

DIRECTORATE OF TRIBAL WELFARE

Right to Information Act – 2005

Manual – 15

[Section 4(1)(b)(xv)]

Facilities available to public for collecting information

- ❖ A person seeking information can approach the PIO (Public Information Officer) on any working day from 09.00AM to 01.00 PM.
- ❖ He/ She shall make a written request in format given below specifying the information required in precise terms. It shall also be clarified whether the request is for inspection or supply of copy
- ❖ He/ She shall mention his/her name / address/ Telephone number/ Email address clearly
- ❖ He /She shall deposit a fees of Rs. 25/- for each request. For inspection of records the fees is Rs. 50/- per hour. The receipt shall be attached with the application.
- ❖ For each page a fees of Rs. 5/- shall be payable. If the information is to be given in CD/Floppy, the cost thereof shall also be deposited by the applicant. (Rs. 50/- for CD and Rs. 20 for floppy)
- ❖ Provided that no such fees shall be payable by persons whose income is below poverty line. They shall furnish satisfactory proof thereof.
- ❖ The Public Information Officer shall give him/her a receipt specifying reasonable date & time not exceeding four weeks for collecting the information.
- ❖ If the information sought is vague or too general in nature, the Public Information Officer shall reject the request.
- ❖ In case of any Grievance the applicant can approach the appellate authority (AA) with a written request for redressal of
- ❖ his grievance. The application shall be disposed off in 2 weeks time by the AA.

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APPLICATION FORMAT

1. Name of Applicant

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2. Complete Address

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.....PIN.....

☎(.....)-(.....)

Email.....@.....
- 3.Information required

(also mention whether it is for

copy or inspection

:

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4. a. Name of Section where

information is available

:

-
- b. Format in which it is required

(Paper/ CD/Floppy)

:

-
- 5.Total Fees Deposited

(See note below)*
6. Date of Application

:

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...../...../.....
7. Signature of Applicant

:

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- FOR OFFICE USE
8. Date given for collection of

Information

:

-
9. Fees Received

:

-
10. Fees To be paid/ Whether

exempted Category

:

-
11. Signature of PIO

:

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**Note: no such fees shall be payable by persons whose income is below poverty line. They shall furnish satisfactory proof thereof.*

-----Tear From Here-----
(Receipt (to be given to applicant))

- Date given for collection of

information

:

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- Fees Received

:

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- Fees To be paid / Whether exempted

Category

:

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- Signature of PIO

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