

MINISTRY OF TRIBAL AFFAIRS
SHASTRI BHAWAN, NEW DELHI – 110001

RECEIPT UNDER RTI ACT 2005
COUNTER FOIL

Sl. No. Dated :
Received form Shri.....
A sum of Rupes.....
In case/DD/Banker's Cheque on account of:
Application Fee.....
Fee for Copy/Creation of Page @2/-.....
Cost Price of Copy in larger size.....
Cost of Price of Samples of Models
Fee for inspection of records.....
(no fee for first hour and Rs. 5/- for each 15 mts)
Fee of information in diskette or floppy.....
(Rs. 50/- for each diskette/floppy)
Fee for information in printed form
Fee for photocopy for extracts from
The publication (Rs. 2/- per page).....
Total
Rs.

Initials with designation and date

MINISTRY OF TRIBAL AFFAIRS
SHASTRI BHAWAN, NEW DELHI – 110001

RECEIPT UNDER RTI ACT 2005
APPLICANTS COPY

Sl. No. Dated :
Received form Shri.....
A sum of Rupes.....
In case/DD/Banker's Cheque on account of:
Application Fee.....
Fee for Copy/Creation of Page @2/-.....
Cost Price of Copy in larger size.....
Cost of Price of Samples of Models
Fee for inspection of records.....
(no fee for first hour and Rs. 5/- for each 15 mts)
Fee of information in diskette or floppy.....
(Rs. 50/- for each diskette/floppy)
Fee for information in printed form
Fee for photocopy for extracts from
The publication (Rs. 2/- per page).....
Total
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Form 'A'

Application Form under Right to information Act, 2005

(See Section 6 (1))

[To be filled in duplicate by the Applicant and submitted to the concerned Central public Information officer in the Ministry of Tribal Affairs alongwith the requisite fee. The Central Public Information officer will stamp and return one copy to the applicant]

(Separate forms to be filled up for each query)

To

Shri/Smt. _____
_____ (Designation)
Ministry of Tribal Affairs
Shastri Bhawan, New Delhi – 110001

- 1(a) Name and complete postal address of the Applicant :
- (b) E-mail Address :
- (c) Telephone/Fax Numbers (with STD Code) :
2. Details of identification proof : Attested copy of Voters Identify Card or IT Pan No. or Passport or Ration Card to be attached
3. Subject Matter :
4. Details of Information requested :
5. Period to which the information relates :
(Maximum period in each application
Should not exceed three years)
6. Fee enclosed (in cash/DD/Banker's Cheque)* :
7. Due date by which information is to be furnished (30 days from submission of application) :
8. How the applicant would like his information to be sent (Please tick the relevant)
 - (a) By post
 - (b) To be collected by hand
 - (c) By e-mail
 - (d) By Fax

Signature: _____
Name : _____
Date : _____

* Extracts of Rules 3, 4 and 5 of the "Right to Information (Regulation of Fee and Cost) Rules, 2005 reproduced below":

"3. A request for obtaining information under sub-Section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority."

“4. For providing the information under sub-Section (1) of Section the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:

- (a) rupees two for each page (inA-4 or A-3size paper)created or copied;*
- (b) actual charge or cost price of a copy in larger size paper;*
- (c) actual cost or price for samples or models, and*
- (d) for inspection of records no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter”.*

“5. 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 payable to the Accounts Officer of the public authority at the following rules:

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy and*
- (b) 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.”*

MINISTRY OF TRIBAL AFFAIRS
SHASTRI BHAWAN, DELHI

Form 'B'

Form for forwarding the application to the concerned Public Authority
(Sec Section 6 (3))

From

No. F

Date :

To

Sir/Madam,

Please refer to your application I.D. No. Datedregarding supply of information on

2. The requested information does not fall within the jurisdiction of this Public Authority and, therefore, your application is being forwarded to

3. This in supersession of the acknowledgement given to you on

Yours faithfully

Competent Authority

E- Mail:.....

Web – Site:

Tel. No.

*Strike out wherever not applicable

MINISTRY OF TRIBAL AFFAIRS
SHASTRI BHAWAN, NEW DELHI

Form 'C'
Intimation to the applicant
(Under Section 7 (1) of Right to Information Act, 2005)

From

No. F

To

Sir/Madam,

Please refer to your application I.D. No.dated.....addressed to the undersigned regarding supply of information on

2. The information asked for is enclosed for reference.*

Or

The following part information is enclosed. *

- (i).....
(ii).....

3. The remaining information which was asked for cannot be supplied due to the following reasons.*

- (i).....
(ii).....

As per Section 19 (1) of the Right To Information Act, 2005, you may file an appeal to the joint Secretary/Appellate Authority, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi within 30 days of the issue of this order, if you may so like.*

4. The requested information does not fall within the jurisdiction of this Competent Authority.*

Yours Faithfully,

Name & Designation

Central Public Information Officer

E-Mail:

Web – Site:.....

Tel. No.

*Strike out whichever not applicable

From 'D'
Appeal Under Section 19 (1) of Right To Information Act, 2005

I.D. No.

Dated:

To

1. Name of the Applicant :
2. Address :
3. Particulars of the Competent Authority :
- (a) Name :
- (b) Address :

4. Date on which submission of the application in Form – A ;
5. Date on which 30 days from submission of Form A is over :
6. Reasons for appeal :
- (a) No Response received in Form B or C within 30 days of Submission of Form A (Rule 6(3) & (1) :
- (b) Aggrieved by the response received within prescribed Period (Rule 7 (1)) :
- (A copy of the reply received be attached)
- (c) Other Grounds for appeal :

7. Last date for filing the appeal :
- (Please see Rule 19 (1))
8. Particulars of Information requested:
- (i) Information requested :

- (ii) Subject of information requested :
- (iii) Period of information requested :

Place :

Date :

Signature of Applicant.....

E-Mail, if any,

Tel. No. (Office).....

(Residence).....

VERIFICATION

All the informations given above in the appeal is genuine and true to the best of my knowledge

Place :

Date :

Signature of the Applicant

Full Name & Address
in BLOCK LETTERS:

Cut from here

Acknowledgement

I.D. No.

Dated.....

Received Appeal from Shriresident of
under Section 19(1) of the Right to Information Act, 2005.

Signature of the Receipt Clerk,
Officer of the Appellate Authority
E-Mail :

Web-site:

MINISTRY OF TRIBAL AFFAIRS
SHASTRI BHAWAN, NEW DELHI

Form 'E'
Intimating the applicant to deposit the fee for information
(See Section 6(3))

No. F.....

Date :

From _____

To _____

Sir/Madam,

Please refer to your application I.D. No. dated regarding supply of information on

2. The information is available. You are requested to deposit a sum of Rs. (Rupees only) being the cost of providing information as detailed below.

i.	Fee for Copy/Creation of Page (Rs. 2/- per page)	:
ii.	Cost Price of Copy in larger size	:
iii.	Cost of Price of Samples or Models	:
iv.	Fee for inspection of records (no fee for first hour and Rs. 5/- for each 15 mts)	:
v.	Fee of information in diskette or floppy (Rs. 50/- for each diskette/floppy)	:
vi.	Fee for information in printed form	:
vii.	Fee for photocopy for extracts from the publication (Rs. 2/- per page).....	:
	Total	:

Yours faithfully,

Name & Designation

Central Public Information Officer

E-Mail:
Web site:
Tel No.

*Strike out wherever not applicable