

The PIO/APIO will charge the fee for supply of information at the following rates fixed in the Act

Description of Information	Fees in Rs.
1. Fee along with application	Rs.10/- per application
2. Where the information is available in the form of a priced publication	on printed price
3. For other than priced publication	Rs. 10 per page of A-4 size or smaller and actual cost subject to minimum of Rs. 20 per page in case of larger size
4. Where information is available	Rs. 50 per floppy and Rs. 100 per CD
5. Fee for inspection of Record/ document	Rs. 10 per 15 minutes or fraction thereof.

Each page supplied as information to the applicant will be authenticated and signed with date and seal of the concerned PIO /APIO. Fees will be charged and deposited under the separate head of the State Council for Science, Technology and Environment, H.P. under Right to information Act, 2005.

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

© 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 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) & (1))

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 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
Tel No.

Form 'D'
(See rule-4 (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

(e) File No. if available

(e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof

(f) Original Tresuary 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

Sr. 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 PTO/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 by post its particulars and date	Signature of PIO/APIO
9	10	11	12	13

Appendix-II
INSPECTION REGISTER
UNDER THE RIGHT TO INFORMATION ACT, 2005

Sr. 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