

# The Orissa Gazette

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HIGH COURT OF JUDICATURE, ORISSA, CUTTACK

NOTIFICATION

The 23rd February 2006

No. 77—In exercise of power conferred under Section 28 (1), Section 2 (e) (III) and Section 2 (h), read with Section 5 of The Right to Information Act, 2005 (Act No. 22 of 2005), the Chief Justice of the High Court of Orissa being the Competent Authority with the concurrence of the Public Authority does hereby make the following Rules :

## CHAPTER-I

### GENERAL

#### 1. Short Title and commencement—

- (i) These Rules shall be called “The Orissa High Court Right to Information Rules, 2005”.
- (ii) They shall come into force with effect from the date of publication in the *Orissa Gazette*.

#### 2. Definition—In these rules unless the context otherwise requires—

- (a) “Act” means Right to Information Act, 2005 (No. 22 of 2005).
- (b) “Competent Authority” means the Chief Justice of Orissa High Court.
- (c) “Ministerial Officer” means an officer other than a Judicial Officer of the Court.
- (d) “Outlying Court” means a Court not situated at the Headquarters of the district where seat of the District and Sessions Court is situated.
- (e) “Public Authority” means the High Court of Orissa
- (f) “Subordinate Court” means the Judicial Courts subordinate to the High Court of Orissa situated within its territorial jurisdiction.
- (g) Words and Expressions used but not defined in these rules shall have the same meaning as are respectively assigned to them in the Act.

## CHAPTER-II DESIGNATION AND POWERS

3. (a) The Additional Deputy Registrar (J. & E.) shall be the *ex officio* State Public Information Officer of the High Court.

(b) The Registrar (Judicial) of the High Court shall be the Appellate Authority of the State Public Information Officer in respect of the Public Authority.

(c) The Ministerial Officers of the stations as mentioned in the Appendix-I shall be the *ex officio* State Assistant Public Information Officer of the respective areas.

(d) The District Judge of the concerned district shall be the Appellate Authority in respect of the appeal filed against the order of the State Assistant Public Information Officer posted at the Headquarters of the district.

(e) The senior most Judicial Officers of the station as indicated in Appendix I shall be the Appellate Authorities of their respective areas to decide the appeal against the order of the State Assistant Public Information Officer of the concerned area.

## CHAPTER-III FEES

4. (a) A person desirous of an information authorized under the Act may apply for information to State Public Information Officer or State Assistant Public Information Officer by filling an application with declaration on oath as indicated in the prescribed *pro forma* in Appendix-II or Appendix-II (A) as the case may be on payment of Rs. 50 towards application fees in shape of non-judicial stamp.

4. (b) When a copy is required in respect of an application is completed, it will be made over by the Copyist/Typist concerned together with the original documents to the comparer who shall be responsible for the correctness of the copy prepared. The prepared copy shall at the end bear the initial of the Copyist/Typist concerned and every page of the compared copy shall also be initialed by the comparer in token of comparison. All cuttings and corrections made during comparison will be initialed by the comparer who shall on completion of comparison put his/her signature with date at the foot of the last page of the copy. The certified copy of such document shall be issued under the signature of State Public Information Officer or the State Assistant Public Information Officer as the case may be.

(c) The person applying for such information may obtain the copy thereof on further payment of Rs. 20 in shape of non-judicial stamp for each sheet of paper comprising of 180 words or part thereof.

(d) The form of application for information shall be obtained from the office of the State Public Information Officer or State Assistant Public Information Officer, as the case may be at the rate of Rs. 10 per form. Each application form shall contain a serial number and signature of the issuing clerk with the date of issue and the seal of the State Public Information Officer or State Assistant Public Information Officer as the case may be.

(e) The applications for an information shall be consecutively numbered and registered as they are received along with its date in the Register to be maintained in the form prescribed in Appendix-III.

(f) The application form for information shall be issued and received during the office hours of the working days of State Public Information Officer or State Assistant Public Information Officer as the case may be.

(g) Cost will be determined within three working days of receipt of the application form.

