

TRIPURA RIGHT TO INFORMATION RULES, 2008

No. TRIPURA Registered No. u E

930. GAZETTE Published by Authority EXTRAORDINARY ISSUE Agartala, Monday, February 4, 2008 A.D. Magha 15, 1929 S. E PART-- I—Orders and Notifications by the Government of Tripura. The High Court, Government Treasury etc, GOVERNMENT or TRIPURA GENERAL ADMINISTRATION (ADMINISTRATIVE REFORMS) DEPARTMENT SECRETARIAT COMPLEX No. F- 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; — c 1. tida 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. Definition.. - In these rules, unless there is anything repugnant to the subject or context: - (e) "Act" means the Right to Information Act, 2005. (b) "Administrative Department" means the General Administration (Administrative Reforms) Department of the Government of Tripura. "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. "Form" means the form appended to those rules in appendix. (f) "Government of Tripura" means the Government of Tripura. (g) "Sample" means a 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 is 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. Tripura Gazette, Extraordinary issue, February 4, 2008 A. D. CHAPTER - I. Notification 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. Proactive disclosure of information: Each public authority shall connect 4. 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. Publication of directory: The Administrative Department shall publish a 5. 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 12 October, 2005 and the directory shall be updated immediately after any change is made

CHAPTER Disposal of request for Information by State Public Information Officer/ State Assistant Public Information Officer 6. 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. Rate of Fees :(1) Rates of fees for providing information shall be as follows: item (a) Application fee at the time of making the request for obtaining information (b) Fee for any information or record in paper. (c) Fee for sam or models (d) Fee for inspection of records (e) For information to be provided in compact diskette or floppy (f) For information in printed publication. Rupees ten (i) Rupees per page (per impression) in A-4 or A-3 size paper or part hereof. (ii) Actual charge or cost price of a copy in larger size paper. Actual cost for sam or models. No fee for the first hour and a fee of Rs. 51- for each subsequent hour or fraction thereof. Rupees per diskette or floppy provided the required information is available. At the price fixed for such publication or Rupees two per page of text for extracts for the publication. 2 Tripura Gazette, Extraordinary Issue. February 4, 2008 A. D. (2) Mode 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 7 of the Act shall be paid by way of either in cash or treasury challan or Indian post office 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. Recalpt for paymønt of fees: The person-making request for information shalt 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 Infomation Officer as the case may be in Form No-4. 10, Reaister of request for Infomation: 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 offco of the State Public Infomation Officer or the State Assistant Public Infomation 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 neme 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 infomation in the nature of inspection of records and taking notes etc- INS/Sr Noryear. (c) Register of request for information in the nature of sample! model etc- SMISr No/ year. (d) Register of request for information in the nature of diskette/ floppy/ printed material — EI/Sr. No I year. The registers as mentioned here-in-before at (a),(b),(c) & (d) shall be maintained in Form and 8 respectively

11. Maintenpnce of Cash Book and dposlt of fee* to Treasun': Every State Public Information Officer or State Assistant Public Information Officer, es the case may be, shall maintain in his office a cash book in Form No-9 for receipt and deposit of foes 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 haad of 3 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 OMcer as the ccess may be on every day of -transaction

