Uttar Pradesh Shasan
Prashasnik Sudhar Anubhag-2

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no. 544/43-2-2015-Su.Aa.Ni. 2015(1)2015, dated 3 December 2015.

NOTIFICATION
No. 544/43-2-2015-Su.Aa.Ni. 2015(1)2015
Lucknow: Dated 03 December, 2015

In exercise of the powers conferred by section 27 of the Right to Information Act, 2005 (Act no. 22 of 2005) read with section 21 of the General Clauses Act, 1897 (Act no. 10 of 1897) and in supersession of notification no. 1724/43-2-2006-15/2(2)/03(T.C.)-19, dated November 27, 2006 regarding the Uttar Pradesh State Information Commission (Appeal Procedure) Rules, 2006 and notification no. 528/43-2-2006, dated April 13, 2006 regarding the Uttar Pradesh Right to Information (Regulation of Fee and Cost) Rules, 2006, except in respect of things done or omitted to be done before such supersession, the Governor is pleased to make the following rules:

IndiaCode

UTTAR PRADESH RIGHT TO INFORMATION RULES, 2015

Short title and commencement

1. (1) These rules may be called the Uttar Pradesh Right to Information Rules, 2015.

(2) They shall come into force with effect from the date of their publication in the Gazette.

(3) Complaints and appeals which have already been filed on or before the date of commencement of these rules and have been found in order and are already registered before the said date will be proceeded with as before and shall not abate or be rejected for infirmity therein.

Definitions

2. (1) In these rules, unless the context otherwise requires –

(a) **"Act"** means the Right to Information Act, 2005 (Act no. 22 of 2005);

(b) **"Appellant"** means a person who has filed an appeal under section 19 of the Act;

(c) **"Authorised Representative"** means a person who is authorized in writing by a party to a proceeding before the Commission to represent him in the proceeding;

(d) **"Chief Information Commissioner"** means the State Chief Information Commissioner appointed under sub-section (3) of section 15 of the Act;

(e) **"Commission"** means the Uttar Pradesh Information Commission constituted under sub-section (1) of section 15 of the Act and includes the Chief Information Commissioner or an Information Commissioner conducting hearing on any complaint or appeal under the relevant provisions of the Act;

(f) **"Complainant"** means a person who has filed a complaint before the Commission under section 18 of the Act;

(g) **"First Appellate Authority"** means an officer in the public authority who is senior in rank to the State Public Information Officer and appointed and notified by the public authority under sub-section (1) of section 19 of the Act and is authorised to hear the first appeal against the order passed by the State Public Information Officer;

(h) **"Form"** means a Form given in the Appendix appended to these rules;

(i) **"Government"** means the Government of Uttar Pradesh;

(j) **"Information Commissioner"** means a State Information Commissioner appointed under sub-section (3) of section 15 of the Act;

(k) **"Registrar"** means the Registrar of the Commission and includes a Joint Registrar and a Deputy Registrar;

(l) **"Secretary"** means the Secretary of the Commission and includes a Joint Secretary and Deputy Secretary;

(m) **"State Public Information Officer"** means an officer designated as such under sub-section (1) of section 5 of the Act and includes a State Assistant Public Information Officer so designated under sub-section (2) of section 5 of the Act;

(2) Words and expressions used herein but not defined shall have the meaning assigned to them in the Act.

Public Authorities, State Public Information Officers and First Appellate Authorities

3. (1) Each department of the Government shall prepare and notify a list of all Public Authorities under it.

(2) Each such Public Authority shall also appoint as many officers as necessary, as State Public Information Officers in the administrative units and offices under it, such appointment to be made by designation and not by the name of the officer to be appointed.

(3) Each Public Authority shall also appoint officers senior to the State Public Information Officers, as First Appellate Authority to hear and decide upon appeals filed under sub-section (1) of section 19 of the Act, such appointment to be made by designation and not by the name of the appointed officer.

(4) The list of Public Authorities under each department of the Government along with the list of State Public Information Officers and First Appellate Authorities for each such Public Authority shall be prepared and notified in the format given in **Form 1**, by the concerned department, and a copy of such notification shall be made available to the Commission.

Rules governing request for obtaining information

4. (1) A person, who desires to obtain information under the Act from any public authority, shall make a request in writing or through electronic means to the State Public Information Officer of the public authority concerned. The request shall be made in the format given in **Form 2**:

Provided that a request for obtaining information drafted on plain paper and containing all details as required in Form 2 shall be received for consideration by the State Public Information Officer.

