

The Right to Information Act – 2005 (Silvassa)

Administration of
Dadra & Nagar Haveli,
U.T. Secretariat – Silvassa (Personnel Section)

No. ADM/LAW/51/2005/874-A

Dated: 11/11/2005.

NOTIFICATION

In exercise of the powers conferred by sub-section (I) of Section 28 read with Section 2(e) (v) of the Right to Information Act, 2005 (22 of 2005). The Administrator of Dadra & Nagar Haveli is hereby pleased to make the following rules, namely:

1. Short title and commencement- (1) these rules may be called the Right to Information (Regulation of Fee & Cost) Rules, 2005.

2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: - In the rules, unless the context otherwise requires:

1. “**Act**” means the Right to Information Act – 2005.
2. “**Section**” means the section of the Act.
3. All other words and expressions used herein shall have the meanings assigned to them in the Act.

3. A request for obtaining information under sub-section (1) of section 6 (i.e. Form of Application) shall be made in Form – I (A & B) and shall be accompanied by application fees of Rs. 25/- through challan in Form – II, payable at treasury (i.e. Dena Bank, Silvassa).

4. For providing the information under Sub-Section (1) of Section 7, the fees shall be payable through challan, at treasury (i.e. Dena Bank, Silvassa) as per the valuation made by the concerned public information officer at the following rates:

1. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
2. Actual charge or cost price of a copy in larger size paper;
3. Actual cost or price for samples or models;

5. Information through electronic device: For the information obtained in the form of Floppy; Rs. 50/- for each floppy and Rs. 100/- for each CD.

Note: Supply of information in Electronic Media Form will be subject to availability of necessary facility.

6. For Inspection of Records:

1. For the purpose of inspection of records, the fees charged per day for the record of preceding 10 years from the date of application at the rate of Rs. 100/- per day.
2. For each preceding ten years from the first preceding 10 years; additional fees of Rs. 25/- per day.

Note: No inspection shall be permissible for more than three hours a day. The inspection shall be carried out in presence of an officer authorized by the concerned public information authority.

7. For obtaining the benefit under provision to Sub-section (5) of Section 7. the applicant should furnish certificate from the appropriate authority that he falls below poverty line.

By order and in the name of the
Administrator, Dadra & Nagar Haveli.
(Satnam Singh)
Deputy Secretary Personnel

FORM – 1 – A

**Application Form for Information
(To be filed in English/Hindi/Regional Language)**

Date: _____

To

The Public Information Officer,
Office of the Member Secretary,
Pollution Control Committee,
DD & DNH,
Silvassa.

(a) Particulars of the Applicant:

Name:

Age:

Address with phone Nos.:

(b) Details of the information sought:

(Please indicate the subject matter/file/record etc.)

- (i) The period of which the information pertains (_____) years
prior to date or application)

(c) Form/format in which the information sought:

- (i) Photo copy:
(ii) Floppy etc.

(d) Inspection of Records:

- (i) Does the request pertain to inspection or record? (Yes/No).
(ii) If yes, the number of days the applicant may take in inspecting the relevant
record. _____ days.

Signature of the applicant

For Office Use Only

Date of receiving the application:

Date of supplying the information:

Within () days.

Valuation Rs: _____

Signature with name and designation of
The Public Information Officer.

RECEIPT

I received the information as per my application and I am satisfied.

(Signature of Applicant)
Dated:

FOR OFFICE USE ONLY

Reason for Rejection:

The applicant may, if he so desires, prefer an appeal against this order to the Development Commissioner/Appellate Authority within 30 days of this order.

**Signature of the Public Information Officer
With Name & Designation**

FORM T. R. 6
Challan No.

Challan of cash paid into the Sub Treasury/ Dena Bank at _____.

To be filled by the remitter				To be filled by the Department Officer of the Treasury		
By whom tendered	Name or designation & address of the person on whose behalf of money is paid	Full particulars of the remittance & or authority (if any)	Amount	Head of Account	Account Officer by whom adjustable	Order in the Bank
Name			Rs.			Date: Correct Received & Receipt
Signature		Total				Signature and full designation of the Officer ordering for Money to be paid
(in words) Rupees.				To be used only in the case of remittances to Bank through and Officer of the Government.		
Received payment (in words) Rupees						
Treasurer	Accountant			Treasury Officer		

Particulars	Amount	
	Rs.	Ps.
Coin		
Notes (with details)		
Cheques (with details)		
Total Rs.		

1. In the case of payments at the treasury, receipts for sums less than Rs. 500/- do not require. The signature of the Treasury Officer, but only the Accountant and the Treasurer. Receipts for cash and Cheques paid for service postage stamps should be given in Form T. R. S.
2. Particulars of money tendered should be given on the reverse.
3. In case where direct credits at the Bank are permissible, the column Head of Account will be filled in by the Treasury Officer or the Accountant General as the case may be on receipt of the bank's daily sheet.