all citizens of India who are interested in any information notified below with respect to performance of Markfed.
- 1.4. The information in this hand-book has been organised in 18 (Eighteen) chapters.
- 1.5. Any citizen who wants to get more information on topics covered in the hand-book as well as other information also may contact the concerned district office/ Head Office Asstt. Public Information Officer (APIO) and the Public Information Officer (PIO) as mentioned in this hand book.
- 1.6. Any citizen may request the APIO concerned for getting information not available in the hand-book in writing along with requisite fee mentioned in the relevant chapter. However in case the citizen seeking information can not write himself he may request the APIO for necessary assistance.