(2) Any request for obtaining information under the Act should fulfil the
following conditions:

(a) The information sought should be a part of the record held by or under the control of the public authority concerned.

(b) The information sought should not:

(i) involve fresh collection of non-available data which is not required to be maintained under any law or the rules or regulations of the public authority; or

(ii) require carrying out new interpretation or analysis of existing data, or drawing of inferences, making of assumptions, or providing advice or opinion based on existing data; or

IndiaCode

(iii) involve providing answers to hypothetical questions; or

(iv) involve answers to the question 'why', thus asking for reasons why a certain act was done or not done, unless the answer to such question is a part of record held by the concerned public authority; or

(v) be so vast that the collection thereof involves disproportionate diversion of resources affecting efficient operation of the public authority concerned; or

(vi) be such which can be obtained under the provisions of any other law, rule, regulation or executive order.

(c) The request for obtaining information shall not exceed five hundred words.

(3) The State Public Information Officer shall duly acknowledge the receipt of the request and shall enter the particulars thereof in the Application Register maintained for the purpose in the format given in **Form 3**.

(4) A request for obtaining information under the Act shall be accompanied by the fee prescribed in rule 5.

(5) If the State Public Information Officer finds that a request made for disclosure of information relates partly or wholly to a single other public authority, then such State Public Information Officer shall, within five days from the date of receipt of the request, transfer the request or such part of it as may be appropriate, to the other public authority in the format given in **Form 4**, and shall furnish within the time prescribed that part of the information to the applicant, as is available with the public authority to which he belongs:

Provided that if a part or whole of the information sought from a public authority is held by two or more other public authorities, then the State Public Information Officer shall not transfer the request for information to such other public authorities. The State Public Information Officer shall provide only such information to the applicant as is held by the public authority to which he belongs, and shall advise the applicant to move separate requests for information to the State Public Information Officers of the other public authorities holding parts of the information sought.

(6) The State Public Information Officer on receipt of a request for information shall dispose off the request in accordance with the provisions of sections 7, 8 and 9 of the Act:

(a) If the State Public Information Officer is of the view that the information sought is to be provided, then he shall convey the information to the applicant in **Form 5**. The date on which the information is supplied shall be entered in the Register mentioned in sub-rule (3) above.

(b) If the State Public Information Officer is of the view that the information sought can only be provided on payment of any further fee representing the cost of providing the information as prescribed in rule 5, then he shall send intimation accordingly to the applicant in **Form 6** and enter the details in the Register mentioned in sub-rule (3).

(c) If the State Public Information Officer is of the view that the request for information is to be rejected on the basis of any provision(s) of the Act and/or the rules, then he shall convey such rejection to the applicant in **Form 7**. The date of rejection shall be entered in the Register mentioned in sub-rule (3).

(7) If the State Public Information Officer is of the view that a part of the information sought cannot be provided as it is exempted from disclosure, then the State Public Information Officer may provide the applicant access to only such part of the information which is not exempted from disclosure, and simultaneously give a notice to the applicant in terms of sub-section (2) of section 10 of the Act in **Form 8**.

(8) Where the State Public Information Officer intends to disclose any information on a request made under the Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the State Public Information Officer shall give a written notice to such third party in accordance with the provisions of section 11 of the Act in the format given in **Form 9**. The State Public Information Officer shall keep in view the submission, if any, of the third party while taking a decision about disclosure of information.

Fee and Costs for obtaining information

5. (1) A request for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or by Bankers cheque or by Indian Postal Order payable to the concerned public authority.

(2) For providing information under sub-section (1) of section 7 of the Act, the fee shall be charged by way of cash against proper receipt or by demand draft or by Bankers cheque or by Indian Postal Order payable to the public authority at the following rates:

(i) rupees two for each page (in A-4 or A-3 size paper) created or copied;

(ii) actual charge or cost price of a copy in larger size paper;

(iii) actual cost or price for samples or models, and where the information is available in form of priced publication, price so fixed;

(iv) for inspection of records, a fee of rupees ten for the first hour, and fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(3) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or Bankers cheque or Indian Postal Order payable to the public authority at the following rates:

(i) for information provided in diskette or floppy or compact disk rupees fifty per diskette or floppy or compact disk, and

(ii) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

(4) In the case of maps and plans etc. the fee shall be fixed by the concerned State Public Information Officer in each case depending upon the cost of labour and material required to be employed.

(5) The amount of fee shall be deposited in the following head of account:

"0070-Other Administrative Services - 60-Other Services - 800-Other receipts - 11-Receipts under Right to Information Act, 2005."