(h) If the required information or decision on the disposal of the application is not received within 3 months, the same will be destroyed and the applicant will have to apply afresh in accordance with the procedure.

#### CHAPTER-IV MISCELLANEOUS

5. No information shall be provided to any applicant in the following matters :—

- (i) In respect of the document or records produced in a judicial proceeding.
- (ii) The information, which is likely to affect the security of any institution or the public order.
- (iii) The information, which has no relationship with the public activity
- (iv) The information, which could cause unwarranted invasion of the privacy to any person.
- (v) Separate application shall be filed for information in respect of the separate record or information.
- (vi) Other materials described in Sections 8 and 9 of the Act.

BY ORDER OF THE COURT

**K. N. PANIGRAHY**  
Registrar (I. & E.)

#### APPENDIX-I

#### LIST OF STATE ASSISTANT PUBLIC INFORMATION OFFICER IN THE SUBORDINATE COURTS AND ITS APPELLATE AUTHORITY

Sl No.	Name of the Station	State Assistant Public Information Officer	Appellate Authority
(1)	(2)	(3)	(4)
	<b>CUTTACK</b>		
1	Cuttack	Sheristadar	District & Sessions Judge
2	Athagarh	Sheristadar	Civil Judge( Sr. Division)
3	Baramba	Sheristadar	Additional Civil Judge( Jr. Division)
4	Narasinghpur	Senior-most Sr. Clerk	J.M.F.C.
5	Banki	Sheristadar	Civil Judge( Sr. Division)
6	Salipur	Sheristadar	Civil Judge( Jr. Division)
7	Jagatsinghpur	Bench Clerk	Additional District Judge

(1)	(2)	(3)	(4)
8	Kujanga	Sheristadar	Civil Judge( Jr. Division)
9	Kendrapara	Bench Clerk	Additional District Judge
10	Pattamundai	Senior-most Sr. Clerk	Civil Judge( Jr. Division), J.M.F.C.
11	Jajpur	Bench Clerk	Additional District Judge
12	Jajpur Road	Sheristadar	Civil Judge( Jr. Division)
PURI			
13	Puri	Sheristadar	District & Sessions Judge
14	Nimapara	Sheristadar	Civil Judge( Sr. Division)
15	Pipili	Senior-most Sr. Clerk	Civil Judge( Jr. Division), J.M.F.C.
16	Nayagarh	Bench Clerk	Additional District Judge
17	Daspalla	Senior-most Sr. Clerk	Civil Judge( Jr. Division), J.M.F.C.
18	Khandapara	Senior-most Sr. Clerk	Civil Judge( Jr. Division), J.M.F.C.
19	Ranpur	Senior-most Sr. Clerk	J.M.F.C.
KHURDA			
20	Bhubaneswar	Sheristadar	District & Sessions Judge
21	Khurda	Bench Clerk	Additional District Judge
22	Khurda Road	Senior-most Sr. Clerk	Special Railway Magistrate
23	Banpur	Senior-most Sr. Clerk	Civil Judge( Jr. Division), J.M.F.C.
DHENAKANAL			
24	Dhenakanal	Sheristadar	District & Sessions Judge
25	Hindol	Sheristadar	S.D.J.M.
26	Kamakshyanagar	Sheristadar	Civil Judge( Sr. Division)
27	Angul	Bench Clerk	Additional District Judge
28	Talcher	Bench Clerk	Additional District Judge
29	Pallahara	Sheristadar	S.D.J.M.
30	Athamallick	Sheristadar	Civil Judge( Sr. Division)
BALASORE			
31	Balasore	Sheristadar	District & Sessions Judge
32	Jaleswar	Sheristadar	Additional Civil Judge( Jr. Division)
33	Soro	Senior-most Sr. Clerk	Additional Civil Judge ( Jr. Division), J.M.F.C.
34	Nilgiri	Sheristadar	Civil Judge( Sr. Division)
35	Bhadrak	Bench Clerk	Additional District Judge
36	Basudevpur	Senior-most Sr. Clerk	Additional Civil Judge ( Jr. Division), J.M.F.C.

