

TRIPURA GAZETTE



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PART-- I--Orders and Notifications by the Government of Tripura.
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (ADMINISTRATIVE REFORMS)
DEPARTMENT
SECRETARIAT COMPLEX
AGARTALA**

No. F. 3(5)-GA(AR)/2005(L)/ Dated, Agartala, the 29th Jan, 2008
NOTIFICATION

In exercise of the powers conferred by Section 27 of the Right to Information Act, 2005, the State Government hereby makes the following rules, namely: -

CHAPTER - I: Preliminaries.

1. Short title and commencement:

- (a) These rules may be called the **Tripura Right to Information Rules, 2008** .
- (b) They shall come into force from the date of their publication in the official gazette.

2. Definitions: -

In these rules, unless there is anything repugnant to the subject or context: -

- (a) "Act" means the Right to Information Act, 2005.
- (b) "Administrative Department" means the General Administration (Administrative Reforms) Department of the Government of Tripura.
- (c) "Appellate Authority" means an officer senior in rank to the State Public Information Officer as designated by the public authority under section 19(1) of the Act.
- (d) "Commission" means the Tripura Information Commission.
- (e) "Form" means form appended to these rules in appendix.
- (f) "Government" means the Government of Tripura.
- (g) "Sample" means specimen for small part or quantity of any material to be supplied for any scientific testing or analysis for the purpose of ascertaining what the whole like.
- (h) "Secretary" means the Secretary of the Tripura Information Commission.
- (i) "Section" means section of the Act.
- (j) "Year" means the financial year from 1st April to 31st March.
- (k) The words and expressions used in these rules but not defined shall have the same meaning as assigned to them in the Act.

CHAPTER – II

Public Authorities

3. **Publication of list of Public Authorities:** The Administrative Department shall publish a list of public authorities as defined in section 2(h) of the Act in Form No –1.
4. **Pro-active disclosure of information:** Each public authority shall connect through a network all over the country on different systems so that access to such records is facilitated to the information showing the particulars of the functions and duties of the public authorities in Form No –2.
5. **Publication of directory:** The Administrative Department shall publish a directory showing the particulars of the public authorities, Appellate Authorities in each public authority, State Public Information Officers and State Assistant Public Information Officers designated by the different public authorities of the state within 6(six) months from 12th October, 2005 and the directory shall be updated immediately after any change is made.

CHAPTER –III

Disposal of request for information by State Public Information Officer/ State Assistant Public Information Officer

6. **Assistance to SPIO:** The public authority may allow the State Public Information Officer to entrust someone of his office for assisting him for maintaining registers and other official works in connection with the implementation of the provisions of the Act.
7. **Rates of Fees** : (1) Rates of fees for providing information shall be as follows:

Item	Rate
(a) Application fee at the time of making the request for obtaining information	Rupees ten
(b) Fee for any information or record in paper.	(i) Rupees two per page (per impression) in A-4 or A-3 size paper or part thereof. (ii) Actual charge or cost price of a copy in larger size paper.
(c) Fee for samples or models	Actual cost or price for samples or models.
(d) Fee for inspection of records	No fee for the first hour and a fee of Rs. 5/- for each subsequent hour or fraction thereof.
(e) For information to be provided in computer diskette or floppy	Rupees fifty per diskette or floppy provided the computerized information is available.
(f) For information in printed publication.	At the price fixed for such publication or Rupees two per page of photocopy for extracts for the publication.

(2) Mode of payment of fee: Application fee which shall accompany the request for obtaining information under sub section (1) of Section 6 of the Act and further fees required to be paid under sub-sections (1) and (5) of Section 7 of the Act shall be paid by way of either in cash or treasury challan or Indian postal order.

8. Form of request for information: A request for information shall ordinarily be made in writing in Form No- 3. If the request is made orally, the State Public Information Officer or the State Assistant Public Information Officer to whom the request is presented shall reduce it into writing in the prescribed form and obtain the signature/ thumb impression of the person-making request for information on it. The State Assistant Public Information Officer shall issue a receipt as appended to the bottom of the application form-making request for information. However, application in plain paper should also be accepted.

9. Receipt for payment of fees: The person-making request for information shall pay the application fee or furthers fee, if any, in any of the manner prescribed in sub rule (2) of Rule 7 against the money receipt to be issued by the State Assistant Public Information Officer or the State Public Information Officer as the case may be in Form No-4.

10. Register of request for information: On receipt of the request for information, it shall be entered into the register maintained for this purpose. In every application a year wise chronological number shall be put distinguishing its nature in the office of the State Public Information Officer or the State Assistant Public Information Officer as the case may be to whom the request is presented. The following registers shall be maintained for the purposes as shown against their names and on the body of the request for information, the chronological number shall be noted in the manner as mentioned against the name of the registers as shown below:

- (a) General register of request for information in the nature of copy/ extracts etc- GI/Sr-No/Year.
- (b) Register of request for information in the nature of inspection of records and taking notes etc- INS/Sr No/Year.
- (c) Register of request for information in the nature of sample/ model etc- SM/Sr No/ year.
- (d) Register of request for information in the nature of diskette/ floppy/ printed material – EI/Sr. No / year.

The registers as mentioned here-in-before at (a),(b),(c) & (d) shall be maintained in Form No-5,6,7, and 8 respectively.

11. Maintenance of Cash Book and deposit of fees to Treasury: Every State Public Information Officer or State Assistant Public Information Officer, as the case may be, shall maintain in his office a cash book in Form No-9 for receipt and deposit of fees paid by the person requesting for information. Fees received in a week shall be deposited to the treasury by challan by the State Public Information Officer or the State Assistant Public Information Officer as the case may be in the receipt head of

accounts as may be specified by the Finance Department, Government of Tripura, on the first working day of the following week.