Registration and disposal of complaints

6. (1) Any person may file a complaint with the Commission in accordance with the provisions of section 18 of the Act.

(2) A complaint should be typed, printed or written neatly and legibly and should be filed in three copies.

(3) A complaint should be submitted in **Form 10.** A complainant may

file a complaint drafted on plain paper containing all details as required in Form 10.

(4) All necessary documents in support of the complaint should be annexed to the complaint.

(5) Every complaint shall be examined by the Registrar. If the Registrar is of the view that the complaint is not in accordance with the provisions of the Rules, he shall return the complaint to the complainant, pointing out the defect(s) therein for the removal of defect(s), and enter the details thereof in a register maintained for the purpose in **Form 11.** If the Registrar is of the view that the complaint is in accordance with the provisions of the Rules, he shall cause the complaint to be numbered and entered in a register maintained for the purpose in **Form 12.**

(6) After a complaint has been registered, the Registrar shall forward it to the Chief Information Commissioner or the Information Commissioner having jurisdiction over the matter.

(7) The Commission shall allot a case number to the complaint and fix the date for the first hearing of the complaint.

(8) The Commission shall issue notices to the complainant and the State Public Information Officer concerned at least 15 days before the date fixed for the hearing. A copy of the complaint shall also be sent to the State Public Information Officer directing him to submit his written statement in two copies by the date fixed.

(9) On the date of hearing of the complaint, a copy of the written statement of the State Public Information Officer shall be furnished to the complainant for his submission, if any. After consideration of the contents of the complaint, the written statement of the State Public Information Officer and the submission made by the parties at the hearing, if the Commission is of the view that no reasonable grounds exist to inquire into the matter, it shall dismiss the complaint. The Commission, if it is satisfied that there are reasonable grounds to inquire into the matter, may initiate an inquiry in respect thereof, such inquiry to be conducted in accordance with the provisions of sub-sections (3) and (4) of section 18 of the Act and these Rules.

Registration and disposal of appeals

7. (1) Any person who does not receive a decision from a State Public Information Officer within the prescribed time, or is aggrieved by a decision of a State Public Information Officer, as the case may be, may within the prescribed time, prefer an appeal to such

officer who is designated as the First Appellate Authority. The appeal shall be submitted in the format given in **Form 13.** An appellant may file an appeal drafted on plain paper containing all details as required in Form 13. The First Appellate Authority shall dispose off the appeal in accordance with sub-sections (1) and (2) of section 19of the Act and Rules.

(2) Any person aggrieved by an order passed by the First Appellate Authority or by non-disposal of his appeal within the prescribed period by the First Appellate Authority, may file a second appeal within the prescribed time to the Commission in **Form 14.** An appellant may file a second appeal drafted on plain paper containing all details as required in Form 14. Such appeal shall be accompanied by the following documents duly verified as true copies by the appellant:

(i) a copy of the request for information submitted to the State Public Information Officer under sub-section (1) of section 6 of the Act;

(ii) a copy of the reply received, if any, from the State Public Information Officer;

(iii) a copy of the appeal made to the First Appellate Authority under sub-section (1) of section 19of the Act;

(iv) a copy of the order, if any, received from the First Appellate Authority;

(v) copies of other documents relied upon by the appellant and referred to in his appeal; and

(vi) a certificate of the appellant that no appeal on the same ground(s) against the same First Appellate Authority was filed by him earlier.

An appeal to the Commission should be typed, printed or written neatly and legibly, and should be filed in three copies.

(3) Every appeal filed with the Commission shall be examined by the Registrar. If the Registrar is of the view that the appeal is not in accordance with the provisions of these rules, he shall return the

IndiaCode

appeal to the appellant, pointing out the defect(s) therein for the removal of the defect(s), and enter the details thereof in a register maintained for the purpose in **Form 11**. If the Registrar is of the view that the appeal is in accordance with the provisions of these rules, he shall direct that the appeal be numbered and entered in a register maintained for the purpose in **Form 15.**

(4) After an appeal has been registered, the Registrar shall forward it to the Chief Information Commissioner or the Information Commissioner having jurisdiction over the matter.

(5) The Commission shall allot a case number to the appeal and fix the date for the first hearing of the appeal.

(6) The Commission shall issue notices to the appellant, the State Public Information Officer and the First Appellate Authority concerned at least 15 days before the date fixed for the hearing. A copy of the appeal shall also be sent to the State Public Information Officer and the First Appellate Authority directing them to submit their written statements in two copies by the date fixed.