(1)	(2)	(3)	(4)
	KALAHANDI		
37	Bhawanipatna	Sheristadar	District & Sessions Judge
38	Madanpur-Rampur	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), J.M.F.C
39	Dharamgarh	Sheristadar	Civil Judge (Sr. Division)
40	Nuapada	Bench Clerk	Additional District Judge
41	Khariar	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), J.M.F.C.
	SAMBALPUR		
42	Sambalpur	Sheristadar	District & Sessions Judge
43	Kuchinda	Sheristadar	Civil Judge (Sr. Division)
44	Rairakhol	Sheristadar	S.D.J.M.
45	Deogarh	Bench Clerk	Additional District Judge
46	Baragarh	Bench Clerk	Additional District Judge
47	Padampur	Sheristadar	Civil Judge (Sr. Division)
48	Sohella	Senior-most Sr. Clerk	J.M.F.C.
49	Barpalli	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C.
50	Jharsuguda	Bench Clerk	Additional District Judge
	BOLANGIR		
51	Bolangir	Sheristadar	District & Sessions Judge
52	Patnagarh	Sheristadar	Civil Judge (Sr. Division)
53	Kantabanji	Senior-most Sr. Clerk	J.M.F.C.
54	Titilagarh	Bench Clerk	Additional District Judge
55	Sonepur	Bench Clerk	Additional District Judge
56	Biramaharajpur	Sheristadar	S.D.J.M.
57	Rampur	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C.
58	Lusingha	Senior-most Sr. Clerk	J.M.F.C.
	KORAPUT		
59	Jeypore	Sheristadar	District & Sessions Judge
60	Laxmipur	Senior-most Sr. Clerk	J.M.F.C.
61	Kotpad	Senior-most Sr. Clerk	J.M.F.C.
62	Koraput	Sheristadar	Civil Judge (Sr. Division)
63	Nawarangapur	Bench Clerk	Additional District Judge
64	Umerkote	Senior-most Sr. Clerk	J.M.F.C.
65	Malkanagiri	Bench Clerk	Additional District Judge
66	Mottu (M.V. 79)	Senior-most Sr. Clerk	J.M.F.C.

(1)	(2)	(3)	(4)
67	Raygada	Bench Clerk	Additional District Judge
68	Kashipur	Senior-most Sr. Clerk	J.M.F.C.
69	Bissam-Cuttack	Senior-most Sr. Clerk	J.M.F.C.
70	Gunupur	Sheristadar	Civil Judge (Sr. Division)
GANJAM			
71	Berhampur	Sheristadar	District & Sessions Judge
72	Digapahandi	Senior-most Sr. Clerk	J.M.F.C.
73	Chhatrapur	Sheristadar	Civil Judge (Sr. Division)
74	Sorada	Sheristadar	Civil Judge (Jr. Division), J.M.F.C
75	Bhanjanagar	Bench Clerk	Additional District Judge
76	Kodala	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C
77	Aska	Sheristadar	Civil Judge (Sr. Division)
78	Khallikote	Senior-most Sr. Clerk	J.M.F.C.
79	Patrapur	Sheristadar	Civil Judge (Jr. Division)
80	Purusottampur	Senior-most Sr. Clerk	J.M.F.C.
81	Paralakhemundi	Bench Clerk	Additional District Judge
82	R. Udayagiri	Senior-most Sr. Clerk	J.M.F.C.
PHULABANI			
83	Phulabani	Sheristadar	District & Sessions Judge
84	G.Udayagiri	Senior-most Sr. Clerk	J.M.F.C.
85	Daringbadi	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C
86	Baliguda	Sheristadar	Civil Judge (Sr. Division)
87	Boudh	Bench Clerk	Additional District Judge
88	Kantamal	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C
SUNDARGARH			
89	Sundargarh	Sheristadar	District & Sessions Judge
90	Bonai	Sheristadar	Civil Judge (Sr. Division)
91	Rajgangpur	Senior-most Sr. Clerk	J.M.F.C.
92	Rourkela	Bench Clerk	Additional District Judge
MAYURBHANJ			
93	Baripada	Sheristadar	District & Sessions Judge
94	Rairangapur	Bench Clerk	Additional District Judge
95	Udala	Sheristadar	Civil Judge (Sr. Division)
96	Karanjia	Sheristadar	Civil Judge (Sr. Division)
KEONJHAR			
97	Keonjhar	Sheristadar	District & Sessions Judge
98	Champua	Sheristadar	Civil Judge (Sr. Division)
99	Barbil	Senior-most Sr. Clerk	Civil Judge (Jr. Division), J.M.F.C
100	Anandapur	Sheristadar	Civil Judge (Sr. Division)