The cash book shall be signed duly by the State Public Information Officer or the State Assistant Public Information Officer as the case may be on every day of transaction.

12. **SAPIO to produce the requests for information before SPIO:** After registration of the request for information, the State Assistant Public Information Officer shall present it before the State Public Information Officer within 5 days of receipt of the request for information for disposal.

13. **Disposal of request for information by SPIO:** (1) If the request for information is found to be in order, the requisition for information may be sent to the custodian of the information directly if it is not available within the custody of the State Public Information Officer after making necessary entry in a register to be maintained in Form No-10 known as the Register of Requisition for Information in the office of the State Public Information Officer and on receipt of such requisition, the custodian shall at once forward such information in original to the State Public Information Officer.

(2) After receipt of the information from the custodian of such information, the State Public Information Officer shall determine further fees to be paid by the person-making request for information and show the details of such determination on the reverse side of the written request for information.

(3) When the State Public Information Officer accepts the application for providing information as sought for he has to send an intimation to the person for making request for information in Form No- 11 about the exact amount of further fees to be deposited by the person making request for information along with the calculation as to how the amount has been determined specifying a reasonable time by which such further fee is to be deposited.

(4) If in any request for information, interest of any third party relates, such third party shall be noticed in Form No-12 and be provided the opportunity of making submission before disclosure of the information as sought for as required under Section 11 of the Act.

(5) When a request for obtaining information is accepted for part supply of information or rejected by the State Public Information Officer, the applicant shall be given intimation to that effect in Form No- 13.

(6) If the State Public Information Officer or the State Assistant Public Information Officer on any working day remains out of office on any ground, he may authorize in writing a subordinate officer to receive any request for information together with application fee as well as further fee from any person.

(7) If any person presents any request for information to a State Public Information Officer or the State Assistant Public Information Officer held by another public authority, the former shall transfer the request for information to the concerned public authority by a forwarding letter in Form No- 14 under intimation to the person-making request for information.

14. Supply of information in electronic mode: Supply of information or copy of record in computer diskette or floppy shall depend on the availability of information in electronic form and the facility for providing such information in diskette or floppy with the public authority.

15. Mode of providing sample: (1) In supplying sample of any material used by a public authority for any work, the State Public Information Officer shall intimate the applicant the date, time and venue when the applicant can obtain a sample of the material or inspect the information or work. The State Public Information Officer shall also give notice in writing to the authority who has got the work done or from whose custody the sample is to be taken.

(2) While supplying a sample all precautionary measures should be taken to prevent tampering with the sample and the sample should be properly packed and sealed in presence of witnesses and may be handed over to the applicant.

(3) At the time of inspection of any information or work, at least one official should remain present to supervise the inspection.

(4) For the purpose of obtaining a sample or making an inspection, the applicant may bring with him a helper of his choice.

16. Copy of information to be certified: Copy of information in the form of document or record may be certified to be copy of the original by the State Public Information Officer under his seal, signature and date.

CHAPTER -IV

Constitution of the State information Commission

17. Recommendation for appointment of State Chief Information Commissioner and State Information Commissioner: If there is any difference of opinion among the members of the three members' Committee constituted under sub-section (3) of Section 15 of the Act to recommend names of suitable persons to be appointed as the State Chief Information Commissioner or State Information Commissioner(s), the decision of the majority shall prevail.

18. Subscription to oath or affirmation: The person appointed as State Chief Information Commissioner or State Information Commissioner shall, before he enters upon his office by making or subscribing to an oath or affirmation under sub-section (3) of Section 16 of the Act in the form set out for the purpose in the First Schedule to the Act, and shall also make a declaration in Form No - 15 appended to these rules.

CHAPTER -V

Disposal of complaint by the State Information Commission

19. Lodging of complaint and its disposal :(1) A complaint under Section 18(1) of the Act shall be made in plain paper directly to the State Information Commission addressing to the State Chief Information Commissioner containing the following particulars: -

- (i) name & address of the complainant;
 - (ii) name & particulars of the Public Authority/ First Appellate Authority/ State Public Information Officer against whom the complaint is lodged;
 - (iii) brief facts leading to the complaint;
 - (iv) relief sought for;
 - (v) any other information; and
copies of the documents relied on by the complainant and referred to in the complaint shall accompany the complaint.
- (2) No fee is required to be paid for making a complaint.
- (3) On receipt of the complaint, the Secretary shall cause it to be entered in the complaint register in Form No- 16 and a year wise chronological number shall be put on the body of the complaint. It shall also be entered in the daily list of complaint/ appeals in Form No- 17 and be presented before the State Chief Information Commissioner.
- (4) In any case, if interest of any third party relates, such third party shall be noticed in Form No- 18 giving him an opportunity of making submission within a specific time to be fixed by the Commission and such submission shall be considered at the time of disposal of the complaint.
- (5) Summons to the opposite party shall be issued in Form No- 19.
- (6) The Complainant shall be noticed of the date of hearing of complaint in Form No-20.
- (7) The complainant or the opposite party may appear in hearing of the complaint either in person or through their duly authorized representatives unless their appearance is specially required by the Commission.
- (8) A daily cause list for hearing of complaint/appeal in the Commission shall be maintained in Form No- 21.
- (9) Summons to a witness may be issued in Form No- 22.
- (10) The deposition of a witness to a complaint or appeal for either of the parties or the Commission may be recorded in Form No- 23.

Chapter –VI

Appeal from order passed by the State Public Information Officer

20. Lodging of first appeal and its disposal: (1) Every appeal against the order passed by the State Public Information Officer under sub sections (1) and (2) of Section 19 of the Act shall be preferred in the form of memorandum in Form No-24 signed by the appellant and presented to the State Assistant Public Information Officer or State Public Information Officer or to the Appellate Authority. A copy of the written request seeking information and order appealed from shall accompany the memorandum of Appeal.