12. SAPIO to produco the requqßts for Informptlon before SPIO: After registration of the request for information, the State Assistant Public Information Officer shall present it before the Stats Public Information Officer within 5 days of receipt of the request for information for disposal.13. D'sposat QI for Information by SP'Q. (1) If the request for information ig found to be in order, the requisition for infomation may be sent to the custodian of the information direct'y if it is not eveilable within the custody of tha State Public Incrrrnation Officer after making necessary entry in a register to be maintained in Form No-IO known as the Register of Requisition for Information in the office of the ?X2te Public Information Officer and on receipt of such requisition. the custodian shall oncs forward such information in original to the State Public information Officer. After receipt of the Information from the cus!odian of such information, the *tate Public Infomation Officer ehall determina further fees to be paid by the person- - akias request for information and show tho detaüs of such detemination on the =verse side of the written request for infcrmation. 'iAhen the State Public Infomnation Officer accepts the application for prov.;cyng infomnation as sought for he has to send gn intimation to the person for making request for information in Form No- 11 about the exact amount of further fees be deposited by the person making requcel for information along with the ae to how the amount has been determined specifying a reasonable time which such further fee is to be deposited. In any request for infomation. interest of any third party relates, such third Fl-ty shall be noticed in Form No-12 and be provided the opportunity of making . "mission before disc!osuce of the information as sought for as required under S:cctian 11 of the Act. Mun-ten e request for obtaining infomngtion is accepted for pert supply of -unatjon or rejected by the Stete Pilb)iG Infonetion Officer, the applicant shall be yen intimation to that eftoct in Form No- 13. the State Public Information Officer or the State Assistant Public Information on any working day remains cut of office on eny ground. he may authorize in a subordinate officer to receive any request for information together with appiication fee ae well as further fee from any pereon. (7) eny person presente any request for information to a State Public tn%rmation Officer or the State Assistent Public Information Officer held by another authority, the formner shall transfer the request for information to the corogr=ed public authority by a letter in Form No- 14 under intimation to the person-making request for information. 4 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 14. of Information In electronic mode: Supply of information or copy of record in computer di8kette or floppy shall depend on the availability of

information in electronic form and the facility for providing such information in diskette or floppy 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 sample 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 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. A 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 seal signature and date. CHAPTER -V Of Information Commission; or a State Information Commission (here 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. Submission to the Commission: The person appointed as State Chief Information Commissioner or State Information Commissioner shall, before he enters upon his office by making a declaration in Form No-15 appended to these rules. 5 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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) (iii) (iv) (v) name & address of the complainant; name & particulars of the Public Authority/ First Appellate Authority/ State Public Information Officer against whom the complaint is lodged; brief facts leading to the complaint; relief sought for; 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. In any case, if interest of any third party relates, such third party shall be (4) 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. 6 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 (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 -VI 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) iii) iv) self attested copies of the judgment and orders against which the appeal is preferred; copies of documents relied upon by the appellant and referred to in the appeal; an index of the document referred to in the appeal. 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- 2B. 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 complaints appeal. 7 Tripura Gazette. Extraordinary Issue, February 4, 2008 A. D. (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) 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 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 be heard in absence of the latter. 8 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D, 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. It shall

not be necessary for the Commission to read out the whole judgment, (2) 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 Ppmmission 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. Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. (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 (d) 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. 29. (1) **CHAPTER -ix Miscellaneous** Report on the implementation of the Information Commission 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 **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, each request for information or appeal shall be admitted.¹⁰ 32. (2)

Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. REPEAL AND SAVINGS. The Tripura Right to Information Rules, 2005 are hereby repealed. 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. Addl. By order of the Governor. L.H.Darlong Secretary to the Govt. of Tripura. Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Appendix



Form No I Department wise pf under 2(h) of the RTI Act-2005. Name of the Department... .. (See Rule 3)
 Description of the Authority name SL No 1 2 3 4 5 6 Category Location/ Address Functions/ Duties of the
 Public authorities By or under the constitution By any other law made by the Parliament By any other law
 made by State Legislature By notification issued or order made by the Govt. of Tripura Body owned/
 controlled or substantially financed by the Govt. of Tripura Non Govt. Organization substantially financed
 by the Govt. of Tripura. 2. 1. 2. 1. 2. 2. 2. 1



