

FORM A

(See rule 3(1))

Application form for obtaining Information

I.D. No.

(For office use)

To
The Public Information Officer,
(Department/Office)

1. Name of the applicant :
2. Full Address :
3. Particulars of Information required (in brief) :

4. I, hereby, state that the information sought is not covered under the categories which are exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge, it is pertaining to your Department/office.

5. *(1) I have paid the fees Rs. _____ in words rupees
on dt. _____
vide receipt no. _____ in the Department/office of
_____.

*(2) I enclose herewith Demand draft/Pay order No. _____ Dt. _____
drawn in favour of _____ Officer,
issued by _____ Bank towards the fees payable.

*(3) Non-judicial stamp of Rs. _____ is affixed on this application.

*(4) I belong to B.P.L. family. Xerox copy of my card/required Certificate is enclosed herewith.

Place:

Date:

Signature of the applicant:

e-mail address, if any:

Telephone No. (Office):

(Residence):

Full address of correspondence:

N.B. Person belonging to B.P.L. family need not pay any type of fees.

* Strike out whichever is not applicable.

FORM B

(See rule 3(1))

Receipt of any application

From:
The Public Information Officer,
(Department/office)

I.D. No. _____ Date: _____

1. Received the application dated _____ in **Form A**, prescribed under sub-rule (1) of rule 3 of the Right to Information Rules, 2006 from Shri/Smt./Kum. _____, resident of _____

2. The information shall be provided within thirty days. In any case, if it is found that it is not possible to give the required information, a letter showing reasons thereof or rejecting the request shall be issued.

3. The applicant may contact the undersigned during 11.00 a.m. to 1.00 p.m. on dt. _____. (here mention the date not later than thirty days from the date of the receipt of an application).

4. In case of failure to remain present on the stipulated date by the applicant, the Public Information Officer shall not be held responsible for delay in providing information.

5. The applicant shall be required to deposit the outstanding amount of fees or charges, if any, prior to collection of the information or the documents.

(_____)
Public Information Officer:
Name of the Department/Office:
Telephone No.:
e-mail:
Website:

FORM C

(See rule 3(2))

Intimation to applicant to deposit fee and charges for required information and/or documents

To
Shri/Smt./Kum. _____
Address: _____

Sir,

With reference to your request/application dt. _____ (I.D.No. _____ dtd. _____), I am to state that you are required to deposit Rs. _____ (in words Rupees _____ only) for required information and documents sought for. It is requested to obtain the copies of the required information/documents after depositing the amount in this Department/office.

- | | | |
|-----|--|-----------|
| (1) | Total No. of pages _____ x Rs. 2 per page
A3, A4 size | Rs. _____ |
| (2) | Total No. of Large size pages
(except A3, A4 size) x Rs. 3 per page | Rs. _____ |
| (3) | Photo x Rs. 10 per photo | Rs. _____ |
| (4) | Floppy/CD charges..... x Rs. 50 per piece | Rs. _____ |
| (5) | Charges for inspection of record | Rs. _____ |
| (6) | Charges for sample/Model | Rs. _____ |

Total Rs. _____

Yours faithfully,

(_____)

Public Information Officer:

Name of the Department/Office:

Telephone No.:

e-mail:

Website:

FORM D

(See rule 4(1))

Supply of information to the applicant

From:
The Public Information Officer,
(Department/Office)

No: _____ Date: _____

To
Shri/Smt./Kum. _____

Address: _____

Sir,

This is with reference to your application dated: _____ (I.D. No. _____ date _____) requesting for supply of information.

2. Details of required information is enclosed herewith.
3. Out of the required information sought for/ the partial information is supplied as under:
 - (1)
 - (2)
 - (3)
 - (4)
4. With reference to your request for supplying information, the following information/documents cannot be supplied for the following reasons:
 - 1.
 - 2.
 - 3.
 - 4.
5. If you are aggrieved by the above decision, you may prefer an appeal to _____ within thirty days from the date of receipt of the decision.
6. The information has been given to you on the basis of your belonging to the BPL family and you cannot use this facts anywhere in proving yourself of BPL family and this cannot be used in other objectives.

Yours faithfully,

N.B.: Pl. specify,
Name/Address of the
appellate Authority

(_____)
Public Information Officer:
Name of the Department/Office:
Telephone No.:
e-mail:
Website:

Strike out whichever is not applicable.

FORM E

(See rule 4(2))

Transfer of application pertaining to other authority

From:

Public Information Officer

_____ Department/Office

Address: _____

No: _____ Dt. _____

To

Shri/Smt. _____

(Public Information Officer)

_____ Department/Office

Address: _____

Sir,

Please find enclosed herewith an application from Shri _____ dt. _____ (I.D. No. _____), for the reasons stated below:

Required information does not fall within the jurisdiction of this Department/office. As it falls within the jurisdiction of your Department/office, the same is transferred herewith to you for further necessary action.