(2) On receipt of an appeal either directly or through the State Assistant Public Information Officer, the Appellate Authority shall enter it in a register of appeal in Form No-25.

(3) If in an appeal preferred to the Appellate Authority, interest of a third party relates, such third party shall be noticed in Form No-26 giving him an opportunity to make submission, if any, within a specific time to be fixed by the Appellate Authority and such submission shall be considered at the time of disposal of the appeal.

(4) No fee is required to be paid for preferring an appeal to the Appellate Authority under Sections 19(1) and 19(2) of the Act.

CHAPTER –VII

Appeal to the Commission

21. Lodging of second appeal and its disposal :(1) The second appeal under sub section (3) of Section 19 of the Act shall normally be submitted directly to the Commission in Form No-27. However, if such appeal is presented to the State Assistant Public Information Officer he shall forward it to the Commission at once with intimation to the appellant.

(2) Every second appeal made to the Commission shall be accompanied by the following documents, namely, -

- i) self attested copies of the judgment and orders against which the appeal is preferred;
- ii) copies of documents relied upon by the appellant and referred to in the appeal;
- iii) an index of the document referred to in the appeal.
- iv) any other information/documents, the Commission may ask for to decide the appeal.

(3) The Secretary shall maintain a register of second appeal in Form No- 28. A year-wise chronological number shall be put on the body of the appeal. The Secretary shall cause the appeal to be entered in the appeal register as well as in the daily list of complaint/ appeal.

(4) The memorandum of appeal shall set forth concisely and under distinct heads, the grounds of objection of the order appealed from without any argument or narrative and such grounds shall be numbered consecutively.

(5) The appellant or the respondent may appear in hearing of the appeal either in person or through their duly authorized representatives unless their appearance is specially required by the Commission.

(6) The respondent may be summoned in Form No-29. The appellant may be noticed of the date of hearing in Form No-20.

(7) For preferring an appeal to the Commission under Section 19(3) of the Act, no fee is required to be paid.

(8) Where memorandum of an appeal has not been drawn up specifying the grounds, it may be rejected or be returned to the appellant for the purpose of being amended within the time to be fixed by the Commission.

(9) Where the Commission rejects any memorandum of appeal, it shall record reasons for such rejection.

(10) When an appeal is presented after the expiry of the period of limitation specified in the Act, it should be accompanied by an application supported by a declaration stating the facts on which the appellant relies to satisfy the Commission that he had sufficient cause for not preferring the appeal within such period.

(11) The Commission, if sees no reason to reject the application, may admit and decide the appeal accordingly.

(12) If in an appeal, interest of any third party relates, he shall be noticed in Form No- 26 and be given an opportunity of making submission, if any, within a specific time to be fixed by the Commission and such submission shall be considered at the time of disposal of the appeal.

(13) The Commission shall fix a date for hearing of appeal and notice shall be served on the appellant and the respondent in the manner as provided for service of summons to appear and answer and all the provisions applicable to such summons and to proceedings with reference to service thereof shall apply to the service of such notice, as in the Code of Civil Procedure 1908.

22. Dismissal of second appeal for default : (1) Where on the date fixed, or on any other date to which the hearing to be adjourned, in spite of receipt of notice of the Commission to appear, the appellant does not appear when the appeal called on for hearing, the Commission may make an order that the appeal be dismissed. Such disposal on default shall not be construed as dismissal on merit.

(2) Where the appellant appears and the respondent does not appear, the appeal shall be heard in absence of the latter.

23. **Re-admission of appeal:** Where an appeal is dismissed for default, the appellant may apply to the Commission for re-admission of the appeal within a period of thirty days of such dismissal, and, where it is proved that he was prevented by sufficient cause from appearing when the appeal was called on for hearing, the Commission may admit the appeal.

24. **Setting aside of ex-parte order:** Re-hearing of application of the respondent against whom ex-parte order made: Where an appeal is heard ex-parte, judgment is pronounced against the respondent, he may apply to the Commission within a period of thirty days of pronouncing the judgment to re-hear the appeal and if he satisfies the Commission that the notice was not duly served or he was prevented by sufficient cause from appearing when an appeal was called on for hearing, the Commission may re-hear the appeal.

25. **Judgment in complaint and appeal:** The judgment on the complaint or appeal under the Act shall be in writing and at the time of pronouncing the judgment, it shall be signed and dated by the Commission.

26. **Pronouncement of judgment:** (1) The judgment shall be pronounced in open office either at once or on a future day of which notice shall be given to the parties or their representative, if any.

(2) It shall not be necessary for the Commission to read out the whole judgment, but a copy of the whole judgment shall be made available for the parties immediately after the judgment is pronounced free of cost.

27. The Rules from 21 to 26 shall also apply, so far as may be, to appeals to the Appellate Authority.

CHAPTER-VIII **Secretariat of the Commission**

28. **Secretariat:** (1) There shall be a secretariat in the Commission. The Secretary shall be the Chief Executive Officer of the Commission. All correspondences with the Commission other than filing complaints and appeal to the Commission shall be addressed to the Secretary and the Secretary shall make all correspondences on behalf of the Commission subject to approval of the Commission on policy matters.

(2) The Secretary shall authenticate copies of all judgment and orders passed by the Commission in deciding complaint, appeal and applications under the Act.

(3) The Secretary shall have the power to administer oath or affirmation to any person for making any affidavit in connection with any complaint or appeal or application preferred in the Commission under the Act.

(4) The Secretary shall also do the following functions on behalf of the Commission:

- (a) to receive complaint, appeal and applications.
- (b) to call for records from any public authority, appellate authority and state public information officer as and when directed by the Commission.

