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NOTIFICATION

No. A. 32018/1/2006-2007/GAD(G)/RTI, the 16th June, 2006. In exercise of powers conferred under section 28 of the Right to Information Act, 2005 (No. 22 of 2005) the Executive Committee of Chakma Autonomous District Council hereby makes the following Rules for providing information pertaining to Chakma Autonomous District Council.

1. Short title and commencement:

- (1) These Rules may be called "The Chakma Autonomous District Council Right to Information Rules, 2006"
- (2) These Rules shall come into force on the date of publication in the Official Gazette.

2. Definition :

- (1) In these Rules, unless the context otherwise requires :
 - a) "Act" means the Right to Information Act, 2005.
 - b) "Commission" means the Mizoram State Information Commission constituted under section 15 of the Act.
 - c) "Executive Committee" means the Executive Committee of Chakma Autonomous District Council.
 - e) "Form" means forms appended to these Rules.
 - f) "Fees" means fees prescribed under Rule 5.

- (2) The words and expressions used but not defined in these Rules shall have the same meaning as assigned to them in the Act.

3. Application for obtaining information:

(1) A person who desires to obtain information pertaining to the Chakma Autonomous District Council shall make an application in writing in Form A or through electronic means to the Chakma District Public Information Officer accompanied by fees prescribed under Rule 5.

Provided that where a person applying through electronic means shall have to pay the fees within seven days from the date of application failing which the application shall be treated as withdrawn.

(2) The Chakma District Public Information Officer on receipt of application shall give the receipt of application in Form-B to the applicant.

(3) The Chakma District Public Information Officer shall inform the applicant in Form-C regarding such further fees or charges to be paid by him under Rule 5 for the purpose of information sought for by him.

(4) The fees and charges payable under Rule 5 shall be paid either in cash or by Demand Draft or by Pay Order.

Provided that no fees and charges shall be payable by a person belonging to the Below Poverty Line (BPL) families. If such person submits with the application a certified copy of the BPL-Card prevailing on that point of time or a certificate issued in this behalf by a competent authority shall require to be enclosed.

4. Disposal of the application :

(1) The Chakma District Public Information Officer shall provide information sought for to the applicant within thirty days of the receipt of the request in Form -D or inform the applicant about the rejection of application in Form-E stating the Reason or Grounds as provided under Section 8 and 9 of the Act, as the case may be.

(2) In case where the information sought for does not fall within the jurisdiction/purview of the Chakma District Public Information Officer he shall forthwith transfer such application in Form-F to the concerned State Public Information Officer within five days of the receipt of the application and inform the applicant immediately after such transfer.

Provided that where the information sought for concerns with the life and liberty of a person Chakma District Public Information Officer shall be required to provide such information within 48 hours of the receipt of such request or application.

5. Rate of fees :

(1) The rate of fees and other charges for obtaining required information shall be as under :

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A. Application fees : Rs. 20-per application.

B. Other fees and charges :

Sl/No.	Details of information required	Price in Rupees
1	Any information available in the form of publication.	Actual price of publication
2	Other information/Documents a) information provided in : i) A4,A3,FS, Legal size paper. ii) Large size paper. b) For sample model or photographs. c) For inspection of records d) For information to be furnished in Floppy or a disc wherever possible	Rs. 5/- per page or the actual cost Amount of actual cost. Amount of actual cost. No fees for the first half an hour and thereafter Rs. 20/- for each half an hour. Minimum Rs. 60/- per Floppy disc or actual cost.

(2) (a) The Chakma District Public Information Officer shall issue a money receipt against every payments of fees and other charges as prescribed in Form-H to the applicant.

(b) The money so collected by the Chakma District Public Information Officer shall be deposited to the Executive Secretary, Chakma Autonomous District Council, fortnightly by the former through challan in Form-I, which shall be credited to the Council Fund by the later.

6. Appeal :

(1) Any person aggrieved by the decision of the Chakma District Public Information Officer or any person who does not receive any decision within the time specified in Sub-Section (1) or clause (a) of Sub Section (3) of Section 7 of the Act, as the case may be, may refer an appeal in Form -G within 30 days from the date of non-receipt of such decision to the Appellate Authority designated by the Executive Committee Chakma Autonomous District Council in this behalf.

(2) The applicant aggrieved by an order of the Appellate Authority under Sub Rule (1) may prefer second stage appeal to the Mizoram State Information Commission within 90 days from the date of the receipt of the order of the Appellate Authority giving the following details:

i) Name and address of the applicant.

ii) Name and address of the Chakma District Public Information Officer.

- iii) Number, date and details of the order against which the second stage appeal is filed.
- iv) Brief facts leading to the second stage appeal.
- v) Grounds for appeal.
- vi) Verification by the appellant.
- vii) Any information which the Commission may deem necessary for deciding the appeal.

(3) Every appeal made to the Commission shall be accompanied by a certified copy of the order against which second stage appeal is preferred and copies of other documents referred to and relied upon by the appellant alongwith a list thereof.

