

**RTI-Form No. 1**

**I.D. No.**  
**(For Official use)**

**Dated:**

To:

The Central Public Information Officer (RTI),  
National Informatics Centre-HQ,  
A-Block, CGO Complex,  
Lodi Road,  
New Delhi-110003.

**Sub:- Request for information under RTI-Act 2005-Application reg.**

Sir,

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
Resident of \_\_\_\_\_  
wish to seek information, under the RTI Act, 2005. The information needed pertains to the  
National Informatics Centre-HQ, as per details given below:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. It is certified that I am a bona fide Citizen of India.
3. \*It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclosed herewith for your information. (\*Please strike out if not belonging to the BPL category)
4. I have deposited the required amount of Rs.10/-(Rupees Ten only) towards application fee (Receipt enclosed) with DDO, NIC, vide receipt no. \_\_\_\_\_ dated \_\_\_\_\_. Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the RTI Act and or relevant Rules.

(Signature of the Applicant)

Telephone No :  
Fax No. :  
E-mail Address :

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY  
NATIONAL INFORMATICS CENTRE-HQ,  
OFFICE OF CPIO(RTI)  
A-BLOCK, CGO COMPLEX,  
LODI ROAD,  
NEW DELHI-110003.**

**I.D. No.  
(For Official use)**

**Dated:**

**Ref. No.**

**Sub:- Request for information (under RTI Act, 2005) from Mr./Ms. \_\_\_\_\_  
Received in this Office on \_\_\_\_\_**

I am forwarding herewith an application/request for information (under RTI Act, 2005) received from Mr./Ms. \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ resident of \_\_\_\_\_.  
The subject matter of the information requested by the above applicant is related to your Department/Ministry \_\_\_\_\_ which pertains to or partly pertains to \_\_\_\_\_. Therefore, I am forwarding the same to you for your information and necessary action. The required information and/or an appropriate reply may be sent to the concerned applicant, under intimation to the undersigned.

**Encl: As above**

CPIO(RTI)/NIC-HQ  
or  
PIO of Concerned State Unit

To:  
Dr./Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Copy to: The Applicant**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY  
NATIONAL INFORMATICS CENTRE-HQ,  
OFFICE OF CPIO(RTI)  
A-BLOCK, CGO COMPLEX,  
LODI ROAD,  
NEW DELHI-110003.**

**I.D. No.  
(For Official use)**

**Dated:**

**Ref. No.**

**To:**

**Mr./Ms.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:- Request for Information under the RTI Act, 2005 pertaining to \_\_\_\_\_**  
\_\_\_\_\_.

Sir/Madam,

The undersigned is directed to acknowledge the receipt of your Request for Information dated \_\_\_\_\_ on the above subject and to say that the information shall be provided to you in due course.

- 2.\* You are requested to deposit an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as necessary fees/charges prescribed under the RTI Act, 2005 and/or relevant Rules there under (Criteria for calculating the fees and the procedure for making the required payment are given in RTI Form No.6-enclosed).
- 3.\* It is to inform you that the information requested by you does not pertain to NIC-HQ fully/partly. It seems that the same falls under the purview of \_\_\_\_\_, which is a separate public authority under the RTI Act and therefore your request has been forwarded to the concerned public authority separately for necessary action (copy enclosed RTI Form No. 2).
- 4.\* You are also requested to certify as below:-
- a) that you are a bona fide Citizen of India.
  - b) That you do not fall/fall under the category Below Poverty Line (BPL). (In case of BPL-an attested copy of the relevant certificate issued by the competent authority is to be enclosed).

Yours faithfully,

CPIO(RTI)/NIC-HQ  
or  
PIO of Concerned State Unit

**Copy to:**  
**(\* please strike out whichever is not applicable)**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY  
NATIONAL INFORMATICS CENTRE-HQ,  
OFFICE OF CPIO(RTI)  
A-BLOCK, CGO COMPLEX, LODI ROAD,  
NEW DELHI-110003.**

**I.D. No.  
(For Official use)**

**Dated:**

**Ref. No.**

**Sub:- Request for information (under the RTI Act, 2005) from Mr./Ms. \_\_\_\_\_  
received in this Office on \_\_\_\_\_.**

I am forwarding herewith an application/request for information (under the RTI Act, 2005) received from Mr./Ms. \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_. The subject matter of the information requested by the above applicant is related to \_\_\_\_\_ which pertains to your Group in this Department. The information is to be provided to the applicant within \_\_\_\_\_ days as per provisions of the RTI Act, 2005. An interim reply/acknowledgement has been sent to the concerned applicant in the matter. In view of this, you are requested to submit the relevant details immediately, to the undersigned by \_\_\_\_\_ positively.