- (c) to receive and dispose of any application for return of records and documents.
 - (d) to maintain and sign the daily cause list.
 - (e) to deal with all matters relating to service of notice, no service and defect of service.
 - (f) to dispose of all application for copies of information relating to complaints and appeals.
 - (g) to sign other registers and papers to be maintained in the office of the Commission.
 - (h) any other duties as and when entrusted by the Commission.
- (5) The Commission may authorize any other official of the Secretariat of the Commission to discharge the functions and duties of the Secretary in his absence from duties.

CHAPTER -IX

Miscellaneous

29. Report on the implementation of the provisions of the Act:

- (1) Every State Public Information Officer and the Appellate Authority at the end of each year shall submit an annual report in Forms No-30 and 31 respectively to the concerned public authority by 30th April of the year.
- (2) Every public authority shall submit an annual report for every year in Form No-32 to the concerned head of the department of the Government of Tripura, the Head of the General Administration (Administrative Reforms) Department, Government of Tripura and the Secretary to the Information Commission by 31st May of the following year.
- (3) Every head of the department at the end of the each year shall submit a consolidated report in Form No- 33 on the implementation of the Act to the Commission by 30th June of the following year.

30. Disposal of complaint and appeal by the Commission: A complaint under Section 18 and an appeal under Section 19(3) of the Act may be disposed of either jointly by the State Chief Information Commissioner and the State Information Commissioner(s) together or independently by themselves as the State Chief Information Commissioner decides and allocates. When the State Chief Information Commissioner and the State Information Commissioner act in collegiate, the decision shall be unanimous.

31. If any request for information or appeal is not made in the forms prescribed by these rules, but contains the requisite materials, such request for information or appeal shall be admitted.

32. **REPEAL AND SAVINGS:** -

- (1) The Tripura Right to Information Rules, 2005 are hereby repealed.
- (2) Notwithstanding such repeal orders issued, action taken or anything whatsoever done under the rules so repealed shall be deemed to have been issued, taken or done under the corresponding provisions of these rules.

By order of the Governor.

L.H.Darlong

Addl. Secretary to the Govt. of Tripura.

Appendix

Form No 1

Department wise list of Public Authorities under section 2(h) of the RTI Act-2005.
(See Rule 3)

Name of the Department.....

SL No	Category	Description of the Authority (name)	Location/ Address	Functions/ Duties of the Public authorities
1	By or under the constitution	1. 2.		
2	By any other law made by the Parliament	1. 2.		
3	By any other law made by State Legislature	1. 2.		
4	By notification issued or order made by the Govt. of Tripura	1. 2.		
5	Body owned/ controlled or substantially financed by the Govt. of Tripura	1. 2.		
6	Non Govt. Organization substantially financed by the Govt. of Tripura.	1. 2.		

Signature with designation

Form No-2

Detailed particulars of Public Authority
(See Rule 4)

Name of the Department.....

1.Name of the Public Authority:

2.Address:

3.Head of the Office

4.Parent Government Department:

5.Geographical jurisdiction:

6.Mission:

7.Vision:

8.Objectives:

9.Function:

10.Services provided in brief:

11.Physical Assets (Statement of lands/buildings and other Assets):

12.Organisations Structural Chart (Orgonogram) at each level- give linkage of jurisdiction & address,|Tel Nos. & office timings :

13.Weekly holidays and specific service timings:

14. Other information as mentioned in section 4(1)(b) of the Act:

Form No-3

APPLICATION MAKING REQUEST FOR INFORMATION UNDER THE RTI ACT
2005
(See Rule 8)

To
The State Public Information Officer

(Name of Office)

(Name of Public Authority)

1. Name with father's / mother's or husband's name of the person making request for information :
2. Address of communication with phone no. if any :
3. Whether citizen of India? :
4. Whether living below poverty line, if so, Card No. :
5. Nature of information / sample / model / materials / to be provided :
6. Mode of delivery :
7. Advance fee, if any paid — :
i) Application fee :
ii) Further fee, if any :
iii) Total :
8. Name of any person other than the applicant whose assistance may be required for seeking the information / inspection. :
9. Date of application :

(Signature of the applicant)

.....
Received an application requesting for information from Sri / Smt. _____ on _____ and entered in the register vide Sl. No. _____ to attend on _____ for estimate of further fees.

Seal of office with date

Signature with name and designation of the officer receiving the application

Date of assessment of cost	Amount of fee/ cost Details of estimate	Date by which fee/cost to be deposited	Actual date of payment of fee with receipt no. and date	Date on which information is ready for supply	Date of supply of information/ samples etc	Signature of the person receiving the information/ mode of supply

* If rejected, the reasons thereof with signature of the SPIO

Form No -4

Money Receipt
(See Rule 9)

Date.....

Receipt No.....

Received from Sri/Smt.....

S/DW/O..... ofVillage

/Town.....
the

sum of Rs..... (Rupees) in cash on

account of application fee/further fee for providing information/ inspection fee/
fee for sample or model or floppy etc.

Signature and designation of the official

* Strike out the words not applicable.

Form No-5

REGISTER FOR APPLICATION FOR INFORMATION

(See Rule 10)

Name of Public Authority :

Name of the Office of SPIO :

Name of the SPIO :

Name of the SAPIO :

Sl. No.	Date of application	Applicant's Name with Father / Mother / Husband Name and address of communication	If citizen of India	If living below poverty line Card no.	Nature of Information required
1	2	3	4	5	6

In what form the information is required	Amount of fee paid				Date on which the Information is ready for delivery	Actual date with mode of delivery
	Application fee	Further fee				
		Amount	Date of application	Date of deposit of further fee		
7	8	9	10	11	12	13

Signature of SPIO/ ASPIO receiving the application with mode	If rejected date with reasons in brief and signature of SPIO/ASPIO	Remarks
14	15	16

- To be maintained in the office of the SPIO / SAPIO by page marking and giving certificate thereof.