7. Maintenance of records:

The Chakma District Public Information Officer shall maintain all the records in respect of the applications received for information and the fees collected for giving the information.

3. Miscellaneous:

For the purpose of removing any doubt it is hereby clarified that the forms as prescribed under these Rules need not be in authorized pre-printed stationery, but any format neatly typed, hand written or in electronic form which covers essential details in the form shall be valid.

By order of the Executive Committee.

Chief Executive Member,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

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FORM-A
[See rule 3(1)]

APPLICATION FORM FOR OBTAINING INFORMATION

ID NO.
(For office use)

To,

The Chakma District Public Information Officer
of Chakma Autonomous District Council
Kamalanagar, Mizoram.

- 1. Name of the applicant:
- 2. Full address:
- 3. Particulars of information required: (in brief);

4. I hereby state that the information sought for is not covered under the categories which are exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge, it is pertaining to the Chakma Autonomous District Council.

5. *(1) I hereby submit the prescribed application fee of Rs.....(in words rupees) only vide payment of application fee Receipt No dt of the Chakma Autonomous District Council.

*(2) I enclosed herewith Demand Draft/Pay Order No. dt. drawn in favour of Chakma Autonomous District Council issued by (Bank) towards the fees payable.

*(3) I belong to BPL family. Xerox copy of my Card/Certificates is enclosed herewith.

Place
Date

Signature of applicant:
e-mail address, if any:
Telephone No. (Office):
(Residence):

N.B. : Person belonging to BPL family need not pay any type of fees
*Strike out whichever is not applicable.

FORM-B
[See rule3(2)]

RECEIPT OF AN APPLICATION

From:
The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar: Mizoram.

ID. No. _____ Date _____

1. Received the application dated in Form A, prescribed under Sub-Rule (2) of Rule 3 of the Chakma Autonomous District Council Right to Information Rules, 2006 from Mr/Mrs/Ms _____ resident of _____.
2. The information shall be provided within 30 days. In any case, if it is found that it is not possible to give the required information, a letter showing reasons thereof or rejecting the request shall be issued.
3. The applicant may contact the undersigned during 11:00 A.M to 1:00 P.M on dated _____ (here mention the date not latter than 30 days from the date of receipt of an application).
4. In case of failure to remain present on the stipulated date by the applicant, the Chakma District Public Information Officer shall not be held responsible for delay in providing information.
5. The applicant shall be required to deposit the outstanding amount of fees or charges, if any, prior to collection of the information or the document.

Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar : Mizoram.

Telephone No. _____
e-mail _____
web site _____

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FORM-C
[See rule 3(3)]

Intimation to applicant to deposit fee and charges for required information and/or documents

To,

Mr/Mrs/Miss _____

Address: _____

Sir,

With reference to your request/application dt. _____ (I.D. No. _____ dated _____) I am to state that you are required to deposit Rs. _____ (in words rupees _____) only for required information and documents sought for. It is requested to obtain the copies of the required information/documents after depositing the amount to the Office of the Chakma District Council Public Information Officer.

- | | |
|---|------------------|
| (1) Total No. of page_____ (A3, A4 size) | Rs. 5/- per page |
| (2) Total No. of large size pages
(Except A3, A4 size) | Rs. _____ |
| (3) Floppy/Disc. charges | Rs. _____ |
| (4) Charges for inspection of records | Rs. _____ |
| (5) Charges for sample/model | Rs. _____ |
| Total : | Rs. _____ |

Yours faithfully

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.
Telephone No. _____
E.Mail _____
Website. _____

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FORM-D
[See rule 4 (1)]
SUPPLY OF INFORMATION TO THE APPLICANT

From :
The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar: Mizoram.

To,

Mr./Mrs./Miss. _____
Address :

Sir,

This is with reference to your application, dated _____ (I.D. No. _____
Date _____) requesting for supply for information.

- *2. Details of required information are enclosed herewith.
- *3. Out of the required information sought for, the partial information is supplied as under:

- (1)
- (2)
- (3)
- (4)

*4. With reference to your request for supplying information, the following information documents cannot be supplied for the following reasons:

- (1)
- (2)
- (3)
- (4)

5. If you are aggrieved by the above decision, you may prefer an appeal to the Appellate Authority of Chakma Autonomous District Council, Kamalanagar, Mizoram within 30 days from the date of receipt of the decision.

6. The information whichever is given to you is as a member of Below Poverty Line families and shall not be used any other purpose.

Yours faithfully

(
Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

Telephone No. _____
E. Mail _____
Website. _____

N.B. : *Strike out whichever is not applicable.

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To,

Sir,

I.D. No

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FORM—E
[See rule 4 (1)]

Order of rejection of Information

From:
The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar: Mizoram.

No. _____ Dt _____

To,
Shri/Smt/Miss. _____
Address: _____

Sir,

With reference to your application dated _____
I.D.No. _____ requesting for supply of information, I am to state that

1. The information requested cannot be provided for the following reasons:

The information requested falls within the exempted categories under
Sub-Rule _____ of Section 8 or under Section 9 of the Act.

2. If you are aggrieved by the above decision, you may prefer an appeal
to the Appellate Authority, Chakma Autonomous District Council, Kama-
lanagar, Mizoram, within 30 days from the date of receipt of the decision.

Yours faithfully,

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

Telephone No. _____

E. Mail _____

Website. _____

FORM-F
[See rule 4 (2)]

Transfer of application pertaining to other Authority

From :
The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar, Mizoram.

No. _____ Dt. _____

To,

Shri/Smt/Miss. _____
Address: _____

Sir, Madam,

Please find herewith an application from Shri/Smt. _____
(I. D. No. _____ dt. _____) for reasons
stated below:

Required information does not fall within the jurisdiction of the Chakma
Autonomous District Council. As it falls within the jurisdiction of your depart-
ment Office, the same is transferred herewith to you for further necessary action.

It is certified that the applicant has paid Rs. _____ (Rupees _____)
only on account of fees charges for obtaining required information which has
been credited to the Council Fund.

Yours faithfully

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

Telephone No. _____
E. Mail _____
Website. _____

Copy to:-

Shri/Smt. _____
(Applicant)

1: As your Application pertaining to required information doesn't fall within the
jurisdiction of this Chakma Autonomous District Council, it has been
transferred to the State Public Information Officer having jurisdiction. You
are requested to contact the State Public Information Officer mentioned
above.

To,

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- (b)

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10. Pray

FORM - G
(See rule 6(1).)

Form of First Appeal

I.D.No.
Date :
(For office use)

To,
The Appellate Authority
Chakma Autonomous District Council
Kamalanagar : Mizoram.

Sir,

As I have not received any decision I am aggrieved by the decision of the Chakma District Public Information Officer, Chakma Autonomous District Council, Kamalanagar : Mizoram, I hereby file this appeal. The particulars of my application is as under:

1. Name of the Appellant:
2. Address of Appellant:
3. (a) Name of the Chakma District Public Information Officer:
(b) Address of the Chakma District Public Information Officer:
(c) Department/Office and Address:
(d) Particulars of the decision against which the appeal is preferred including the No. and date of such decision:
4. Date of application submitted in Form A:
5. Details of Information:
 - (1) Information asked for:
 - (2) Period for which information is sought for:
6. Date as on completion of 30 days after submitting application in Form A:
7. Reasons for Appeal:
 - (a) No decision is received within 30 days of submission of application in Form A:
 - (b) Aggrieved by the decision, of the Chakma District Public Information Officer dated:
8. Ground for appeal, Brief facts of the case:
9. Last date for filing the appeal:
10. Prayer Relief sought for:

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I hereby state that the information and particulars given above are true to the best of my knowledge and belief.

Place : _____
Date : _____

Name of Appellant:
Signature of Appellant:
e-mail address, if any:
Telephone No. (Office):
(Residence):

.....cut from here

From :
The Appellate Authority
Chakma Autonomous District Council
Kamalanagar, Mizoram.
No. _____ Dt. _____

1. Received an appeal application of Shri/Smt. _____ a resident of _____ in Form G prescribed under Sub-Rule(1) of Rule 6 of the Chakma Autonomous District Council Right to Information Rules, 2006.

Signature of the recipient
Office of the Appellate Authority
e-mail address, if any:
Telephone No. (Office):
(Resident):

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FORM - H
[See rule 5 (2)(a)]

Form of money receipt

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office):
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From: _____
The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar, Mizoram.

No. _____ Dt. _____

I received a sum of Rs. _____ (in words Rupees _____) only
from Shri/Smt./Kumari _____ resident of _____ today,
the _____-20-_____ against the charges as follows:

- 1. Application fees Rs. _____
- 2. Other Charges:
 - a) A4, A3, FS, Legal size papers Rs. _____
 - b) Publication Rs. _____
 - c) Large size papers Rs. _____
 - d) Sample model/photographs Rs. _____
 - e) For inspection of records Rs. _____
 - f) Floppy/Disc Rs. _____

Total Rs. _____

resident
of the

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Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.
Telephone No. _____
E.Mail _____
Website. _____

FORM-I
[See rule 5 (2)(b)]

FORM OF CASH DEPOSIT

Challan No. ———/200—

Dated Kamalanagar,
the ———— 200—

Sl. No.	Particulars	Amount	Remarks
			Received by me
			Signature of Recipient
			Name ————
			Designation ————
			Deposited by
			Signature :
			Name : ————
			Designation : ————

Total Rs. ————

(Rupees ————) only.

Countersigned
Executive Secretary,
Chakma Autonomous District
Council,
Kamalanagar : Mizoram.
Telephone No. ————
E. Mail ————
Website. ————

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.
Telephone No. ————
E. Mail ————
Website. ————