2. Signature with designation 12 Tripura Gazette, Extraordinary Issue, February 4, 2008 A.D. Form No-2 Detailed particulars of Public Authority (See Rule 4) Name of the Department, 1 .Name of the Public Authority: 2Address: 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 & Nos. & office timings : 13.Weekly holidays and specific service timings: 14. Other information as mentioned in section 4(1)(b) of the Act: 13 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-4 APPLICATION MAKING REQUEST FOR INFORMATION UNDER THE 2005 (See Rule 8) To The State Public Information Officer (Name of Office) (Name of Public Authority) I. 2. 3. 4. 5. 6. 7. 8. g. Name With fathers / mothers or husband's name of the person making request for information Address Of communication with phone no. if any? Whether citizen Of India?- Whether living below poverty line, if so, Card No. Nature of information I sample / model / materials I to be provided Mode of delivery Advance fee. if any paid Application fee i') Further fee, if any ii) Total : Name of any person other than the applicant whose assistance may be required for seeking the information / inspection. Date of application (Signature of the applicant) Received an register vide Sl. No. further fees. Seat of off* with date requesting for on to attend on information from Sri Smt. and entered in tw for estimate Of Signature with name and designation of the officer receiving the application Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 * If rejected, the reasons thereof with signature of the SPIO Signature of the person receiving the information/ mode of supply 15 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No — 4 Money Receipt (See Rule 9) Receipt No... .. Date... Received from Sri/Smt.. . of S/DNWO..... .. the sum of Rs... (Rupees . . Village .) 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. 16 Tripura Gazette, Extraordinary Issue. February 4, 2008 A. D. 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 SPIO Sl. No. Date of application 2 Applicant's Name with Father Mother I Husband Name and of communication 3 If citizen of India 4 If living below poverty line Card no. Nature of Information required in what

form Iha infotrnabon required 7 Signature c! smol ASPIO receiving tte applicgtn wih mode 14 Amount 01 paid 8 Amount 9 Futter fee Date of application 10 5 Date of deposit of further fee 11 Ramerk3 Dzte on the INFometion ig rsaty for delivery 12 16 6 Al*ual date mode of detlvery 13 If rejä3d date reasons in brief and of SPIO/ASPIO To be maintained in the office of the SPtO I' SAPIC by page marking and giving certificate thereof. Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 C'. No. Date of aortcetion 2 Name pith Father Mother I Hubband Name and address ot communication If dtizen of India Application Probable 4 aid Amountf fee Futthor {ee Amount Jf living poverty fine Card no. ofidal jn Nature of Records/ Docurnents I Fles etc. to be Inspected 6 Name af person by whom ume required for inspection 7 Fee 8 Achai time required For inspectim 9 Date of paymerq further fees Miose presence the Inspection is done nature 12 inspeäion is done if he I she is other than applicant 13 Date of inspectico 14 Signature of SPiO ASPIO w4th date tf the application is rejeded, date and reasm in brief wih nature of SPEO 16 Remarks To be maintained in the office of the SPIC / SAPIO by page marking and giving certificate thereof, 18 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-7 REGISTER FOR SUPPLY OF SAMPLES 1 MODELS (See Rute 10) Name of Public Authority Name of the Office of SPIO Name of the SPIO Name of the SAPIO Sl. No.

Date of applicaion 2 Applicants Name with Father I Mother I Huabarß Name and address of communication 3 Amount of fee paid If citizen of India 4 If livim the poverty line Natre of Sarrwe or model required Application 7 Remarks 14 Cost of sampk*s I mode}s assessed Date of Date of payment of 8 notification 9 10 Card no. 5 Date on which the sample is ready for delive 11 6 Adual date of delivery 12

Signature With date of smo 1 ASPIO 13 To be maintained in the cfice of the SPIO / SAPIO by page marking and giving certificate thereof, 19 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form N04 REGISTER FOR SUPPLY OF INFOR)MT'ON IN CISKETTE PR FuoPPY OR 'N ERINTEP PW*LICATION (See Rule 10) Name of Public Authority Name of the Office of SPIO Name of the SPIO Name of the SAPIO No. Date of application 2 Applicants Name with Fethe,• Mothor / Husband Name and Dddrzs of zcmrnuniætEa 3 Amount cf be paid If Stizen of 'Odia 4 Date of ent if behw poverty line Card no. Date on trve materials ready for suppty 11 Nature of retenaäs required to be witr mode of Appreation fee 7 Remar*s 14 Amourt Further fees Date o' notification 9 Actual date of delivery 12 Signature wib dztc

of SPIO or ASPIC 13 To be maintained in the office of the SPiO SAPIO by page marking and giving certificate thereof, 20 Tripura Gazette, Extraordinary Issue, February 4, 2008 A, D. Fom NoS Cash Book (See Rule 11) Name ci the Public Authority Name of office of the SPIO Name of the SPIO Name of SAPIO Receipts Date Particulars Applicant of receipt 2 Total Receipts Opening balance Grand Total fee Rs. Rs. Other fee 4 Total 5 Pa ents Particulars Treasury of payment challan 6 no.and date 7 Amount paid 8 Totl payments Closing balance Grand Total (Signature with designation of the SPiO/SAPIO) Remarks 9