Form No-6

REGISTER FOR INSPECTION OF RECORDS
(See Rule 10)

Name of Public Authority :
 Name of the Office of SPIO :
 Name of the SPIO :
 Name of the SAPIO :

Sl. No.	Date of application	Applicant's Name with Father / Mother / Husband Name and address of communication	If citizen of India	If living below poverty line Card no.	Nature of Records/ Documents / Files etc. to be inspected
1	2	3	4	5	6

Probable time required for inspection	Application Fee	Amount of fee paid			Name of official in whose presence the inspection is done with signature	Name of person by whom inspection is done if he / she is other than the applicant
		Further fee				
		Actual time required for inspection	Amount	Date of payment of further fees		
7	8	9	10	11	12	13

Date of inspection	Signature of SPIO / ASPIO with date	If the application is rejected, date and reason in brief with signature of SPIO	Remarks
14	15	16	17

* To be maintained in the office of the SPIO / SAPIO by page marking and giving certificate thereof,

Form No-7

REGISTER FOR SUPPLY OF SAMPLES / MODELS
(See Rule 10)

Name of Public Authority :
 Name of the Office of SPIO :
 Name of the SPIO :
 Name of the SAPIO :

Sl. No.	Date of application	Applicant's Name with Father / Mother / Husband Name and address of communication	If citizen of India	If living below the poverty line Card no.	Nature of Sample or model required
1	2	3	4	5	6

Application fee	Amount of fee paid			Date on which the sample is ready for delivery	Actual date of delivery	Signature with date of SPIO / ASPIO
	Cost of samples / models assessed					
	Amount	Date of notification	Date of payment of cost			
7	8	9	10	11	12	13

Remarks
14

- To be maintained in the office of the SPIO / SAPIO by page marking and giving certificate thereof,

Form No-8

**REGISTER FOR SUPPLY OF INFORMATION IN COMPUTER DISKETTE OR FLOPPY OR
IN PRINTED PUBLICATION
(See Rule 10)**

Name of Public Authority :
 Name of the Office of SPIO :
 Name of the SPIO :
 Name of the SAPIO :

Sl. No.	Date of application	Applicant's Name with Father / Mother / Husband Name and address of communication	If citizen of India	If living below poverty line Card no.	Nature of materials required to be provided with mode of supply
1	2	3	4	5	6

Amount of fee paid				Date on which the materials ready for supply	Actual date of delivery	Signature with date of SPIO or ASPIO
Application fee	Further fees					
	Amount	Date of notification	Date of payment			
7	8	9	10	11	12	13

Remarks
14

* To be maintained in the office of the SPIO / SAPIO by page marking and giving certificate thereof,

Form No.9

Cash Book
(See Rule 11)

Name of the Public Authority :

Name of office of the SPIO :

Name of the SPIO :

Name of the SAPIO :

Receipts					Payments			Remarks
Date	Particulars of receipt	Applicant fee	Other fee	Total	Particulars of payment	Treasury challan no. and date	Amount paid	
1	2	3	4	5	6	7	8	9

Total Receipts _____ Rs. Total payments :

Opening balance _____ Rs. Closing balance :

Grand Total _____ Rs. Grand Total :

(Signature with designation of the SPIO/SAPIO)

Form No-10

**REGISTER FOR REQUISITION OF INFORMATION INCLUDING SAMPLES,
MODEL ETC.
{See Rule 13(1)}**

Name of Public Authority :
 Name of the Office of SPIO :
 Name of the SPIO :
 Name of the SAPIO :

Sl. No	No & Date of application requesting information	Description of the information to be furnished	Date on which the requisition is sent to the custodian for transmission	Name of the custodian of information	Date with signature of the custodian receiving the requisition
1	2	3	4	5	6

Date by which the information to be sent to the SPIO	Actual date of sending the information to the SPIO	Signature of the SPIO receiving the information	Date of return of the information etc. to the Custodian	Signature of the Custodian receiving back the original information	Remarks
7	8	9	10	11	12

Form No-11

Intimation of acceptance

{See Rule 13(3)}

Office of the

No.

Date

To
Sri/ Smt......
.....
.....

Ref: - Your application No..... dated

Dear Sir/ Madam,

With reference to your above-cited application I would inform you as follows :-

- a) The information which you have sought for is now available for supply.
- b) You are requested to deposit an additional fee of Rs..... (Rupees) only within seven days of receipt of this letter.
- c) The fee has been calculated in the following manner: -
.....
.....
- d) If you have any grievance about the above-mentioned amount of fee you have a right to file an appeal against the amount charged or the form of access provided within a period of thirty days from the date of receipt of this letter
- e) The full particulars of the appellate authority to whom you can make an appeal is given below :
.....
- f) For taking delivery of the information you are requested to appear in the office of the undersigned on..... at a.m. / p.m.
- g) For inspection of the information /work/ taking sample of material you may personally appear in the Office of the..... on..... at a.m./ p.m. along with a helper of your choice if required.
.....

Yours faithfully,

(Signature with name, designation, address, Phone No. etc)

N.B. Strike out the items not applicable.

Form No- 12

Office of the State Public Information Officer
.....
.....

Notice to third party
{Under Rule 13(4)}

To
Sri/ Smt

S/D/ W/O.....

Vill

P.S.....

Ref: Request for information No

Whereas Sri/Smt. S/D/W/O
..... of Vill
..... P.S. has
submitted a request under section 6 of the Right to Information Act,2005 for
disclosure of information, namely ;.....

And

Whereas it appears that your personal interest may relate in disclosure
of the said information ;

You are, therefore, requested to submit your representation, if any,
against such disclosure of information either in writing or orally within 10 days
of receipt of this notice to the undersigned.

