

Section 5 and Forms of RTI Act.

5. Charging of fee :- (1) Except in the case of persons who are below poverty line as determined by the State Government, the public information Officer/Assistant Public Information Officer shall charge the fee for supply of information at the following rates, namely :-

Description of information	Price/ Fees in Rupees
1. Fee along with application	Rs. 10 per application
2. Where the information is available in the form of a priced publication.	on printed price
3. For other than priced publication. of subject to	Rs.10 per page of A-4 size smaller and actual cost minimum of Rs. 20 per page in case of larger size.
4. Where information is available in electronic form Rs. 100 and is to be supplied in electronics form e.g. Floppy, CD etc.	Rupees 50 per floppy and per CD
5. Fee for inspection of record/document fraction	Rs. 10 per 15 minutes or thereof.

(2) Every page of information to be supplied shall be duly authenticated giving the name of the applicant (including below poverty line status if that is the case), and shall bear the dated signatures and seal of the concerned Public Information Officer/ Assistant Public Information Officer supply the information.

(3) Fees/ Charges shall be deposited in a Government treasury under the head of account “0070-OAS, 60-OS, 800-OR, 11- Receipt head under Right to information Act,2005”. Accruals in to this head of account may be separate fund by way of grant-in-aid for furthering the purposes of Act, including of equipment and consumable, providing training to staff etc.

T. R.I
<<C H A L L A N>>

(FOR TREASURY OFFICE USE)

Challan No: _____ Challan Date: ___/___/___

TO BE FILLED IN BY THE TENDERER)

Tendered By : _____

Particulars : _____

AMOUNT (Rs.) _____ (Rupees) _____

(Signature of Tenderer)

(TO BE FILLED IN BY THE DEPARTMENTAL OFFICER OR THE TREASURY)

Treasury code:

--	--	--	--	--

DDO Code :

--	--	--

 (On whose behalf the money is tendered)

Major -code	Sub-Major	Minor-code	Sub- Head	Amount
-------------	-----------	------------	-----------	--------

<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Rs. _____
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Rs. _____	
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Rs. _____	
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Rs. _____	
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Rs. _____	

0070-OAS, 60-OS, 800-OR, 11- Receipt head under Right to information Act,2005

(Signature of the Officer)
Ordering the money to paid in

(FOR BANKING TREASURY ONLY)

ORDER TO THE BANK: “ Correct, Received and Grant Receipt.”

Date: _____ (Treasury Officer)

(FOR NON-BANKING TREASURIES ONLY)

Received Rs. _____ (in words) _____

Treasurer

Accountant

Date

Treasury Officer

Agent

Form 'A'
[See rule-3(1)]

**APPLICATION FOR INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005**

To

The Public Information Officer/Assistant Public
Information Officer

(Name of the Department from which the information
is sought)

(a) Subject matter of the information

.....

(b) Period to which the information relates.
Month & year

.....

(c) Description of the information required

(d) File No. if available

.....

(e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof

.....

(f) Original Treasury Challan No
Amount and date of depositing
Application fee under rule 4 be attached

Applicant

Name _____

Address _____

Telephone No. _____

Form 'B'
[See rule3 (3)]

From

Designation of the
Public Information Officer / Assistant Public
Information Officer
[Department _____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No _____ Dated _____

Subject:

Sir,

Please refer to your application dated _____ referred to above. The information required by you consists of _____ pages and printed publication cost Rs _____. The additional fee for supplying this information to you is Rs. _____ in case you desire the information to be sent to you by post, an additional amount of Rs. _____ will need to be deposited

2. You are required to deposit the aforesaid amount of the additional fee in a Government Treasury under Head _____ through challan and send a copy thereof to the undersigned .

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to _____ within a period of 30 days.

Public information Officer/ Assistant
Public information office
Tel No.

Form 'D'
[See rule-4 (1)]

**APPLICATION FOR INSPECTION
UNDER THE RIGHT TO INFORMATION ACT 2005**

To

The Public information Officer/ Assistant Public
Information Officer
(Name of the Department from which the inspection
is sought)

- (a) Subject matter of the information
.....
- (b) Period to which the information relates Month & year
Month & year
.....
- (c) Description of the information required
.....
- (d) File No. if available
.....
- (e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof
.....
- (f) Original Treasury Challan No
Amount and date of depositing a
Application fee under rule 4 be attached

Applicant

Name _____
Address _____

Telephone No. _____