IndiaCode

(7) On the date of hearing of the appeal, a copy each of the written statements of the State Public Information Officer and the First Appellate Authority shall be furnished to the appellant for his submission, if any. After considering the contents of the appeal, the written statements of the State Public Information Officer and the First Appellate Authority, and the submission made by the parties at the hearing, the Commission, if it is satisfied that there are reasonable grounds for consideration of the appeal, may fix a date for further hearing in respect thereof, such hearing shall be conducted in accordance with the provisions of section 19 of the Act and these rules. If the Commission is of the view that no reasonable grounds exist to further consider the appeal, it shall dismiss the appeal.

(8) The Commission, while hearing an appeal may-

(i) receive oral evidence on oath or on affidavit from the appellant;

(ii) receive oral evidence on oath or on affidavit from the State Public Information Officer and / or the First Appellate Authority;

(iii) receive oral evidence on oath or on affidavit from third party or from any other person whose evidence is considered necessary;

(iv) peruse or inspect documents, public records or copies thereof.

Service of notice by the Commission

8. In any hearing on a complaint or appeal the Commission may issue notice to any party by name in **Form 16**. The notice shall be served on the person concerned in any of the following modes:

(i) service by the complainant, the appellant or the respondent as the case may be;

(ii) by hand delivery (dasti) through process server;

(iii) by registered-post or speed-post;

(iv) by E-mail in case E-mail address is available.

Presence of parties during hearing on complaint or appeal

9. (1) During the course of hearing on a complaint or an appeal, the complainant or appellant may be present in the Commission either in person or through duly authorised representative. However, the Commission, if it deems necessary, may summon the complainant or appellant, as the case may be, to be present in person in the Commission on any specific date of hearing.

(2) The State Public Information Officer against whom the complaint or appeal has been filed may be present voluntarily during the hearings. However, the Commission may at its discretion direct the State Public Information Officer to be present in person or appear through an authorized representative, provided he is an officer of sufficient seniority.

Adjournment of hearing

10. Any party to a hearing may make an application for adjournment of the hearing. The Commission, if it is of the view that the reason for seeking adjournment is just and sufficient, may grant adjournment.

Transfer of a proceeding from one bench to another

11. Any party to a proceeding before the Commission may move an application before the Chief Information Commissioner praying for the transfer of the proceeding from the bench hearing it. The Chief Information Commissioner, after considering the comments, if any, of the Information Commissioner concerned on such application, may transfer the proceeding to another bench if he is of the view that there is sufficient ground for such transfer.

Further, an Information Commissioner may request the Chief Information Commissioner to transfer any proceeding pending before him to another bench, and the Chief Information Commissioner may transfer

such proceeding to another bench if he is of the view that there is sufficient ground for such transfer.

Recall of its order by the Commission on the ground of procedural defect

12. (1) The Commission, on an application submitted by any party aggrieved by an order of the Commission, may recall its order on the ground of any of the following procedural defects:

(i) The order was passed by the Commission without hearing the applicant for no fault of his; or

(ii) The Commission heard and decided the matter on a date other than the one fixed for hearing of the same and the applicant could not attend the hearing for no fault of his.

(2) The applicant may submit recall application within thirty days from the date of knowledge of the order of the Commission.

(3) If the Commission is of the view that prima facie there is no merit in the application, it may reject the recall application.

(4) If the Commission is of the view that the matter requires hearing then before passing any order on such recall application, the Commission shall issue notice to all parties to the proceeding to give them an opportunity of being heard.

Withdrawal, amendment or abatement of complaint or appeal

13. (1) During the hearing on any complaint or appeal, the Commission may, on a request made by the complainant or appellant, as the case may be, allow the complaint or appeal to be withdrawn.

(2) The Commission may, if it finds it just and proper, allow a prayer for any amendment of a complaint, appeal or written statement during the course of hearing, on any such prayer made in writing by the related party.

(3) The proceedings pending before the Commission on any complaint or appeal shall abate on the death of the complainant or appellant, as the case may be.

Order of the Commission

14. On conclusion of the hearing on any complaint or appeal, the Commission shall pass orders thereon either on the same date or on any future date fixed for the purpose and communicated to the parties. Every such order of the Commission shall be signed and dated by the Commissioner who had heard the complaint or appeal.

Procedure for realization of penalties imposed by the Commission

15. (1)The Commission may, at the time of deciding any complaint or appeal, impose penalty on a State Public Information Officer in accordance with the provisions of section 20 of the Act.

