

GOVERNMENT OF HIMACHAL PRADESH
ADMINISTRATIVE REFORMS DEPARTMENT

Form 'A'

[See rule-3 (1)]

APPLICATION FOR INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005

To

The Public Information Officer/Assistant Public
Information Officer
(Name of the Department from which the information is sought)

(a) Subject matter of the information

(b) Period to which the information relates.

Month & year

(c) Description of the information required

(d) File No. if available

(e) Whether the applicant claims exemption

as below poverty line family, if yes, attach proof

(f) Original Treasury Challan No

amount and date of depositing

application fee under rule 4 be attached.

Applicant

Name_____

Address_____

Telephone No._____

Form 'B'

[See rule 3(3)]

From

Designation of the
Public Information Officer/Assistant Public
Information Officer
[Department_____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No_____ Dated_____

Subject:

Sir,

Please refer to your application dated_____ referred to above. The information required by you consists of ---- pages and printed publication cost Rs ----- . The additional fee for supplying this information to you is Rs._____. In case you desire the information to be sent to you by post, an additional amount of Rs._____ will need to be deposited.

2. You are required to deposit the aforesaid amount of the additional fee in a Government Treasury under Head_____ through challan and send a copy thereof to the undersigned.

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to _____ within a period of 30 days.

Public Information Officer/Assistant
Public Information Officer

Tel No.

Form 'C'

[See rule 3(3) & 6(i)]

From

Designation of the
Public Information Officer/Assistant Public
Information Officer
[Department_____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No. _____ dated _____

Subject:

Sir,

Please refer to your application dated _____ referred to above.

2. The information required by you is ready. You are directed to collect the information from the office of the undersigned on any working day of the week during 12.00 to 3.30 p.m.

Public Information Officer/

Assistant

Public Information Officer

Telephone

No.

Form 'D'

[See rule-4 (1)]

**APPLICATION FOR INSPECTION
UNDER THE RIGHT TO INFORMATION ACT 2005**

To

The Public Information Officer/Assistant Public

Information Officer

(Name of the Department from which the inspection
is sought)

(a) Subject matter of the information

(b) Period to which the information relates.

Month & year

(c) Description of the information required

(d) File No. if available

(e) Whether the applicant claims exemption

as below poverty line family, if yes, attach proof

(f) Original Treasury Challan No

amount and date of depositing

application fee under rule 4 be attached.

Applicant

Name_____

Address_____

Telephone No._____

Appendix-I

REGISTER OF APPLICATIONS FOR INFORMATION

UNDER THE RIGHT TO INFORMATION ACT 2005

PART-I

Sl No.	Name & full postal address of the applicant	Whether below poverty line (BPL)	Date of receipt of application	Tentative date on which the record would be ready	Mode by which the information is sent	Treasury challan No. and date	Signature of PIO/APIO
1	2	3	4	5	6	7	8

PART-II

Actual date when the information is ready	Number of actual pages	Amount of additional fee	Signature of applicant with date in token of receipt if the information is delivered in person or if the information	Signature of PIO/APIO

			is sent by	
			post its particulars and date	
9		10	11	12

Appendix-II

INSPECTION REGISTER

UNDER THE RIGHT TO INFORMATION ACT 2005

Sl.No	Name & full postal address of the applicant	Whether below poverty line (BPL)	Subject matter of information	Particulars of record to be inspected	Time taken From____ to_____	Amount of Fee charged	Signature of applicant	Particulars of challan deposited in treasury By PIO/APIO	Signature of PIO/
1	2	3	4	5	6	7	8	9	1

By Order

S.Vijay Kumar

Principal Secretary (AR) to the
Government of Himachal Pradesh

No. Per (AR) F (7) 2/98-Vol.I
21st January, 2006

Dated Shimla-2, the

Copy forwarded to :-

1. The Secretary to Governor, Himachal Pradesh Shimla-171002.
2. The Sr.,PS to the Chief Secretary to the Govt. of Himachal Pradesh, Shimla-171002.
3. The Principal Secretary to the Chief Minister, Himachal Pradesh, Shimla-171002.
4. All the Administrative Secretaries to the Government of Himachal Pradesh.
5. All the Heads of Departments in Himachal Pradesh.
6. All the Deputy Commissioners in Himachal Pradesh.
6. All the Divisional Commissioners in Himachal Pradesh.
7. Controller, Printing & Stationary, HP, Shimla-171005 for publication in the official gazette.