

THE RIGHT TO INFORMATION ACT

REQUEST FORM FOR INFORMATION

Request for information (statements/records/documents..) can be sent through post / e-mail / fax / telephone /in-person.

THE PUBLIC INFORMATION OFFICER:

Administrative officer
Dhanraj Baid Jain College ,

Rajiv Gandhi Salai, Chennai – 600 097,
Tamil Nadu, India.

WEBSITE: www.dbjaincollege.org

EMAIL: dbjainmca@yahoo.co.in

TELEPHONE NO: 91 44 2496 0889

FAX: 91 44 2496 3435

THE APPELLATE AUTHORITY:

Joint Director of Collegiate Education,
Chennai Region,
577, Anna Salai,
Saidapet. Chennai – 600 015,
Tamil Nadu, India.

NAME OF THE PERSON SEEKING INFORMATION: _____

FULL POSTAL ADDRESS FOR COMMUNICATION:

_____ Pincode: _____

EMAIL: _____

TELEPHONE NO: _____ Mobile: _____

FAX NO: _____

*PARTICULARS OF PAYMENT MADE:

CASH/CHEQUE/DRAFT NUMBER/DATED _____

WHETHER COPY OF DOCUMENTS ARE REQUIRED: YES / NO _____

IF YES, NUMBER OF COPIES REQUIRED: _____

DETAILS OF DOCUMENTS REQUIRED TO BE
ENCLOSED: _____

SIGNATURE OF THE INFORMATION SEEKER

*Rs.50/- is to be paid to the Principal, Dhanraj Baid Jain College, Chennai-600 097. Actual cost (Xeroxing etc) for providing document is to be paid before obtaining the information.

For more information

**IMPORTANT
PERSONAL ATTENTION**

DIRECTOR OF COLLEGIATE EDUCATION

From	To
Dr. M. A. Muthuveeraganapathy,	1) The Regional Joint Directors
M.Com., Ph.D.	of Collegiate Education
Director of Collegiate Education,	2) The Principals of all Government
Chennai – 600 006.	Constituent Colleges
	3) The Secretaries / Principals of all
	Government Aided Colleges

Rc No. 48572 / A1 / 2005 dated 08.11.2005

Sir/Madam,

Sub: Acts – Right to information Act 2005 – Tamil Nadu Right to Information Rules 2005 – implementation of the Act and Rules – instructions issued – regarding.

Ref. 1) Govt. Lr. No. 22540 / A2 / 2005-1, dated 10.10.2005

2) Govt. Lr. No. 40755 / 2005, Public (ESTT. I & LES.) Dept. dated 21.10.2005

I am to inform you that the Right to Information Act 2005 has come in to force with effect from 12.10.2005. The Tamil Nadu Right to Information (Fees) Rules 2005 have been published in Tamil Nadu Government Gazette Extraordinary dated 07.10.2005. I enclose a copy of the Government of India Gazette and the Tamil Nadu

Government Gazette Extraordinary dated 07.10.2005 for your information and necessary follow-up action.

According to this Act, all the administrative units are bound to provide information as requested by the Public. As per subsection (1) of section (5) and subsection (1) of section (19) of the Right to information Act 2005, every public authority shall designate Public Information Officer and Appellate Authority as required therein. Accordingly, the following officers are designated as Public Information Officers and Appellate Authorities in respect of the Collegiate Education Department.

Name of the Office / Institution	Public Information Officer	Appellate Authority
Directorate of Collegiate Education	Personal Assistant to the Director of Collegiate Education	Joint Director of Collegiate Education (Planning & Development)
Regional Offices of Collegiate Education	Assistant Director	Joint Director of Collegiate Education of the Region
Government Colleges	Principal of the College	Joint Director of Collegiate Education of the Region
Aided Colleges	Principal of the College	Joint Director of Collegiate Education of the Region

I issue the following important guidelines for implementing the Right to Information Act 2005 scrupulously.

1. Application seeking information

- Every application for obtaining information under sub section (1) of section (6) of the Act shall be accompanied by an application fee of Rs.50/- (Rupees Fifty only).

