

RTI Act

Procedure to be followed for obtaining information under RTI

1. Application obtaining information:- (Section 2 (m), 6 and 27)

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 alongwith a fee, as specified in sub rule (1) of 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 in Form 'B'.
3. Each public authority shall maintain the information register in Form 'C' in respect of the records of requests received from applicants for seeking information under the Act.
4. The application, received without requisite fee, shall not be entertained and shall be liable to be rejected straightway without giving any notice to the applicant.

2. Deposit of fee:- (Section 6)

1. The fee paid in the following modes, namely:-
 - a. by Crossed Bank Draft/Banker's Cheque/IPO or cash in favour of Registrar, I.K. Gujral Punjab Technical University payable at Kapurthala from where the information is to be obtained; or
 - b. in cash with the Registrar, I.K. Gujral Punjab Technical University Jalandhar ;
2. The amount of fee shall be credited to the account as referred to in clause (c) of sub-rule (1):
Provided that the Board, Corporations and other Autonomous bodies of the State, may get the amount of requisite fee deposited in their own accounts maintained by them.
3. On receipt of an application, submitted under sub-rule of 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.
4. The fee, assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer in Form 'D' within a period of ten days from the receipt of application.
5. The intimation of rejection of an application of the applicant seeking information under the Act, shall be intimated by the State Public Information Officer concerned, in Form 'E'.
6. The amount of fee collected under this rule, shall be maintained in the Cash register as specified in Form 'F'

3. Quantum of fee:- (Section 6 and 7)

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

2. The following fee shall be charged for providing information under sub-section (1) of section 7, namely:-
 - a. Rupees two for each page in A-4 or A-3 size paper, created or copied; and
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models;
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter;
 - e. For information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - f. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
3. The applicant shall, while depositing fee under sub-rule (2) of rule 4, shall also submit a self addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according to the mode of supplying the information, as duly desired by the applicant i.e. through ordinary registered or speed post.

4. Procedure to be followed in deciding appeal:- (Section 19 (10))

Before deciding an appeal, the Commission shall,-

1. serve notice to the concerned persons;
2. entertain any evidence in support of appeal, which may be oral or in writing from the concerned persons;
3. examine on oath or by having affidavits from the persons concerned;
4. peruse or inspect the documents or any records or copies thereof;
5. 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
6. receive evidence on affidavits from the officer senior in rank to State Information Officer who had decided the first appeal or from any other officer or person authorized in this behalf from whom the evidence may be deemed necessary.

5. Mode of serving notice:- (Section 19 (10))

The commissioner may serve notice to the person concerned in any of the following modes, namely:-

- a. by hand delivery (dasti) through process server; or
- b. by registered post with acknowledgement due; or
- c. by publication in the news paper;

6. Order by the Commission :- (Section 19 (10))

- a. The Commissioner shall make order in writing and pronounce the same in the presence of the concerned parties.
- b. After the decision is pronounced by the Commissioner, it shall intimate the same to the complainant and the State Information Officer of the Department or the public authority concerned

7. Repeal and Saving:- The Punjab Right to Information Rules 2006 are hereby repealed:

Provide that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.