

Chapter-17
Other useful Information

Frequently asked Questions and their Answers by Public	Other useful information relating to the activities of the Department for information of general public.
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31. Procedure for seeking information:-

Application form:-

Citizen desirous of any information may apply for so in the following form to the Public Information officer, with application fee Rs.10/-(Rupees Ten) only in shape of Treasury Challan under Head of Account "0070- Other Administrative services-60-other services-101- Receipt from Central Government for Administration of Central Act and Regulations- 9916710- fees and fines - Under Right to Information Act 2005" or cash. A person whose name appears in the latest list of persons below poverty line is not required to pay any application fee, for which he has to produce B.P.L. Card.

A filled in model application for information under section 6(I) of the Right to Information Act,2005 is placed below for reference.

Model

To

The Public Information Officer-cum- Under Secretary to Govt.
Women & Child Development Department.

1.	Full name of the applicant	Smt. Sabita Samal
2.	Father/ Spouse Name	Dusashan Samal
3.	Permanent address	Village/P.O./Via-Garjanga Dist- Kendrapara.
4.	Particulars in respect of Identity of the applicant.	(Authenticated copy of electoral photo identity card/passport or any other document in support of
5.	Particulars of information solicited.	
	(a) Subject matter of information.	Pension case

	(b)The period to which the information relates	2004 calendar year
	(c)Specific details of information required	Copy of letter addressed to Accountant General Orissa, according sanction of final pension in favour of Smt. Sabita Samal, CDPO(Retd.) O/o.-DSWO-Bhadrak
	(d)Whether information is required by post or in person. (The actual postal charges shall be included in providing information)	By post
	(e)In case by post (Ordinary, registered or speed)	Registered post
6.	Address to which information will be sent & in which form	Smt. Sabita Samal Village/P.O./Via-Garjanga Dist-Kendrapara Information as requested for may be sent in the form of Typed copy.
7.	Was the information provided earlier	No.
8.	Is this information not made available by the public Authority.	No.
9.	Do you agree to pay the required fee	Yes
10	Have you deposited application fee (If yes- details of such deposit)	Yes Treasury chhallan No.53 dt.5.11.05 (Copy enclosed)
11	Whether belongs to BPL Category, have you furnished the proof of the same.	Not applicable

Place- Garjanga.

Date: 30.11.2005

Full Signature of the applicant

Address: At/PO/Via: Garjanga
Dist: Kendrapara

Fees

Fees/ Amount to be charged for providing

information. PART-I

PART-1

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees Ten per Application	Treasury Challan/cash
(ii)	Application fee for 1 st Appeal	Rupees Twenty	Court fee stamp
(iii)	Application fee for 2 nd Appeal	Rupees Twenty five	Court fee stamp
		PART-II	
(B)	Amount to be charged for Providing information		
(i)	Inspection of documents	No fee for 1 st hour and Rupees five per each 15 minutes there after	By cash
(ii)	A-4 size paper for each folio Larger the A4 or A3.	Rs.2/- per each folio Actual Cost or a Copy	
(a)	Print out from computer per page	Rupees ten	By cash
(iii)	CD with cover	Rupees Fifty per CD	By cash
(iv)	Floppy Diskette (1.44MB)	Rupees Fifty per Floppy	By cash
(v)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vi)	Video Cassette/ Microfilm/ Microfiche	-do-	By cash
(vii)	Certified sample of material	Actual cost of price for sample or material	By cash

N.B: Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. on the application Form 'A'.

Right of the specified citizen in case of denial of information and procedure to appeal.	Any person who does not receive a decision within the time in sub-section (1) or Clause (a) of Sub-Section (3) of Section 7, or is aggrieved by a decision of PIO, may within thirty days from the expiry of such period or from receipt of such a decision prefer an appeal to the Departmental. First appellate Authority. The departmental appellate authority may admit the appeal after the expiry of the period of thirty days if satisfied that the appellant was prevented by sufficient cause
	A second appeal against the decision of the 1 st appellate authority can be made before the State Information Commissioner within ninety days from the date on which the decision should have been made or was actually received. The state Information Commissioner may however 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.
	Models of application in prescribed form to be submitted before the appellate Authority under Section 19 of the RTI Act-2005 is placed below.

Form of Memorandum of Appeal to the Deptt. Appellate Authority under Section 19 (1) of the Act.

From _____
(Applicant's Name & address)

Before

The Department Appellate Authority, WCD RTI Act, 2005

1. Full name of the Appellant:
2. Address:
3. Particulars of Public Information Officer:
4. Date of receipt of the order appealed against:
5. Last date for filing the appeal:
6. Particulars of information
 - (a) Nature and subject matter of the information required:
 - (b) Name of the office or Department to which the information relates:
7. The grounds for appeal:
(Details if any to be enclosed in separate sheet)

Verification

I, _____ Name of the appellant, son of
/daughter of / wife of _____

_____ hereby declare that the particulars furnished in the
appeal are to the best of my knowledge and belief, true and correct and that
I have not suppressed any material fact.

Signature of the
Appellant

Place:

Date:

To _____

Name and address of Appellate Authority

Second Appeal under Section 19. (3) of the

Act.

From

(Applicant's Name &

address) To

The Orissa State Information Commission, Bhubaneswar

Address:-

1. Full name of the Appellant:
2. Address:
3. Particulars of the first Appellate Authority :
4. Date of receipt of the order appealed against:
5. Last date for filing the appeal:
6. Particulars of information

(a) Nature of subject matter of the information required:

(b) Name of the office or Department to which the information relates:

7. The grounds for appeal: (Details if any to be enclosed in separate sheet)

Verification

I, _____ Name of the appellant, son of /daughter of / wife of _____ hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant
Place:
Date: