

# Appendix- D- Punjab Right to Information Rules, 2005

## APPENDIX-D

### PUNJAB RIGHT TO INFORMATION RULES, 2005

In exercise of the powers conferred by sub-section (1) of section 27 of the Right to Information Act, 2005 (Central Act No. 22 of 2005), and all other powers enabling him in this behalf. The Governor of Punjab is pleased to make the following rules to provide for the matters specified in sub-section (2) of the said section, namely:

**1. Short title and commencement-**

- (1) These rules may be called the Punjab Right to Information Rules, 2005.
- (2) They shall come into force on and with effect from the 12<sup>th</sup> day of October 2005.

**2. Definitions:**

- (1) In these rules, unless the context otherwise requires
  - (a) "Act" means the Right to Information Act, 2005 (Central Act No. 22 of 2005).
  - (b) "Commission" means the Punjab Information Commission constituted under section 15 of the Act.
  - (c) "Form" means a Form appended to these rules and
  - (d) "Section" means section of the Act.
- (2) The Words and expressions used in these rules. But not defined shall have the same meanings as assigned to them in the Act.

**3. Application for obtaining information:**

- (1) A person, who desires to obtain any information admissible under the Act shall make an application in Form 'A' to the state Public Information Officer along with a fee as specified in rule 5 of these rules.
- (2) On the receipt of an application. Made under sub-rule (1) the State Public Information Officer shall give a receipt in token thereof to the applicant.

**4. Deposit of fee:**

- (1) The fee may be deposited either in cash by draft or cheque or treasury challan.
- (2) The amount of fee shall be credited to the account of the concerned public authority.
- (3) On receipt of an application. Submitted under sub-rule (1) of rule 3, the state public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information much fee is required to be paid by the applicant for obtaining the information.
- (4) The fee, assessed under sub-rule (3) shall be informed to the applicant by the state public Information Officer in Form 'B' within a period of seven days from the receipt of application.
- (5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer interested in obtaining the information, sought for and his application shall be deemed to have been filed.

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## 5. Quantum of fee:

(1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees fifty.

(2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates namely:

- (a) Rs. 10/- for each page in A-4 or A-3 size paper created or copied and
- (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged

(3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely:

- (a) Rs. 50/- for providing information in floppy;
- (b) Rs. 100/- for providing information in diskette; and
- (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.

(4) No fee for inspection of record shall be charged if such an inspection is made for one only. However if inspection is made for a period more than one hour then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

## 6. Procedure to be followed in deciding appeal: - Before deciding an appeal, the commission shall,

- (a) Serve notice to the concerned persons;
- (b) Entertain any evidence in support of appeal, which may be oral or in writing from the concerned persons;
- (c) Examine on oath or by having affidavits from the persons concerned
- (d) Peruse or inspect the documents or any records or copies thereof;
- (e) inquire through the authorized officer the facts of an appeal or may require facts in detail if it so deems appropriate, hear the state public information Officer or any other senior officer, who had decided the first appeal, as the case may be and
- (f) Receive evidence on affidavits from the state public Information Officer or any senior officer, who had decided the first appeal or from any other person from whom the evidence may be deemed necessary.

## 7. Mode of serving notice:

The commission may serve notice to the persons concerned in any of the following modes, namely:

- (a) By hand delivery (dasti) through process server or
- (b) By registered post with acknowledgment due; or
- (c) By publication in the new paper.

## 8. Order by the commission:

(1) The commission shall make order in writing and pronounce the same in the presence of the concerned parties.

(2) The party concerned may obtain the copy of the order from the commission

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## FORM 'A'

[See rule 3(1)]

**The Assistant Public Information Officer/  
The Public Information Officer/AP10**

(Name of the office with address)

(1) Full name of the applicant : \_\_\_\_\_

(2) Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) Particulars of information required

(i) Subject matter of information

(ii) The period to which the information relates

(iii) Description of the information required

(iv) Whether information is required by post or in person ("the actual postal charges shall be included in additional fees)

(v) In case by post (ordinary, Registered or Speed post)

Signature of the applicant

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Broad category of the subject to be indicated (Such as grant/Government land/Service matters/Licenses etc.)