- The fee may be remitted by Cash or by Demand Draft or Banker's Cheque payable under the following Head of Account.

**“0075.00. Miscellaneous General Services – 800. Other receipts – BK. Collection of fees under Tamil nadu Right to Information (Fees) Rules 2005”
(DPC 0075 00 800 BK 0006)**

2. Remittance of Fees

- The Public Information Officer shall receive the cash or demand draft from the applicant and shall arrange to remit the fee under the Head of Account furnished above through the Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India at the earliest.
- The applicants seeking information may also remit the fee under the above Head of Account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

3. Preparation of Manual

- The above mentioned Public Information Officers / Appellate Authorities are requested to adhere to all the instructions / guidelines given in the Gazette and to prepare a manual at Regional / College level which will fulfil the needs of common people and makes their work easier in approaching the offers designated for providing information or preferring appeal.

- They are also requested to submit the copy of the manual prepared to the Directorate of Collegiate Education within 15 days from the date of receipt of this letter.

4. Maintenance of a separate register

- All the Public Information Officers are requested to open a register in the following format for entering the details of the applications received

Sl No	Name of the Petitioner with full Address	Date of receipt of the application	Amount of fees received Cash / DD	Date of remittance of fees into Government Account	Details of Information sought for	Date of reply sent to the petitioner	Gist of reply sent	Remarks

5. Fees for providing copies of Information

- For providing the information under subsection (1) of section (7) of the Act, a fee shall be charged by way of cash against proper receipt or by demand draft or Banker's Cheque payable in the Head of Account as specified by Public Authority at the following rates:
 1. rupees two for each page (in A-4 or A-3 size paper) created or copied
 2. actual charge or cost price in larger size paper;
 3. actual cost or price for sample or modes ; and for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter

- If the fee is received in cash, a miscellaneous receipt should be issued immediately to the petitioner.
- For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt of by demand draft or banker's cheque payable in the head of account, as specified by the Public Authority at the following rate:
 1. for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 2. for information provided in printed form at the price fixed for publication

6. Time limit for providing information

- The nominated Public Information Officer on receipt of a request under section (6) shall as expeditiously as possible and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee or reject the request for any of the reasons specifically in Sections 8 and 9.

7. Preference of appeal to the Appellate Authority

- Any person who does not receive a decision within the time specified or is aggrieved by the decision of the Public information Officer, may, within 30 days from the expiry of such period or from the receipt of such a decision, prefer an appeal to the Appellate Authority.
- An appeal under Section 1 or sub-sec. 2 shall be disposed of within 30 days of the receipt of the receipt of the appeal or within such extended

period not exceeding a total of 45 days from the date of filing thereof as the case may be reasons to be recorded in writing.

- A second appeal against the decision under Sub-sec. (1) shall lie within 90 days from the date on which the decision should have been made or was actually received with the State Information Commission.

8. Penalty

- Where the State Information Commission at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer has without any reasonable cause refused to receive an application for information or has not furnished information within the time limit specified or malafidely denied the request for information, or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of Rs.250/- each day till application is received or information is furnished, so, however, the total amount of such penalty shall not exceed Rs.25,000/-
- Provided the Public Information Officer shall be given a reasonable opportunity of being heard before any penalty is imposed on him.
- Provided further that the burden of proving that he acted reasonably and diligently shall be on the Public Information Officer.

I am to state that the above guidelines are only excerpts from the Right to Information Act, 2005 of the Government of India and the Tamil Nadu Right to Information (Fees) Rules, 2005.

I also request you to display the following details prominently in the notice board in your office / institution

1. Name and Designation of the Public Information Officer
2. Name and Designation of the Appellate Authority
3. Application fee – Rs.50/-
4. Mode of Payment – By cash or by DD or by Banker's Cheque

I request the Public Information Officers and the Appellate Authorities to go through the Act and the Rules thoroughly and to adhere to them scrupulously in dealing with Petitions received under this Act.

I request you to acknowledge the receipt of this letter by return of post.

Director of Collegiate Education

Copy to all officers in the Director

Copy to all sections in the Directorate