

PROCEDURE FOR REQUESTING INFORMATION:-

- A. Any citizen of India can make a request in writing or through electronic means in Form A. (Given Below)
- B. The information sought by any person should be strictly as per the provisions of the section 2 of The Right to Information Act, 2005
- C. The individual has to make an application as per the prescribed procedures along with requisite fees as given below (if not belonging to the below poverty line category). A person who makes a request through electronic form shall ensure that the requisite fee is deposited in cash or in form of postal order or Bank draft with the authorized person within seven days of his request sent through electronic form. In case applicant fails to deposit the requisite fees then the application is deemed to be rejected.

FORM 'A'
Form of application for seeking information
(See rule 3)

To

The Central Public Information Officer

.....
.....

1. Name of the Applicant: _____

2. Address: _____

3. Information sought: - _____
(Brief Title of the information sought _____
Not to exceed one line) _____

(Details should include separate paras for each information sought)

4. I state that information sought does not fall within the restrictions contained in the Section 8 & 9 of the Act and to best of my knowledge it pertains to your office.

5. This is to certify that I, _____ son/Daughter/Wife of _____, am a citizen of India.

6. A fee @ of Rs _____ has been deposited in cash / vide postal order No. / Demand draft no. _____ drawn on Bank _____
Dated _____

(No fees would be charged from the persons below poverty line)

Place:

Date:

Signature of Applicant

Tel No. (Office) _____

(Res) _____

Postal Address _____

Note:

1. Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

2. **@: FEE STRUCTURE:**

As per the DOPT notification F.No. 34012/8(s)/2005-Estt.(B) dated 16th Sept 2005, following fee structure has been fixed and is given below :

(i) A request for obtaining information under the Act shall be accompanied by an application (in the prescribed format Form A above) and application fees of **Rs Ten by way of cash against proper Receipt or by demand draft or postal-order payable to Accounts Officer of the public authority.** A person who makes a request through electronic form shall ensure that the requisite fee is deposited in Cash or in form of postal order or Bank draft with the authorized person within seven days of his request sent through electronic form. In case applicant fails to deposit the requisite fees then the application is Deemed to be rejected.

Mode of Payment by Cash and List of Banks

Under the existing procedure, License Application Fee by way of cash is accepted by authorized Banks of DGFT i.e. **Central Bank of India** under TR 6 under the “Head of Accounts 1453 Foreign Trade and Export Promotion- Minor Head 102 – Import License Application Fee”. Till the new head is created, fee under the existing head may continue to be received.

(i) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates :-

(a) Rupees Two for each page A-4 or A-3 size paper) created or copied;

(b) Actual charge or cost price of a copy in larger size paper;

(c) Actual cost or price for samples or models; and

(d) For inspection of the records, no fee for the first hour; and a fee of rupee five for each fifteen minutes (or fraction thereof) thereafter.

(ii) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker’s cheque payable to the Accounts Officer of the public authority at the following rates:

(a) For information provided in the diskette or floppy rupees fifty per diskette or floppy; and

(b) For information provided in the printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.