2. In case any delay is anticipated in submission of required information, you may intimate the same along with justification for the anticipated delay.

**Encl: As above**

CPIO(RTI)/NIC-HQ  
or  
PIO of Concerned State Unit

**To:**

**Dr./Mr./Ms. \_\_\_\_\_  
HOG/HOD/SIO  
Ministry of Communications & Information Technology  
National Informatics Centre-HQ,  
Office Of CPIO(RTI)  
A-Block, CGO Complex, Lodi Road,  
New Delhi-110003.**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY  
NATIONAL INFORMATICS CENTRE-HQ,  
OFFICE OF CPIO(RTI)  
A-BLOCK, CGO COMPLEX,  
LODI ROAD,  
NEW DELHI-110003.**

**I.D. No.  
(For Official use)**

**Dated:**

**Ref. No.**

**To:**

**Mr./Ms.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:- Request for information under the RTI Act, 2005 pertaining to \_\_\_\_\_**  
\_\_\_\_\_.

Sir/Madam,

The undersigned is directed to refer to your Request for Information dated \_\_\_\_\_ on the above subject and to say that

- a) \*the required information is enclosed herewith, as requested.
- b) \*only part of the information requested by you is related to NIC-HQ, and the same is enclosed herewith. The remaining part of the information requested by you relates to other public authority (namely \_\_\_\_\_), therefore your application has been forwarded to the public authority for necessary action (copy of the relevant letter is enclosed for information).
- c) \*The information falls under the "Third Party Category" and hence it is classified. Necessary notice has been issued to the concerned Party on \_\_\_\_\_ requesting them to represent their case within ten days. The necessary decision will be taken on hearing their submission and within prescribed time-limit of 40 days. (Ref.: Section 11(3)).
- d) \*only part of the information requested, after severance of the record containing information which is exempt from disclosure, is being provided. The name and designation of the person giving the decision indicated below:

Mr./Ms. \_\_\_\_\_.

**Continued on page no. 2:-**

**Continued from pre-page:-**

- e) \*it is regretted that it may not be possible to provide the relevant information due to the reason(s) indicated below:
- (i) Information is exempted from disclosure under Section 8 (a) – (j)
  - (ii) Above 20 years old information falling under clause (a), (c) & (i) of sub-section (l) under Section-8 of the RTI Act is exempted from disclosure.
  - (iii) Information is classified in nature as per provisions in the Official Secret Act, 1923.
  - (iv) Access of information would involve an infringement of copyright subsisting in a person other than the State.
  - (v) \_\_\_\_\_

(\*Strikeout whichever is not applicable)

2. It is informed that the RTI Act provides you a right with respect to review the decision as to the amount of fees charged or the form of access provided (including particulars of the appellate authority, time limit, process and any other forms). Therefore, in case you want to go for an appeal in connection with above, you may appeal to the Appellate Authority indicated below within thirty days from the date of issue of this letter.

DDG & Appellate Authority (RTI),  
National Informatics Centre-HQ,  
A-Block, CGO Complex, Lodi Road,  
New Delhi-110003.

Yours faithfully

CPIO(RTI)/NIC-HQ  
or  
PIO of Concerned State Unit

**Copy to:**

1. **DDG/Appellate Authority**
2. **Concerned HOG/HOD/SIO of NIC**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY  
NATIONAL INFORMATICS CENTRE-HQ,  
OFFICE OF CPIO(RTI)  
A-BLOCK, CGO COMPLEX, LODI ROAD,  
NEW DELHI-110003.**

**I.D. No.  
(For Official use)**

**Dated:**

**Ref. No.**

**To:**

**Mr./Ms.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Criteria for Calculation of the Fees/Charges prescribed for providing Information (under sub-section (1) of Section 6 and sub-sections (1) and (5) of section 7 of the RTI, Act).

**Part A**

1.	No. of pages multiply by Rs.2/- per page*	= Rs.
2.	Spiral Binding charges of document (if required)	= Rs.
3.	Postal charges (Actual)	= Rs.
4.	Actual price of the printed publications (if applicable)	= Rs.
5.	Any other charges, if applicable	= Rs.
Total		= Rs.