Take notice that in default of your response within the time, the
request/ complaint will be disposed of in your absence.

Place:

Date : (Signature with name, designation, address, Phone No. etc)

Form No-13

Intimation about part supply of Information or rejection of application

{See Rule 13(5)}

Office of the State Public Information Officer

No.....

Date.....

To

Sri/Smt.....

.....

.....

Ref: - Your application No.....dated.....

Dear Sir/ Madam,

With reference to your above- cited application I would inform you as follows:

a) Your above-mentioned application for information has been rejected/ accepted for part supply on the following ground(s): -

i)

ii)

iii)

b) For the part information you are to deposit an additional fee of Rs..... (Rupees) only within seven days from the date of receipt of this letter.

c) The amount of the above-mentioned additional fee has been calculated in the following manner:

i).....

ii).....

iii).....

d) If you have any grievance about the above-mentioned amount of fee/ rejection of application / part supply of information, you have the right to file an appeal against the decision within a period of thirty days from the date of receipt of this letter.

e) The full particulars of the appellate authority to whom you can prefer an appeal is given below:

.....

Yours faithfully,

(Signature with name, designation, address, Phone No. etc)

Form No.14

.....
(Name of office of the SPIO)

Transfer of Request for information

{See Rule 13(7)}

To

(Name of the Public Authority)

Address:

Subject: Transfer of request for information

Sir,

A request of Sri/ Smt..... for information dated..... is transferred herewith for disposal from your end in accordance with the provision of the RTI Act 2005.

The requestor has paid application fee of Rs..... in cash to this office.

The following part informations as sought for by the requestor are being supplied from this office:

The remaining informations as sought for may please be supplied from your end.

Yours faithfully,

Encl : As stated.

(Signature with name, designation, address, Phone No. etc)

Copy for information to:

(Name and address of the requester)

Form No- 15

Declaration to be made by the State Chief Information Commissioner or the State Information Commissioners before entering upon office.
(See Rule 18)

I, Sri.....
S/O appointed to the office of the
State Chief Information Commissioner/ State Information
Commissioner vide No..... dated.....
of the Department of the
Government of Tripura do hereby declare and solemnly affirm
that I am not a Member of Parliament or Member of Legislature of
any State or Union Territory or hold any office of profit nor am I
connected with any political party or carrying on any business or
pursuing any profession.

(Signature of the declarant)

Date.....

Form No- 16

**REGISTER OF COMPLAINT INSTITUTED IN THE TRIPURA INFORMATION
COMMISSION
(See Rule 15)**

Sl. No.	Date of Complaint	Name with name of father / mother / husband of the Complainant and address of communication	Name of the Public Authority / SPIO concerning the complaint	Name with name of father / mother / husband of third party, if any,	Subject of the complaint
1	2	3	4	5	6

Order on the Complaint			Remarks
Name of Information Commissioner by whom the complaint is disposed of	Date of disposal	Result in brief	
7	8	9	10

N.B. After disposal of each complaint the Secretary of the Commission shall put his signature below the entries made in Column-9.

Form No17

Tripura Information Commission

P. N. Complex, Gurkhabasti, Agartala

Daily list of Complaints / Appeals

{See Rule 19(3)}

_____ day of _____, 200_____.

Nature of Complaint/ Appeal as registered	Name of first complaint/ appellant	Name of the opposite party or Respondent	First date fixed	Purport of proceeding	Complaint No/ Appeal No. as per register

Secretary
Tripura Information Commission

Form No- 18

Notice to third party
{Under Rule 19(4)}

To
Sri/ Smt.....
S/D/ W/O.....
Vill
P.S.....

Ref: Complaint No

Whereas Sri/Smt. S/D/WO
..... of Vill
..... P.S..... has
submitted / a complaint under section 18(1) of the Right to Information
Act,2005/ copy of which is enclosed herewith/ And

Whereas it appears that your personal interest may be involved in
disclosure of the said information ;

You are, therefore, requested to submit your representation, if any,
against such disclosure of information either in writing or orally within 10 days
of receipt of this notice to the undersigned.

Take notice that in default of your response within the time, the
request/ complaint will be disposed of in your absence.

Place :
Date :

Secretary
Tripura Information Commission

Form No.19

Tripura Information Commission
P.N. Complex: Gurkhabasti: Agartala

(Summons to opposite party)
{See Rule 19(5)}

Complaint No-----/-----

Shri/ Smt.....

Vs.

Complainant

.....
(Opposite party)

To
Shri.....

A complaint under section 18(1) of the RTI Act

Whereas a complaint has been presented by
Shri/Smti.....
on the..... day of 200... and has been registered in this
Commission (a copy of the complaint is enclosed) ;

You are hereby summoned to appear either in person or by an
authorized person duly instructed on the day of 200..... at
10.30 AM in this Commission to submit your representation, if any, for hearing
of the complaint.

Take notice that in default of your appearance on the day before
mentioned, the complaint will be heard and determined in your absence.

Given under my hand and seal of the Tripura Information Commission
this the ____ day of _____ 200__.

Secretary
Tripura Information Commission

Form No- 20

**Tripura Information Commission
P.N. Complex: Gurkhabasti: Agartala**

**Notice to the Complainant / Appellant
{See Rule 19(6) and 21(6)}**

To
Sri/ Smt.....
S/DW/O.....
.....

Complainant/ Appellant

Ref :- Complaint/ Appeal arising out of an application/memorandum of appeal dated..... presented by Sri/Smt..... received by this Commission/ Appellate Authority.

Whereas the above-mentioned complaint/ appeal has been fixed for hearing on the day of 200... at a.m. ;

You are, therefore, requested to appear on the above-mentioned day and time before

Take notice that in default of your appearance on the day before mentioned, the complaint/appeal will be heard and determined in your absence.