21 Tripura Gazette, Extraordinary Issue, February 4,2008 A. D Fonn No-IQ REGISTER EQB OF INFORK%TION INCLUDING MODEL ETC. {See Rule 13(1)} Name of Public Autiority Name of the Office of SPIO Name of the SPIO Name of the SAPIO No No & Date of requesting 2 of the information firni8tEd 3 Date on Mich the requisition is gnt to the utodian for 4 Name of the of iftn*rwäon 5 DAe signature of the the rewiäion 6 Signature Remarks Date by whim the hformatbn to be sent to the SPIO 7 Adual date of sending infomafion SPIO 8 Signature cf SPIO reäiving 9 Date of return Of the etc. Custoe&n fie Custodian receiving the orighat 11 12 22 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D.

Form No-11 Intimation of acceptanqe {See Rule 13(3)) Office of the . No. To Sri/ Smt. Ref: - Your application No... .. dated Dear Sir/ Madam, Date With reference to your above-cited application 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 additionai fee of Rs.... (Rupees ..) ony 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 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 fwork/ taking sample of material you may personally appear in the Office of the.... . at on... .. a.m./ p.m. along with a heiper of your choice if required. Yours faithfully, (Signature with name, designation, address. Phone No, etc) N.B. Strike out the items not applicable. 23

Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No- 12 Office of the State Public Information Officer Notice to third party {Under Rule 13(4)} To Sri/ Smt S/D/WIO... Vill .. . Ref: Request for information No Whereas Sri/Smt.. s/DW/0 of Vill 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) 24 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-13 Intimation about part supply of Information or application {See Rule 13(5)} Office of the State Public Information Officer No.... To Sri/Smt. Ref: - Your application No... Dear Sir/ Madam, Date.. . .dated.. 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) iii) For the part information you are to deposit an additional fee of b) (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: 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) 25 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No.14 (Name of office of the SAO) 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 is transferred herewith for disposal from your end in dated.... 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) 26 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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... appointed to the office of the State Chief Information Commissioner/ State Information Commissioner vide No.... dated.. 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.... 27 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No- 16 REGISTER QE COMPLAINT INSTITUTED IN THE INFORMATION COMMISSION (See Rule 15) No. Date of Complaint 2 Name and address of father / mother of the complainant and address of communication 3 Order on the Name of Public Authority 1 SPIO concerning 4 Name and address of Subject of the complaint Name of Informant 5 Commissioned by 7 of department 8 Rewritten in brief 9 of the order 5 10 N.B. After disposal of each complaint the Secretary of the Commission shall put his signature below the entries made in Column-9. 6 28 Form No 17 N. Gmp's ex: Agartala Daily list of Complaints I Appeals {See-Rule 19(3)} Nature of Complaint] Appeal as registered - 1 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Tripura Information Commission day of Name of first complaint/ appellant Name of the opposite party or Respondent 200 First date fixed Purpose of proceeding Complaint No/ Appeal No. as per register Secretary Tripura Information Commission 29 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D Form No- 18 Notice to third party {Under Rule 19(4)} To Sri/ SID/ WIO... Vill Ref: Complaint No . Whereas Sri/Smt. . submitted) a complaint under section 18(1) of the Right Act,2005/ copy of which is enclosed herewith! And Whereas it appears that your personal interest may relate in disclosure of the said information ; to be S/D/WO of Vill has Information involved in 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 30 Tripura Gazette,

Extraordinary Issue, February 4, 2008 A. D. Form No-19 Tripura Information Commission P.N. Complex:

Agartala (Summons to opposite party) {See Rule 19(5)} Complaint Shri/ Smt.... Vs. To Shi...
 Complainant (Opposite party) A complaint under section 18(1) of the RTI Act Whereas a Shri/Smti... day
 of on the.... has complaint presented by been 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 31 Form No- 20 To Sri/ Smt.. SIDAMO.. Tripura Gazette, Extraordinary Issue, February 4,
 2008 A. D. of . Tripura Information Commission P.N. Complex: Gurkhabasti: Agartala Notice to the
 Complainant / Appellant {See Rule 19(6) and 21(6)} 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 day
 of . 200... at hearing on the . 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 ..200. ... Secretary Tripura information Commission 32 Form No-21 Complaint
 Appeal No. fixed for the day Tripura Gazette, Extraordinary Issue. February 4, 2008 A. D. Tripura
 Information Commission P.N. Complex: gurkhabasti Agartala Daily cause list {See Rule 19(8)} Purport of
 the proceeding day of Specific order passed in brief , 200 If adjourned next purport of date proceeding
 WMess examined if any without contest contest Secretary Tripura Information Commission 33 Tripura
 Gazette, Extraordinary Issue. February 4.2008 A. D Form No.2* Tripura Information Commission p. N.
 Complez: (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 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 the day 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
 day of of 200..... this... Secretary Tripura Information Commission N.B. Strike out the words not
 applicable. 34 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No. 23 TRIPURA
 INFORMATION COMMISSION P.N. Complex : Go*habasti : Agartala. {See Rule 19(10)} Complaint/
 Appeal No Present: Shri for the complainant/ opposite party/ appellant/ respondent/ Witness
 No.... information Commission deposed: I.Sri/Smt Son/Daughter/Wife years, Viti District of by religion
 aged by profession, of 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. 35 Tripura Gazette. Extraordinary Issue, February 4, 2008 A. D. Form No.24 Memorandum
 of first appeal {See Rule 20(1)} (Name, designation & office address of the Appellate Authority) the SPIO
 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) Party
 The above named appeal from the order passed No... .. dated description of objection by the Third in
 application (name and sets forth the following grounds of to the order appealed from, namely, Relief
 sought for: (Signature of the Appellant) 36 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D.
 Form No• 25 REGISTER OF APPEAL INSTITUTED BEFORE THE APPELLATE AUTHORITY {See
 Rule 20(2)} No, I Date of appeal 2 Name with name of father I mother I husband Of appellant and address
 of communication 3 Name of the set Public Information Officer against whose order the appeal is entered 4
 Order appealed from Applicant• Date of Particulars on no. and 5 Remarks 11 order of Name with name of
 the father I mother I husband and of communication of third party, if any 7 Judgment in appeal 9 10 37
 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D Form No- 29 *TRIPURA INFORMATION
 COMMISSION e. N. Gurkhabasti : Agartala. *Appellate Authority Notice to third party (Under
 Rules 20(2) and 21(12)} To Sri/ Smt..... SBD/W/O..... Vill . Ref: Appeal No
 Whereas Sri/Smt. S/D,W/O of Vill 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 : Place • * Strike out the words not applicable. Secretary Tripura Information Commission First Appellate Authority 38 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 : Aganala. Appeal No. TIC 200 AB (Description & address of appellant) Against Description Respondent address of Appellant respondent Third Party EF(Description & address of third party, if any) The above named second appeal from the No.. by the.... on the date. (Place) sets forth the following judgment appealed from, namely , Relief sought for: judgment passed in appeal Appellate Authority at grounds of objections to the (Signature of the Appellant) 39 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-28 REGISTER QF APPEAL INSTITUTE IN THE INFORMATION COMMISSION {See Rule 21(3)} No, 1 Date of appeal 2 Name with name of Mother / mother husband of appellant and address of 3 Judgement in appeal Name of the Authority against whose order appealed 4 Result in brief 11 Name with name of Order appealed from Ya/ mother/ Caseno. Date of husband of third party, if any, involved in the 5 12 6 order 7 Name of the Information Commissioner by of is 9 Date Of disposal 10 N.B. After disposal of each appeal the Secretary of the Commission shall put his signature below the entries made in Column-11. Particulars of in brief 8 40 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No. 29 Tripura Information Commission p.. N. Complex; Gorkhabasti; Agartala Summons to Respondent {See Rule 21(6)} Appeal No Shri/Smt— Vs An appeal from the order dated... passed by . in first Appeal No... .. To Whereas an appeal from the order dated.. Appellant Respondent Respondent passed by the Appellate Authority of has been Shri/Smt.. presented in appeal No... by the appellant 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 day of authorized person duly instructed on the . 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 day of of 200. this.... .. Secretary Tripura Information Commission 41 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-30 Annual report by SPO to Public Authority. {See Rule 29(1)} Name & office address of the State Public Information Officer: Report for the period from A. No. of request received during the month. No. of requests Naofrequently received during the month pending at the beginning Of the month B. Directly Through post to Through Through APIO 3 other Nature of request received and disposed of. No. of request received No. of request against which Total Remark a+b No. of request transferred With fees su lied Without Total Wrt,out fees fees fees Total No of request received without Total fees fees For full information For part information C. No. of requests disposed off. Total No. Requests c of No. of requests disposed off within time limit d-I No. of disposed time limit d requests of after No. of requests rejected No. of request pending at end of the month D. Fees realized and particulars of compensation and penalty awarded by the Commission Fees Realized Appellate Further Compensation/ Penalties Imposed by State Information Commission Total Compensation Penalty Awarded Satisfied Imposed Satisfied Disiplinary action recommended by the Commission No-of Cases Recommended Action taken 42 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. 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 No. of appeals received A. Appeals received: No. of pending appeals at the beginning of the month a Through APIO 1 Directly B. No. of appeals disposed of. Total No. of appeals taken up for hearing c No. of Appeals disposed of Within time Aftertime Total limit d-I limit Total No. of appeals. a+b Appeals pending at the end of the month c-d 43 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. 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 A Disposed of applications. No. of No. of PIOs PIOs who have reported 2 No. of No. of PIOs have not reported 3 applications received 4 to No. of application disposed