APPENDIX-II

APPLICATION FORM FOR INFORMATION

SERIAL No. ....

IN THE HIGH COURT OF ORISSA, CUTTACK

Space for Court Fee Stamp
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<p>Description of document of which the Information is required.</p> <p>Declaration:</p> <p>I,..... the applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources. I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8 (1) (a) to (j) of The Right to Information Act, 2005 and under Rule 5 of The Orissa High Court Right to Information Rules, 2005.</p> <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">Date:</p>	<p>I,..... son of ....., at..... P.S....., Dist..... do hereby apply for the information/order passed by the Hon'ble High Court relating to.....</p> <p style="text-align: center;">Dated this.....day of.....20</p> <p style="text-align: right;">Signature of the applicant</p>
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FOR OFFICE USE ONLY

<p>Application received on.....</p> <p>Copy ready for supply.....</p> <p>Compared by</p> <p>(1) .....</p> <p>(2) .....</p> <p style="text-align: right;">Signature of the Issuing Clerk</p> <p>Date.....</p> <p>Received copy of information</p> <p style="text-align: right;">Signature of the applicant</p>	<p>Estimated cost.....</p> <p>Record received on.....</p> <p>Information ready on.....</p> <p>Information delivered on.....</p> <p style="text-align: center;">State Public Information Officer</p> <p>Date..... (Seal)</p>
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APPENDIX II-A

APPLICATION FORM FOR INFORMATION

SERIAL NO.....

IN THE COURT OF .....

Space for  
Court Fee  
Stamp

<p>Description of document of which the Information is required.</p> <p>Declaration:</p> <p>I,..... the applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources. I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8 (1) (a) to (j) of The Right to Information Act, 2005 and under Rule 5 of The Orissa High Court Right to Information Rules, 2005.</p> <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">Date.....</p>	<p>I,....., son of ....., at....., P.S. ...., Dist. .... do hereby apply for the information/order passed by the Court relating to..... .....</p> <p style="text-align: center;">Dated this.....day of.....20</p> <p style="text-align: right;">Signature of the applicant</p>
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FOR OFFICE USE ONLY

<p>Application received on.....</p> <p>Copy ready for supply.....</p> <p>Compared by (1) .....</p> <p style="padding-left: 100px;">(2) .....</p> <p style="text-align: right;">Signature of the Issuing Clerk</p> <p style="text-align: right;">Date.....</p> <p>Received copy of information</p> <p style="text-align: right;">Signature of the applicant</p>	<p>Estimated cost.....</p> <p>Record received on.....</p> <p>Information ready on.....</p> <p>Information delivered on.....</p> <p style="text-align: center;">State Assistant Public Information Officer</p> <p>Date..... (Seal)</p>
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## APPENDIX-III

REGISTER OF APPLICATIONS FOR INFORMATION IN THE  
ORISSA HIGH COURT, CUTTACK

Serial Number with date of application	Name of the applicant with address	Date of estimating the value of Court Fees to be paid	Date of filing of deficit stamp	Date of delivery of information	Signature of the applicant	Remarks
1	2	3	4	5	6	7

*N. B.*—(1) If application is rejected, brief reasons thereof shall be entered in red ink in the remarks column.

(2) If there is delay beyond the prescribed period in delivery of the information, the reasons for such delay be noted in the remarks column.

(3) Register be verified by the State Public Information Officer/State Assistant Public Information Officer once in every week.