Given under my hand and seal of this Commission this..... day of200....

**Secretary
Tripura Information Commission**

Form No-21

Tripura Information Commission
P.N. Complex, Gurkhabasti, Agartala

Daily cause list
{See Rule 19(8)}

The _____ day of _____, 200_____.

Complaint No/ Appeal No. fixed for the day	Purport of the proceeding	Specific order passed in brief	If adjourned		Witness examined if any	
			next date	purport of proceeding	on contest	without contest

Secretary
Tripura Information Commission

Form No.22

Tripura Information Commission
P. N. Complex: Gurkhabasti: Agartala

(Summons To Witness)
{See Rule 19(9)}

Complaint/ Appeal No.

Shri/Smt.....

Vs.

.....
To
Shri/Smt.....

A complaint under section 18(1) of the RTI Act 2005
An appeal under section 19(3) of the RTI Act, 2005

Whereas your attendance is required to depose on behalf of the complaint/ opposite party in the above complaint, you are hereby required to appear before the Tripura Information Commission on theday of, 200....at..... o' clock.

If you fail to comply with this order without lawful excuse, you will be subject to the consequence of non-attendance laid down in Rule 12 of Order XVI of the Code of Civil Procedure, 1908.

Given under my hand and seal of the Tripura Information Commission this..... day of of 200.....

Secretary
Tripura Information Commission

N.B. Strike out the words not applicable.

Form No. 23

TRIPURA INFORMATION COMMISSION
P.N. Complex : Gorkhabasti : Agartala.
{See Rule 19(10)}

Complaint/ Appeal No _____

Present: Shri

Witness No..... for the complainant/ opposite party/ appellant/ respondent/
Information Commission deposed:

I, Sri/Smt _____
Son/Daughter/Wife of _____ aged _____
years, _____ by religion _____ by profession, of
Vill _____, P.S. _____
District _____ swear / solemnly declare that the evidence which I
shall give in this case shall be true; that I will conceal nothing; and that no part
of my evidence shall be false.

N.B. Strike out the words not applicable.

Form No.24

Memorandum of first appeal
{See Rule 20(1)}

(Name, designation & office address of the Appellate Authority)

Appeal No. _____ of 200 _____

AB (add description & address of the appellant) _____
Appellant

Against

CD (add description & address of the respondent) _____
Respondent

EF (add description & address of the third party, if any) _____ Third
Party

The above named appeal from the order passed in application
No.....

dated by the _____ (name and
description of

the SPIO).....sets forth the following grounds of
objection

to the order appealed from, namely,

Relief sought for:

(Signature of the Appellant)

Form No- 25

REGISTER OF APPEAL INSTITUTED BEFORE THE APPELLATE

AUTHORITY

{See Rule 20(2)}

Sl. No.	Date of appeal	Name with name of father / mother / husband of appellant and address of communication	Name of the State Public Information Officer against whose order the appeal is preferred	Order appealed from			Name with name of the father / mother / husband and address of communication of third party, if any
				Applicati- on no. and date	Date of order	Particulars of orders in brief	
1	2	3	4	5	6	7	8

Judgment in appeal		Remarks
Date	Result	
9	10	11

Form No- 26

***TRIPURA INFORMATION COMMISSION
P. N. Complex : Gorkhabasti : Agartala.**

***Appellate Authority**

**Notice to third party
{Under Rules 20(2) and 21(12)}**

To
Sri/ Smt.....
.....
S/D/ W/O.....
Vill
P.S.....

Ref: Appeal No

Whereas Sri/Smt. S/D/W/O
..... of Vill
..... P.S..... has
submitted an appeal under section 19(1)/19(3) of the Right to Information
Act,2005 against the order passed by the state public information officer
..... / appellate authority in
request/ appeal no.....(a copy of which is enclosed); and

Whereas it appears that your personal interest may relate in the said
appeal;

You are, therefore, requested to submit your representation, if any, in
respect of the said appeal either in writing or orally within 10 days of receipt of
this notice to the undersigned.

Take notice that in default of your response within the time, the appeal
will be disposed of in your absence.

Date : * Secretary
Place : Tripura Information Commission

* First Appellate Authority

* Strike out the words not applicable.

Form No.27

Memorandum of Second Appeal before the Tripura Information Commission
{See Rule 21(1)}

Before the State Chief Information Commissioner
Tripura Information Commission
R. N. Complex : Gorkhabasti : Agartala.

Appeal No, TIC _____ 200__

AB (Description & address of appellant) _____ Appellant

Against

CD(Description & address of respondent) _____ Respondent

EF(Description & address of third party, if any) _____ Third Party

The above named second appeal from the judgment passed in appeal No.....
on the date..... by the..... Appellate Authority at
..... (Place) sets forth the following grounds of objections to the
judgment appealed from, namely , _____

Relief sought for:

(Signature of the Appellant)

Form No-28

**REGISTER OF APPEAL INSTITUTED IN THE TRIPURA INFORMATION
COMMISSION
{See Rule 21(3)}**

Sl. No.	Date of appeal	Name with name of father / mother / husband of appellant and address of communication	Name of the Appellate Authority against whose order the appeal is preferred	Name with name of father / mother / husband of third party, if any, involved in the appeal	Order appealed from		
					Case no.	Date of order	Particulars of order in brief
1	2	3	4	5	6	7	8

Judgement in appeal			Remarks
Name of the Information Commissioner by whom the appeal is disposed of	Date of disposal	Result in brief	
9	10	11	12

N.B. After disposal of each appeal the Secretary of the Commission shall put his signature below the entries made in Column-11.