(2) A copy of the order of the Commission imposing penalty on a State Public Information Officer shall be forwarded to the Registrar. After receipt of such order, the Registrar shall enter the details thereof in a register maintained for the purpose in **Form-17**.

(3) The penalty order shall be conveyed by the Registrar vide a letter in **Form-18**, to the controlling authority concerned for recovery of the penalty amount from the salary of the State Public Information Officer and for the deposit of this amount in the following head of account, by the date fixed:

"0070-Other Administrative Services- 60-Other Services- 800-Other receipts- 15-Penalties imposed under Right to Information Act, 2005."

(4) The Government shall make necessary arrangements to ensure recovery of the penalty amount from the State Public Information Officer concerned in compliance of the order of the Commission.

(5) The Registrar shall be responsible for following up each such matter in which the Commission has imposed penalty on any State Public Information Officer, till compliance report is received.

IndiaCode

Service of the Commission

16. (1) The Government shall appoint an officer not below the rank of Special Secretary to Government as the Secretary of the Commission.

(2) Under the supervision of the Chief Information Commissioner, the Secretary shall be the principal officer responsible for the administrative functioning of the Commission.

(3) The duties and responsibilities of the Secretary shall be such as may be determined by the Chief Information Commissioner in exercise of powers vested in him under sub-section (4) of section 15 of the Act.

(4) The Chief Information Commissioner may designate any officer subordinate to the Secretary as a Joint Secretary or Deputy Secretary.

(5) With the approval of the Chief Information Commissioner, the Secretary may delegate any function entrusted to him to any officer subordinate to him.

(6) In the absence of the Secretary, the Chief Information Commissioner may direct any officer of the Commission to exercise the powers and perform the functions of the Secretary.

Registrar of the Commission

17. (1) The Government shall appoint an officer not below the rank of Additional District Judge as the Law Officer of the Commission. The Law Officer shall be the ex-officio Registrar of the Commission.

(2) Under the supervision of the Chief Information Commissioner, the Registrar shall be the principal officer responsible for the management of judicial functioning of the Commission.

(3) The duties and responsibilities of the Registrar shall be such as may be determined by the Chief Information Commissioner in exercise of powers vested in him under sub-section (4) of section 15 of the Act.

(4) The Chief Information Commissioner may designate any officer subordinate to the Registrar as a Joint Registrar or Deputy Registrar.

(5) With the approval of the Chief Information Commissioner, the Registrar may delegate any function entrusted to him to any officer subordinate to him.

(6) In the absence of the Registrar, the Chief Information Commissioner may direct any officer of the Commission to exercise the powers and functions of the Registrar.

Seal and emblem

18. The official seal and emblem of the Commission shall be such as the Commission may specify.

Language of the Commission

19. (1) An appeal or a complaint may be filed in Hindi or in English and all related documents shall also be filed in Hindi or in English. Where a document, in original, is in a language other than Hindi or English, a certified authenticated translation in Hindi or English shall also be filed along with the original document. This shall also apply in the case of

written statement, rejoinder, reply or any other document filed before the Commission.

(2) The proceedings of the Commission shall be conducted in Hindi.

IndiaCode

APPENDIX

Form 1

List of Public Authorities, State Public Information Officers & First Appellate Authorities

Name of Department……

Name of Public Authorities under the Department	State Public Information Officers appointed for each Public Authority		First Appellate Authority appointed for each Public Authority	
	Designation	Address /Ph. No.	Designation	Address /Ph. No.
1	**2**	**3**	**4**	**5**

IndiaCode

Form-2

Request for obtaining information u/s 6(1) of RTI Act, 2005

To:

State Public Information Officer's Designation and Official Address

……

……

1. Full Name of the applicant ……
2. Father's / Spouse's Name……
3. Address……
   ……
4. Email address, if any……
5. Telephone No. and/or Mobile No. ……
6. Details of information sought (if necessary, attach separate page):
   ……
   ……
   ……
7. Does the information sought concern the life and liberty of a person: Yes/No

   If yes, the reasons therefor……
   ……
   ……

8. Details of fee deposited……
9. Does the applicant belong to BPL category: Yes/No (If yes, attach BPL certificate)
10. List of enclosures ……
.. ……
    ……

Place…….

Full Signature of the applicant

Date……

Acknowledgement

Received the application from……..
Address……
on……(date)seeking information u/s 6(1) of RTI Act, 2005, registered at serial no……..