It is certified that the applicant has paid Rs. _____ (Rupees _____ only) on account of fees/charges for obtaining required information, which has been credited in the Government treasury/account.

Yours faithfully,

(_____)

Public Information Officer:

Name of the Department/Office:

Telephone No.:

e-mail:

Website:

Copy to:

To

Shri/Smt/Kum. _____

(Applicant)

As your application pertaining to required information doesn't fall within the jurisdiction of this Department/office, it has been transferred to the Public Information Officer having jurisdiction. You are requested to contact the Public Information Officer mentioned above.

Public Information Officer

FORM F

(See rule 4(1))

Order of rejection of Information

From:
Public Information Officer
_____ Department/Office
Address: _____

No.: _____ Dt.: _____

To
Shri/Smt./Kum. _____
Address: _____

Sir,

With reference to your application dated: _____ I.D. No. _____
requesting for supplying information, I am to state that _____:

1. The information requested cannot be provided for the following reasons:

The information requested falls within the exempted categories under sub- rule
(.....) of section 8 or under section 9 of the Act.

2. If you are aggrieved by the above decision, you may prefer an appeal to
* _____ within thirty days from the date of receipt of the decision.

N.B.: Pl. specify,
Name/Address of the
Appellate Authority

Yours faithfully,

(_____)
Public Information Officer:
Name of the Department/Office:
Telephone No.:
e-mail:
Website:

FORM G

(See rule 6(1))

Form of First Appeal

I.D. No.

Date:

(For office use)

To
The Appellate Authority
(Department/office) _____

Sir,

As I have not received any decision/As I am aggrieved by the decision of the Public Information Officer _____, I, hereby file this appeal. The particulars of my application is as under:

1. Name of the Appellant:
2. Address of Appellant:
3. (A) Name of the Public Information Officer:
Address of Public Information Officer:
(B) Department/office and address:
(C) Particulars of the decision against which the appeal is preferred including the No. & Date of such decision.
4. Date of application submitted in the **Form A**:
5. Details of Information:
 - (1) Information asked for
 - (2) Period for which information is sought
6. Date as on completion of thirty days after submitting application in **Form A**.
7. Reasons for Appeal —
 - (A) No decision is received within thirty days of submission of application in **Form A**
 - (B) Aggrieved by the decision of Public Information Officer Dated:
8. Ground for appeal. Brief facts of the case.
9. Last date for filing the appeal:
10. Prayer/reliefs sought for:

I hereby state that the information and particulars given above are true to the best of my knowledge and belief.

Place:

Name of appellant

Date:

Signature of appellant:

Full Address of correspondence:
e-mail address, if any:
Telephone No.(Office):
Residence:

..... cut from here

Acknowledgement

From:
Public Information Officer
_____ Department/Office
Address: _____

I.D. No.

Date:

1. Received an appeal application of Shri _____ a resident of _____ in **Form G** prescribed under sub-rule (1) of rule 6 of the Bihar Right to Information Rules, 2005.

Signature of the receipt Clerk
Office of the Appellate Authority:
Telephone No.:
e-mail:
Website:

By order and in the name of the Governor of Bihar

()
Deputy Secretary,
Personnel & Administrative Reforms Department
Government of Bihar

FORM H

Format for Information to be obtained from any section of the same Public Authority

From:
Public Information Officer
_____ Department/Office
Address: _____

Letter No.: _____ Date.: _____

To
Shri/Smt./Kum. _____
Section Officer/Under Secretary: _____
Section: _____

Sir,

The application of Shri/Smt./Kum. _____ I.D. No. _____ is hereby attached.

The desired information relates to this department, but it is available in your section..

Hence, desired information may kindly be made available immediately.

Yours faithfully,

(_____)
Public Information Officer:
Name of the Department/Office:
Telephone No.:
e-mail:
Website:

Schedule-1

Rates of Fees

Sl. No.	Details of the Information sought	Amount of Fees
1	Application fee for providing information	Rs. 10/- (Ten) per Application.
2	Other Information/Records: (a) Information on (i) A4, A3 size paper (ii) Bigger size paper	Rs. 2/- (Two) per page Actual cost incurred on photo copying on such bigger paper
	(b) Sample, Model, Photograph	Actual cost incurred
Note:- The procedure as prescribed by the concerned department to prepare the sample or model shall be followed.		
	(c) Perusal of Records	No fee for the first hour; Rs. 5/- (five) per hour and its part there after.
Note:- Wherever such system or procedure already exists, the current rate of fee for the perusal of records shall continue, and the rate above mentioned shall not apply.		
	(d) Information in Floppy/CD wherever possible	Rs.50/-(Fifty) per Floppy or C.D.
3	The Appellate Authority shall charge Rs.50/- (Fifty) for each appeal application.	