Relevant period for which information is required to be indicated

Specific details of the information are required to be indicated

## Acknowledgement

Received your application dated \_\_\_\_\_ vide \_\_\_\_\_ Diary

No \_\_\_\_\_ Date \_\_\_\_\_

Signatures of Assistant Public information  
Officer/Public Information Officer

Name of the Department/Office \_\_\_\_\_

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**FORM 'B'**  
[See rule 4 (4)]

From

Commissioner cum Information Officer,  
Municipal Corporation,  
Amritsar

To

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Sir,

Please refer to your application dated \_\_\_\_\_ addressed to the undersigned requesting information regarding \_\_\_\_\_ the additional fee for supplying this information to you is Rs\_\_\_\_\_.

2. You are requested to pay the fee at this Office or make payment in a Government Treasury through challan and send a copy of the challan to this office and collect the information on\_\_\_\_\_

3. The amount of fee shall be deposited in the budget head no. (To be intimated to the applicant by the concerned department)

Information Officer,  
Municipal Corporation,  
Amritsar.

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**FORM 'C'**  
**[See Rule 5 (1) and (2)]**

**Intimation of Rejection**

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons:

- (1) Incomes under the exempted category covered under sections 8 and 9 of the Act.
- (2) Your application was not complete in all respect.
- (3) Your identity is not satisfactory.
- (4) The information is contained in published material available to public
- (5) You did not pay the required cost for providing information within the prescribed time
- (6) The information sought for is prohibited as per section 24 (4) of the Act.
- (7) The information would cause unwarranted invasion of the privacy of any person.
- (8) The information as sought for by you is available in our website\_\_\_\_\_ you may download the information.
- (9) For any other reason please see overleaf

However, if you feel aggrieved for the above said refusal you may file an appeal before the \_\_\_\_\_ within 30 days of the receipt of this letter.

Place:

Date:

Name & Designation of  
Public Relations Officer

To

Sri

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## FORM D

[See Rule 7 (1)]

### Form of Memorandum of Appeal to the first Appellate Authority under section 19 (1) of the Act

From

\_\_\_\_\_  
(Applicant's Name & address)

Before

**The First Appellate Authority**

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 filling 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 items 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

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**FORM -E**  
**[See Rule 7 (3)]**  
**Second Appeal under section 19 (3) of the Act**

From

\_\_\_\_\_  
(Applicant's Name & address)

To

**The State Information Commission**

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 filling 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 items 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:

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**FORM- G**  
**[See Rule 11 (2)]**  
**Cash Register**

Name & Address of the Applicant	Date of application	Date Of deposit of amount	Particulars of Fee with Challan/Bank Draft/Cash	Refund if any	Remarks
1	2	3	4	5	6

**Schedule**  
**[See Rules 4 2<sup>nd</sup> 7]**  
**Fees/Amount to be Charged for Providing Information**

**PART-1**

(A) Application fee	Rate to be charged	Mode of deposit
(i) Application for seeking information		Treasury Challan/Cash
(ii) Application fee for 2 <sup>nd</sup> Appeal	Rupees forty	Court fee stamp
(iii) Application fee for 2 <sup>nd</sup> Appeal	Rupees fifty	Court fee stamp



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## PART-II

### (B) Amount to be charged for providing information

(i) Inspection of documents	Rupees fifteen per each hour or fraction there of	By cash
(ii) A4 size paper for each folio		
(a) Typed copy/photocopy per page	Rupees five	By cash
(b) Print out from computer per page	Rupees ten	By cash
(iii) CD with cover	Rupees one hundred per Floppy	By cash
(iv) Floppy Diskette (1.44MB)	Rupees one hundred 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	-do-	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'