

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES
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 on any working day from 9:00 AM to 1:00 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/ e.mail 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 Rs. 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			
2. Complete Address / Tel. No. /E mail			
3. Information required (also mention whether it is for copy or inspection)			
4a .Name of Section where information is available			
4.b. Format in which it is required (Paper/ CD/ Floppy)			
5. Total Fees Deposited (see note below)*	Basic Fees Rs.25/-	Insp. Fees=	Document Fees=
	CD/Floppy Charges=	Total=	
6.Date of Application			
7. Signature of Applicant			
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			
<i>*Note: no such fees shall be payable by persons whose income is below poverty line. They shall furnish satisfactory proof thereof.</i>			
-----Tear From Here-----			
Receipt (to be given to applicant)			
Date given for collection of information			
Fees Received			
Fees To be paid / Whether exempted Category			
Signature of PIO			