off 5 No. of applications disposed off within time limit 6 No of applica- lions dispos- ed off after time limit
 7 No. of applicati- ons pending 8 B) Nos. of Appeals disposed off Remarks 9 Reme;ks No. of Appellate
 Authority a No. of Appellate Authority who have reported Appellate Authority who have not re c of
 appeals received d appeals disposed off within time limit e No. of appeals disposed off after within time
 limit No, of appeals pending, D) Nature of request received and disposed of, No. of request received No of
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 Cmpørwetion Awarded Satbfied Penatöy Imposed S2töfzd Diecipiinary by the Comm'ssion- No of Cases
 Racornoeneed Action taken 44 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D. Form No-33
 Report by Ministry/ Department to the Tripura Information CM'mission (See Rule 29(3)) Name of the
 Department: Repon for the period from No. or public No. of AAs ons. No. PIO. to of reæivød No. of No.
 of request* dispoæd of N. •requests requesb disposed OR of he aner tine Who have No. ot Ms who have
 reported 2 B) CBstflatbn of 2 have hew not 3 røaiwd throL."h APIOS 3 e»eeb reæivød 4 No. of
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 pendlt' 8 C) of No. of No. of appeab reæwed direly reeö. •ed throth APIO* 2 Tow No. of "peals un±r
 mnswøration 3 No. af appeals 6 D). Nature of request received and disposed of. fees of request Wthout
 Total fees No.of reqLEt whit* information vmout Total fees Witt fees Wihout Total fes No. of B-gn&rred
 For m For part informnatbn information 45 Tripura Gazette, Extraordinary Issue, February 4, 2008 A. D.
 E). Fees realized and particulars of compensation and penalties awarded by the Commission Fees Realized
 Application Further Compensation/ Penalties Imposed by State Information Commission Total
 Disciplinary action recommended by the Commission- No.of Cases Compensation Awarded Satisfied
 Penalty Imposed Satisfied Recommended Printed at the Tripura Govenment Press, Agartala. Action taken