

## **Procedure for obtaining information**

A person who desires to obtain information shall make an application in 'FORM A' or in a neatly typed or hand written application containing all essential details described in 'FORM A' accompanying with the fees Rs 20 (Twenty) prescribed in Rule 5 (a) or through the e-media to the Public Information Officer of the concerned Public Authority:

The fees as provided in Rule 5 (a) shall be paid by

- 1) Demand draft or
- 2) Pay order or
- 3) Non judicial stamp paper or
- 4) Stamping through franking or electronic stamping or
- 5) Court fee stamp or
- 6) Indian postal order or
- 7) Revenue stamp.

Provided further that no fees prescribed in clause (a) of Rule 5 shall be payable by a person belonging to the Below Poverty Line families (BPL); if such person enclosed with the application, a certified copy or a true copy of the Below Poverty Line Card or a certificate issued in that behalf by the concerned authority.

### **Fee for obtaining information**

(a) Application Fees:- Rs 20/- per application

(b) Other fees and Charges:-

- 1) Information / documents to be provided where a separate system or procedure of fees/ charges for providing copy does not exist in Public Authority.
  - a) A4, A3 size paper Rs 2/- per page.
  - b) Larger size paper – Amount of Actual cost
- 2) For inspection of records where a spate system or procedure or fees/charges does not exist in a Public Authority.
  - a) No fees for the first half an hour.
  - b) Rs 20/- for each half and hour thereafter.
- 3) An amount of actual cost for providing sample, model or photograph where a separate system or procedure or fees/ charges does not exit in a Public Authority.
  - Where there is a separate system for providing information appropriate fee will be applicable.
- 4) Rs 50/- per floppy or disc for Information to be furnished in a floppy or a disc, wherever possible.