Form No.29

Tripura Information Commission

P. N. Complex, Gurkhabasti, Agartala

Summons to Respondent

{See Rule 21(6)}

Appeal No _____

Shri/Smt _____

Vs

Appellant

Respondent

An appeal from the order dated
passed by
in first Appeal No...../

To
.....
.....

Respondent

Whereas an appeal from the order dated..... passed by the
Appellate Authority of in appeal No.....
has been presented by the appellant
Shri/Smt.....
and has been registered in this Commission (a copy of the appeal is
enclosed);

You are hereby summoned to appear either in person or by an
authorized person duly instructed on the day of 200..... at
10.30 AM in this Commission to submit your representation, if any, for hearing
of the appeal.

Take notice that in default of your appearance on the day before
mentioned, the complaint will be heard and determined in your absence.

Given under my hand and seal of the Tripura Information Commission
this..... day of of 200.....

Secretary
Tripura Information Commission

Form No-30

**Annual report by SPIO to Public Authority.
{See Rule 29(1)}**

Name & office address of the State Public Information Officer:

Report for the period from _____ to _____

A. No. of request received during the month.

No. of requests pending at the beginning of the month	No. of request received during the month				Total	Remark
	Directly	Through Post	Through APIO	Through other public authority		
(a)	(b-1)	(b-2)	(b-3)	(b-4)	(a+b)	

B. Nature of request received and disposed of.

No. of request received			No. of request against which information supplied			No. of request rejected			No. of request transferred	
With fees	Without fees	Total	With fees	Without fees	Total	With fees	Without fees	Total	For full information	For part information

C. No. of requests disposed off.

Total No. of Requests	No. of requests disposed off within time limit	No. of requests disposed off after time limit	No. of requests rejected	No. of request pending at the end of the month
(c)	(d-1)	(d-2)	(d-3)	(d-4)

D. Fees realized and particulars of compensation and penalties awarded by the Commission

Fees Realized			Compensation/ Penalties imposed by State Information Commission				Disciplinary action recommended by the Commission- No. of Cases	
Application fee	Further fee	Total	Compensation		Penalty		Recommended	Action taken
			Awarded	Satisfied	Imposed	Satisfied		

Form No- 31

Annual report by Appellate Authority to public authority.
{See Rule 29(1)}

Name & office address of the Appellate Authority:

Name of the Public Authority:

Report for the period from _____ to _____

A. Appeals received:

No. of pending appeals at the beginning of the month	No. of appeals received		Total No. of appeals.
	Through APIO	Directly	
(a)	(b-1)	(b-2)	(a+b)

B. No. of appeals disposed of.

Total No. of appeals taken up for hearing	No. of Appeals disposed of			Appeals pending at the end of the month
	Within time limit	After time limit	Total	
(c)	(d-1)	(d-2)	(d-3)	(c-d)

Form No- 32

Annual Report by Public Authority to Department and Tripura Information Commission
{See Rule 29(2)}

Name of Public Authority:

Report for the period from _____ to _____

A. Disposed of applications.

No. of PIOs	No. of PIOs who have reported	No. of PIOs who have not reported	No. of applications received	No. of application disposed off	No. of applications disposed off within time limit	No of applications disposed off after time limit	No. of applications pending	Remarks
1	2	3	4	5	6	7	8	9

B) Nos. of Appeals disposed off

No. of Appellate Authority	No. of Appellate Authority who have reported	No. of Appellate Authority who have not reported	Total No. of appeals received	No. of appeals disposed off within time limit	No. of appeals disposed off after within time limit	No. of appeals pending.	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

D) Nature of request received and disposed of.

No. of request received			No of request against which information supplied			No of request rejected			No. of request transferrad	
With fees	Without fees	Total	With fees	Without fees	Total	With fees	Without fees	Total	For full information	For part information

E. Fees realized and particulars of compensation and penalties awarded by the Commission

Fees Realized			Compensation/ Penalties Imposed by State Information Commission				Disciplinary action recommended by the Commission- No of Cases	
Application fee	Further fee	Total	Compensation		Penalty		Recommended	Action taken
			Awarded	Satisfied	Imposed	Satisfied		

Form No-33

Report by Ministry/ Department to the Tripura Information Commission
{See Rule 29(3)}

Name of the Department: _____
Report for the period from _____ to _____

A) Applications.

No. of public authorities	No. of PIOs		No. of request received	No. of requests disposed off	No. of requests disposed off after time limit	No. of requests rejected (with provision of the Act)	Remarks
	Who have reported	Who have not reported					

No. of AAs	No. of AAs who have reported	No. of AAs who have not reported	No. of appeals received	No. of appeals disposed of within time limit	No. of appeals disposed off after time limit	No. of appeals pending	Remarks
1	2	3	4	5	6	7	8

B) Classification of Applications

No. of applications received directly	No. of applications received through post	No. of applications received through APIOs	No. of applications received through other APIOs	Total No. of applications for consideration	No. of BPL applications	No. of applications disposed off	No. of applications pending
1	2	3	4	5	6	7	8

C) Classifications of appeals

No. of appeals received directly	No. of appeals received through APIOs	Total No. of appeals under consideration	No. of BPL Applications	No. of appeals disposed off	No. of appeals pending
1	2	3	4	5	6

D). Nature of request received and disposed of.

No. of request received			No. of request against which information supplied			No. of request rejected			No. of request transferred		
With fees	Without fees	Total	With fees	Without fees	Total	With fees	Without fees	Total	For full information	For part information	

E). Fees realized and particulars of compensation and penalties awarded by the Commission

Fees Realized			Compensation/ Penalties Imposed by State Information Commission				Disciplinary action recommended by the Commission- No.of Cases	
Application fee	Further fee	Total	Compensation		Penalty		Recommended	Action taken
			Awarded	Satisfied	Imposed	Satisfied		