Date……

Signature and full name of SPIO
Official seal

IndiaCode

Form-3

RTI Application Register

S. No	Date of Application	Name and address of applicant	In case application relates to another public authority		If additional fee required			Date on which requested Information or rejection order sent	Remark
			Designation and Address of SPIO to whom transferred	Date of transfer	Amount of additional fee	Date of intimation of additional fee to applicant	Date of receipt of additional fee		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

IndiaCode

Form-4

Transfer of RTI application to another public authority

To:

……
……
……
……
(Designation and address of SPIO to
whom application is being transferred)

Sir,

Please find enclosed herewith an application from……
……
(Name and address of applicant)
dated…… (Regn. No .....), seeking information u/s 6(1) of RTI Act, 2005.

The aforesaid application is being transferred to you because the subject matter of serial no. ..... of the information sought falls within the jurisdiction of your department/office.

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

India Code

Yours faithfully

( )

Date:

State Public Information Officer
Name and address of the Department /Office
Telephone No. ……

Copy to:

……
……
……
(Name and address of applicant)

As the information at Serial No.....sought in your aforesaid application does not fall within the jurisdiction of this Department/Office, it has been transferred to the State Public Information Officer of the public authority having jurisdiction. You are requested to contact the State Public Information Officer mentioned above.

( )

State Public Information Officer
Name and address of the Department /Office

Form-5

Intimation regarding provision of information sought under RTI Act, 2005

Letter No:-……. Dated:-…….

From:

…….
…….
……
……
(Designation, address and phone no. of SPIO
providing the information under RTI Act, 2005)

To:

……
……
……
……
(Name and address of applicant seeking
the information under RTI Act, 2005)

IndiaCode

Sir /Madam,

Please refer to your application dated ……., registered at serial no ..... , addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The information sought by you is given below:
……
……
……
……
(If above space is inadequate, separate pages may be attached.)

If you are not satisfied with the answer you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority
……
……
……

Yours faithfully,

……
……

Form-6

Intimation regarding additional fee representing cost of providing information

Letter No:-……. Dated:-…….

From:

……
……
……
……
(Designation, address and phone no. ofSPIO
providing the information under RTI Act, 2005)

To:

……
……
……
……
(Name and address of applicant seeking
the information under RTI Act, 2005)

IndiaCode

Sir,

Please refer to your application dated ……....., registered at serial no……, addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In accordance with the provisions of the rule 5 of Uttar Pradesh Right to Information Rules, 2015, you are requested to deposit additional fee of Rs…… (Rupees… .....), representing the cost of providing the information as per calculations given below:

……
……
……
……

The above fee may be deposited in the form of postal order/demand draft/banker's cheque payable to……

If you have any objection against this demand you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority
……
……
……

Yours faithfully,

……..
……..

Form-7

Intimation of rejection of request for information sought under RTI Act, 2005

Letter No:-……. Dated:-……..

From:

…….
…….. …….
……
……
(Designation, address and phone no. of SPIO
providing the information under RTI Act, 2005)

To:

…….
…….
……
……
(Name and address of applicant seeking
the information under RTI Act, 2005)

IndiaCode

Sir /Madam,

Please refer to your application dated ……., registered at serial no……. , addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The undersigned regrets to inform you that the information sought by you cannot be provided for the reason(s) given below:

……
……
……
……
……

If you are aggrieved by the above, you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority
……
……
……

Yours faithfully,

……..
……

Form-8

Notice under section 10(2) of the RTI Act, 2005

Letter No:-……. Dated:-…….

From:

…….
…….
.....
(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

…….
…….
.....
(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated ……....., registered at serial no……, addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In this regard I have to inform you that the following part of the information sought by you is exempt from disclosure:
……

Accordingly, we have separately provided to you only the remaining part of the information which is not exempt from disclosure.

Please note that the reasons for the above decision are as follows:
……
……

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority
……
……

Yours faithfully,

……..
……..

IndiaCode

Form-9

Notice to third party under section 11(1) of the RTI Act, 2005

Letter No:-……. Dated:-…….

From:

…….
…….
.....
(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

…….
…….
.....
(Name and address of third party)

Sir/Madam,

Whereas Sri/Smt _____ resident of _____ has filed an application on _____ with the undersigned under the Right to Information Act, 2005 seeking the following information/record relating to/supplied by you:

……
……
……

IndiaCode

And whereas the undersigned intends to disclose the above information/record or part thereof to the applicant.

Now, therefore, you are hereby called upon to make your submissions in writing or orally, as per section 11 of the Act, as to whether the information/record asked for by the applicant should be disclosed or not.

The submissions or representation against the proposed disclosure should be made by you within ten days from the receipt of this notice, failing which the undersigned will take a decision in the matter in accordance with the provisions of the Act, without giving any further notice.