(\*As notified by Govt. of India vide its Notification no.34012/8(s)/2005-Estt.(B) dated 16-09-2005)

**Part-B:**

1. Every page of print-out or Xerox of the resultant reply are supposed to be charged @ Rs.2/- per page, payable again through Cash or through Demand Draft in favour of Accounts Officer (NIC) or DDO, which should be encashable at the city of State Centre location or in Delhi in case of NIC-HQ.
2. For physical inspection of the office records for the first hour, CPIOs should allow "FREE" inspection by the applicant. For subsequent every 15 minutes, further it shall be chargeable @ Rs.5/- for each slot of 15 minutes' inspection for documents and this shall be realizable in the form of Cash or through Demand Draft in favour of Accounts Officer (NIC) or DDO, encashable at the city location of the State Unit or in Delhi in case of NIC-HQ.
3. If the information is to be taken on Floppy or CD-Media then Rs.50/- for each such media shall be realizable from applicant, in the form of Cash or through Demand Draft in favour of Accounts Officer (NIC) or DDO, encashable at the city centre location of the State Unit or in case of NIC-HQ, Delhi.
4. Extracts from the publication in the form of Xerox shall be chargeable @ Rs.2/- per page, which has to be payable in the form of Cash or through Demand Draft in favour of Accounts Officer (NIC) or DDO of the State Centre, encashable at the city of the State Unit or in case of NIC-HQ payable at Delhi.

**Continued on page no. 2**

**Continued from pre-page:-**

**Part-C:**

**Procedure for making payment:**

The above payment may be made either in CASH (to be deposited with the Drawing & Disbursing Officer, NIC) or through Demand Draft drawn in favour of "Accounts Officer, NIC" payable at New Delhi.

**Note:**

1. No fee is to be paid by the applicant falling under the BPL Category and if the CPIO is satisfied with the relevant documents submitted by the applicant in the matter.
2. No fee is to be charged if the information requested delayed beyond the prescribed time-limit.
3. The intervening period between the dispatch of intimation to the applicant asking for payment of prescribed fees and the actual payment made by the applicant shall be excluded for the purpose of calculating the prescribed time-limit for reply to the request for information.

If you wish to review the above regarding amount of fees etc., you may do so by representing not later than 30 days from the date of this letter to the Appellate Authority as below:

DDG & Appellate Authority (RTI),  
National Informatics Centre-HQ,  
A-Block, CGO Complex, Lodi Road,  
New Delhi-110003.

Yours faithfully

CPIO(RTI)/NIC-HQ  
or  
PIO of Concerned State Unit

**Copy to:**

1. **DDG/Appellate Authority**
2. **Concerned HOG/HOD/SIO of NIC**



## REQUEST FOR INFORMATION-CHECK-LIST FOR PROCESSING

1. Application No./Ref.No.:
2. Name of Applicant:
3. Mailing/Contact Address of Applicant:
4. Date of receipt of application:
5. Status of Citizenship of the Applicant-Indian Citizen or Non-Resident Indian:
6. Subject matter of request pertains to NIC-HQ (Yes/No)
7. Subject matter of request pertains to NIC-HQ (Full/Partly)  
If partly, the name of concerned public authority/authorities:
8. Information sought CONCERNS THE LIFE OR LIBERTY OF A PERSON: (Yes/No)
9. Does the information falls under Section 8(1) (a-j), (2) and (3): (Yes/No)
10. Target time-limit needed for providing the inputs:
11. Whether information is technical/.semi-technical/administrative in nature (Pl. tick below)
  - a). Technical
  - b) Semi-Technical
  - c) Administrative
  - d) Misc.
12. Name of concerned Group/Division/SIO
13. Details of information sought by the Applicant:  

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14. Date of Acknowledgement issued to the applicant.
15. Whether information readily available with the Office of CPIO(RTI)in NIC.  
(Yes/No)
16. Whether information published as Manuals under the RTI Act. (Yes/No)
17. Whether information is available on NIC's Web Site or Web Site of the public authority under the control of NIC (Yes/No)
18. Date and Time of forwarding the request to concerned HOG/HOD/SIO
19. Date and Time fixed for receiving the reply from concerned HOG/HOD/SIO
20. Whether anticipation of any delay in submission of information communicated by concerned HOG/HOD/SIO. (Yes/No)
21. Date and Time the information received from the concerned HOG/HOD/SIO.
22. Date and Time of information issued to the applicant.
23. Whether applicant has also asked for inspection of the relevant documents? (Yes/No)