

MANUAL : The Budget Allocation provided for GSRDC in R&B Department Budget book for year 17 **2005-06 is as under;**

17.1	Frequency asked questions and their answers by public
17.2	Related to seeking information
Application form (a copy of filled application form for reference)	
FORM A	
(See rule 3(1))	
Application form for obtaining Information L.D. No.	
(For office use) To Application form for obtaining Information L.D. No.	
To	
The Public Information Officer,	
(Department/Office) Name of the applicant :	
Full Address :	
Particulars of Information :	
required (in brief)	
4	hereby, state that the information sought is not covered under the categories which is 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	Undertake feasibility studies for identified projects
	* hereby, state that the information sought is not covered under the categories which is exempted
(1)	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.
	* I enclose herewith Demand draft/Pay order No. _____ Dt. _____ drawn in favour
(2)	of _____ Officer, issued by _____ Bank towards the fees payable.
	* Non-judicial stamp of Rs. _____ is affixed on this application.
(3)	
	* I belong to B.P.L. family. Xerox copy of my Card/Certificate is enclosed herewith.
(4)	
Place:	Signature of applicant:
Date:	e-mail address, if any:
Fee	
(a) Application fees: - Rs. 20 per application Other fees and charges	
Details of Information required	Price in Rupees
• Any information available in the form of publication.	Actual price of publication
• Other information / documents	
• A. Information provided in A4, A3, size paper: Larger size paper:	Rs. 2/- per page Amount of actual cost.
• B. For sample, Model or photographs. Note: Procedure stipulate by the Department for the sample or the model shall have to be followed.	Amount of actual cost
C. For inspection of records:	No fees for the first half and there after Rs. 20/- for each half an hour. Note: The

	existing rates of fees for inspection of records shall continue wherever such system or procedure exist and the aforesaid fees shall not be applicable.
D. For information to be furnished in a floppy or a disc, wherever possible:	Rs. 50/- per floppy or disc.

How to write a precise information request - Few Tips

It is requested to be precise in demanding information to avoid cost and time period of providing the desired information.

For e.g. To procure Annual Accounts the organization are has to be precise of which particular year the Annual Accounts are required as supply of Annual Accounts of long years with increase the cost of the application.

Right of the Citizen in case of denial of information and procedure to appeal.

Appeal :

1 Any person aggrieved by a decision of the Public Information Officer in Form D or in Form F, or does not receive any decision, as the case may be, he may prefer an appeal in Form G within thirty days from the date of receipt or non-receipt of such decision, to appellate authority appointed by the Government in this behalf.

2 The applicant aggrieved by an order of the appellate authority under sub-rule

1 may prefer the second appeal to the State Information Commission within ninety days from the date of the receipt of the order of the appellate authority giving following details:

I Name and address of the applicant:

II Name and office address of the Public Information Officers:

III Number, date and details of the order against which the Second appeal is filed:

IV Brief facts leading to second appeal:

V Grounds for appeal:

VI Verification by the appellant:

VII Any information which commission may deem necessary for deciding the appeal.

3 Every appeal made to the Commission shall be accompanied by the following document:

I Certified copy of the Order against which second appeal is preferred.

II Copies of documents referred and relied upon by the appellant along with a list thereof.

17.3	With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual 13 No objection certificates are not used by GSRDC.
17.4	With relation to registration process There is no regulation process. (Information to be furnished by R&BD).
17.5	With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc. (this will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL) Not Applicable. (Information to be furnished by R&BD).
17.6	Details of any other public services provided by the Public Authority.

--- NIL ---