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act within thirty days to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority
……
……

Yours faithfully,
……
……

(TO BE SUBMITTED IN THREE COPIES) **Form-10**

Complaint under section 18 of the Right to Information Act, 2005

Dated:……..

To: U.P. State Information Commission

……

……

Lucknow

A. Complainant's contact details:

1. Name of the Complainant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the Complaint:

1. Particulars of the State Public Information Officer against whom complaint is preferred.	Name (If available)	
	Designation	
	Address	
2. Particulars of the First Appellate Authority, if an appeal against the SPIO was preferred u/s 19(1) of the Act.	Name (If available)	
	Designation	
	Address	
3. Date on which application u/s 6(1) of the Act was preferred before the SPIO		
4. Was any order passed by the SPIO on the application submitted u/s 6(1) of the Act ?	Yes / No (If 'Yes', a copy of the order passed by the SPIO must be attached.)	
5. Brief description of the complaint	…… …… ……	
6. Ground(s) of the complaint	…… …… (If above space is inadequate, then separate page(s) may be added.)	
7. Prayer or relief sought.	…… ……	
8. Any other information considered relevant by the complainant		

IndiaCode

9. List of copies of documents relied upon and submitted by the complainant.	1. Copy of request for information filed before the SPIO under section 6(1) of the Act. 2. Copy of order, if any, passed by the SPIO. 3. Copy of appeal, if any, filed before the First Appellate Authority under section 19(1) 4. Copy of order, if any, passed by First Appellate Authority on the appeal. 5. Any other document(s) relied upon by the complainant.

Verification

I, _____ (Name of the complainant), son of / daughter of / wife of _____ resident of _____ _____(address) hereby declare that I have not filed any other complaint in regard to the aforesaid application u/s 6(1) of the Act against the aforesaid SPIO and the particulars furnished in the complaint are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place :
Date :

Signature of the Complainant

IndiaCode

Form 11

Register of defective complaints / appeals which are returned

Year……

S.No	Date of receipt of defective complaint / appeal	Name and address of the complainant/appellant	Brief descriptions of defect in complaint/appeal pointed out	Date of return of Defective complaint/appeal along with speed-post consignment number	Remarks
1	**2**	**3**	**4**	**5**	**6**

IndiaCode

Form-12

Register of complaints filed under section 18 of RTI Act, 2005

Year……

Registration No.	Date of registration	Name and address of the complainant	Name (if available) and designation of SPIO against whom complaint lodged	Name of Commissioner to whom complaint forwarded for disposal and date on which forwarded	Remarks
1	**2**	**3**	**4**	**5**	**6**

IndiaCode

Form-13

First Appeal under section 19(1) of the Right to Information Act, 2005

Dated:……

To: ……
……
(Designation and address of theofficer
acting as First Appellate Authority)

A. Appellant's contact details:

1. Name of the Appellant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the appeal:

1. Particulars of the SPIO against whom appeal is preferred.	Name (if available)	
	Designation	
	Address	
2. Date of submission of request for information before SPIO (A copy of the request for information submitted to the SPIO must be attached.)		
3. Grounds of appeal (In case appeal is filed against an order of the SPIO, then a copy of such order must be filed.)		…… …… …… (If above space is inadequate, then separate page(s) may be added.)
4. Prayer or relief sought.		…… …… ……
5. If appeal is being filed after the prescribed period, then what is the reason for delay?		…… …… ……
6. List of copies of documents relied upon and submitted by the appellant.		

IndiaCode

Signature of the Appellant……

(TO BE SUBMITTED IN THREE COPIES) **Form-14**

Second Appeal under section 19(3) of the Right to Information Act, 2005

Dated:……

To: U.P. State Information Commission
……..
……
Lucknow

A. Appellant's contact details:

1. Name of the Appellant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the appeal:

1. Particulars of the First Appellate Authority against whom appeal is preferred.	Name (if available)	
	Designation	
	Address	
2. Particulars of the SPIO concerned.	Name (if available)	
	Designation	
	Address	
3. Details of appeal filed under section 19(1) of the Act before the First Appellate Authority (A copy of the appeal and a copy of the order passed, if any, on the appeal must be attached.)	Date of appeal	
	Was any order passed on the appeal? If yes, date of such order	
	Date of receipt of order passed on appeal	
4. If appeal is being filed after the prescribed period, then what is the reason for delay?	…… …… ……	
5. Grounds of appeal	…… …… …… (If above space is inadequate, then separate page(s) may be added.)	
6. Prayer or relief sought.	…… …… ……	

IndiaCode

7. List of copies of documents relied upon and submitted by the appellant.	1. Copy of request for information filed before the SPIO under section 6(1) of the Act. 2. Copy of order, if any, passed by the SPIO. 3. Copy of appeal filed before the First Appellate Authority under section 19(1) 4. Copy of order passed, if any, by First Appellate Authority on the appeal 5. Any other document(s) relied upon by the appellant.

