

R.T.I. – HOW TO APPLY

1. Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Public Information Officer/Assistant Public Information Officer**, preferably in the **application format**, in writing or through electronic means.

2. Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Kurseong Municipality.

payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque/Indian

Postal Order drawn in favour of 'Kurseong Municipality.' payable

at local office where the application is submitted.

Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

3. Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under,:-

a. For each page (in A-4 or A-3 size

paper) created or copied Rs. 2/- per page

b. For a copy in larger size paper Actual charge or cost price

c. For samples or models Actual cost or price

d. For inspection of records No fee for the first hour; Rs.5/hr. thereafter

Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-

a. For information provided in diskette

or floppy Rs. 50/- (Rupees fifty only) per diskette or floppy

b. For information provided in printed

form

At the price fixed for such publication or Rs.2/- per

page of photocopy for extracts from the

publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

4. Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of

sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty

days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Departmental **Appellate Authority** .

APPLICATION FORMAT
FOR INFORMATION UNDER RTI ACT 2005

To
The Chairman
Kurseong Municipality

- _____
- _____
1. Full Name of the Applicant (in capital letters) _____
 2. Father's/Husband Name (in capital letters) _____
 3. Complete address _____

Pin code _____

4. Telephone No. Office _____ Res. _____ Mobile _____

5. Whether belong to BPL category (if yes, please
attach a copy of the BPL/Antyodaya ration card (please tick) Yes ___ No ___
to claim waiver of the application fee)

6. Details of Application Fee/Addl. Fee:-
(Application Fee - Rs.10/-; Addl. Fee - @Rs.2/- per page for A-4 size paper created or copied, by
Cash, DD/BC/IPO to be drawn in favour of 'Kurseong Municipality.' payable at the
office where application is submitted)

Cash Receipt/

DD/Bankers

cheque / IPO No.

Date Name of the issuing

Bank/Authority

Amount (Rs.)

7. Particulars of information required (please enclose separate sheet, if required, indicating specific
details of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8
& 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: _____

Date : _____