

## RTI BRANCH

Sl. No.	Subject/ Service	Procedure	Fees	Time Required	Name of Public Authority	Name of Officer/ Employee
1	Voluntarily disclosure of information under section 4 of RTI Act'2005	As envisaged in Sec.4(l)(b) of RTI Act'2005	Nil	Stipulated time 120 days from the date of enactment of the RTI Act'2005	Deputy Commissioner & First Appellate Authority	One ADC notified as PIO, one EAC notified as APIO, one Sr. Asstt., 3 Jr. Asstt., one Jarikarak and one Peon to assist the PIO/APIO
2	Furnishing of Information to Public	A person who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs. 10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by	Rates of fee as prescribed in the Rules are given below: (a) rupees two (Rs. 2/-) for each page ( in A-4 or A-3 size paper) created or copied; (b) actual charge or cost price of a copy in larger size paper; (c) actual cost or price for samples or models; (d) for information provided in diskette or floppy, rupees fifty (Rs. 50/-) per diskette or floppy; and (e) for information provided in printed form, at the price	1. Supply of information in normal course. 2. Supply of information if it concerns the life or liberty of a person. 3. Supply of information if the application is received through APIO. 4. Supply of information if application/request is received after transfer from	1. 30 days 2. 48 hours 3. 05 days shall be added to the time period indicated at Sl. No. 1 and 2.	Dr. M Angamuthu, IAS Deputy Commissioner & First Appellate Authority 9435050119 Mukul Kathar, ACS SDO(sadar) & SPIO 9859991199 Karabi Karan, ACS, CO(A) Sonapur & APIO 9864042047 Deepmala Gowala, ACS CO(A) Chandrapur & APIO 9435509130

		<p>the PIO as prescribed by the Right to Information (Regulation of Fee and Cost) Rules, 2005. If the information sought for is not readily available with the PIO, the information is called for from the branches/ offices/ agencies with whom it is available. Where necessary, RFI is transferred to the authorities concerned u/s 6(3) of RTI Act'2005</p>	<p>fixed for such publication or rupees two per page of photocopy for extracts from the publication.</p> <p>As already pointed out, a citizen has a right to inspect the records of a public authority. For inspection of records, the public authority shall charge no fee for the first hour. But a fee of rupees five (Rs. 5/-) for each subsequent hour (or fraction thereof) shall be charged.</p> <p>If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs. 10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act. It may be pointed out that there is no bar on the public authority to</p>	<p>another public authority:</p> <p>(a) In normal course</p> <p>(b) In case the information concerns the life or liberty of a person.</p> <p>5. Supply of information by organizations specified in the Second Schedule:</p> <p>(a) If information relates to allegations of violation of human rights.</p> <p>(b) In case information relates to allegations of corruption.</p>	<p>4. (a) Within 30 days of the receipt of the application by the concerned Public authority.</p> <p>(b) Within 48 hours of receipt of the application by the concerned public authority.</p> <p>5. (a) 45 days from the receipt of application.</p> <p>(b) Within 30 days of the receipt of application.</p> <p>6.</p>		
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			supply information in response to such applications. However, provisions of Act would not apply to such cases.	6. Supply of information if it relates to third party and the third party has treated it as confidential.  7. Supply of information where the applicant is asked to pay additional fee.	Should be provided after following the procedure given in Sec.11 of RTI Act'2005.  7. The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be excluded for calculating the stipulated period for reply.		
3	Disposal of Complain as received from SIC.	If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public	No fee required.	As stipulated by SIC	_____	Deputy Commissioner & First Appellate Authority.	-Do-

		Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the First Appellate Authority.					
4	Disposal of 1 <sup>st</sup> Appeal.	<p>If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority.</p> <p>. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received.</p>	No fee required.	The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.	_____	Deputy Commissioner & First Appellate Authority.	