Verification

I, _____ (Name of the appellant), son of / daughter of / wife of _____ resident of _____ _____(address) hereby declare that I have not filed any appeal against the impugned order earlier and the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place : Signature of the Appellant

Date :

IndiaCode

Form-15

Register of appeals filed under section 19(3) of RTI Act, 2005

Year……

Registration No.	Date of Registration	Name and address of the appellant	Name (if available) and designation of SPIO before whom the application was preferred u/s 6(1) of the Act	Name (if available) and designation of First Appellate Authority before whom the appeal was preferred u/s 19(1) of the Act	Dates of orders passed by SPIO and First Appellate Authority	Name of Commissioner to whom appeal forwarded for disposal and date on which forwarded	Remarks
1	2	3	4	5	6	7	8

IndiaCode

Form-16

U.P. State Information Commission

Notice to Parties

Complaint / Appeal Registration No……..

Sri/Smt ..... Complainant / Appellant
Vs
…..... Opposite Party

From: Registrar
U.P. State Information Commission
Lucknow

To: .....
.....
.....

Whereas a complaint / second appeal has been presented by Sri/Smt ..... resident of .....(address) and has been registered in this Commission as above;

And whereas the aforesaid complaint / second appeal is being heard by Sri/Smt……
……
In Hearing Room No. ……

And whereas hearing on the aforesaid complaint/second appeal shall be conducted on the……..... of ……., 20.....

Now therefore it is hereby ordered as under:

- You are summoned to appear before the aforesaid Information Commissioner either in person or through an authorised representative, on the aforesaid date of hearing at 10:00 am to participate in the hearing on the above complaint/appeal.

- A copy of the aforesaid complaint/appeal is annexed and you are directed to submit your written statement thereon (in two copies) to the aforesaid Information Commissioner by the aforesaid date of hearing.

- You are directed to produce the following documents/things before the aforesaid Information Commissioner on the aforesaid date of hearing:
  ……
  ……

(Note: Delete from the above that portion which is not applicable)

Take notice that in default of your appearance on the above mentioned date, the complaint/appeal will be heard and determined in your absence.

Date:

For and on behalf of
Registrar
U.P. State Information Commission
Lucknow

IndiaCode

Form-17

Register of penalties imposed under section 20 of the RTI Act, 2005

S.No	Registration number of complaint/ appeal	Name of the bench which passed the penalty order	Date of order	Amount of penalty imposed with details of Installments, if any.	Name and address of complainant / appellant	Name (if available), designation and address of SPIO against whom penalty imposed	Date on which compliance of penalty order reported	Remarks
1	2	3	4	5	6	7	8	9

IndiaCode

Form-18

U.P. State Information Commission

Complaint / Appeal Registration No.....

Sri/Smt.....Complainant / Appellant

Vs

.....Opposite Party

From: Registrar
U.P. State Information Commission
.....
.....
Lucknow

To: .....
.....
(Name, designation and address of officer who will recover the penalty imposed)

Whereas a complaint / second appeal was presented by Sri/Smt..... resident of .....(address) and was registered in this Commission as above;

And whereas the aforesaid complaint/appeal has been decided by the bench of Sri..... ..... who in exercise of powers vested under section 20 of the Right to Information Act, 2005 has ordered imposition of penalty on the State Public Information Officer concerned as follows:

(a) Name (if available), designation and address of the State Public Information Officer on whom penalty imposed . .....
.....
.....

(b) Amount of penalty imposed with details of Installments fixed, if any. .....
.....
.....

A copy of the aforesaid order is annexed.

Now therefore, you are requested to ensure compliance of the aforesaid order by deduction of the amount of the penalty as aforesaid from the salary of the State Public Information Officer concerned and deposit the amount so recovered in the following head of account:

"0070-Other Administrative Services, 60-Other Services, 800- Other receipts,
15-Penalties imposed under Right to Information Act, 2005."

You are further requested to send a report on action taken in compliance of aforesaid order of the Commission within three months of the date of this letter.

Date:

Registrar
U. P. State Information Commission

IndiaCode