

Clerk
19.7.06
Secretary

No.2/47/97-1AR/554
Government of Punjab
Department of Information Technology
(Administrative Reforms Branch)

To,

All the Heads of Departments, Registrar of Punjab and Haryana High Court, the Commissioners of the Divisions, the Deputy Commissioners, the Senior Superintendent of Police, the Sub-Divisional Officers (Civil), Heads of the Boards, Corporations and other Autonomous Bodies in the State of Punjab.

Dated: Chandigarh, the, 17-7-2006

Subject: **Implementation of the Right to Information Act, 2005-Clarification for depositing and reducing of fees with reference to Punjab Right to Information Rules, 2005.**

Sir,

I am directed to refer to this department's Memo No.2/42/05-1AR/253-56, dated 9.3.2006 on the subject noted above and to say that as per provisions under rule 4 read with rule 5 of the Punjab Right to Information Rules, 2005, the mode of payment and the quantum of fee to be charged from the applicant seeking information under the Right to Information Act, 2005 have been prescribed. The State Government has received representations from the different quarters for reducing the rates of fee to be charged from the applicant for supplying the documents. The matter regarding reducing the fee to be charged, has been under consideration of this department and it has been decided as under:

i) Mode of Payment :-

- (a) Crossed Bank Draft /IPO in favour of the Head of the Department/ Public Authority concerned only ; C-2
- (b) In cash ; C-2
- (c) Through Treasury Challan in the following Head of Account:-
 - Major Head 0070-Other Administrative Services.
 - Sub-Major Head 60-Other Services.
 - Minor Head 800-Other Receipts.
 - Sub Head 86-Fees under the Right to Information Act.
 - Detailed Head 0070-Other Administrative Services-60-Other Services-800-Other receipts-86-Fees under the Right to Information Act.

ii) Application Fee :-

Rs. 10/- only.

iii) Rates/Fees for the documents to be supplied to the applicant :-

- (a) rupees two for each page (in A-4 or A-3 size 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.
- (e) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (f) 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.

2. The matter regarding amendment of the Punjab Right to Information Rules, 2005, is being taken separately. This will take effect from the date of issue of this letter and the old cases will not be re-opened.

Yours faithfully,

J. I. Chahal
Under Secretary Administrative Reforms.

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab for information and necessary action.

J. I. Chahal
Under Secretary Administrative Reforms

To,

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

I.D. No.2/47/97-1AR/557.

Dated, Chandigarh.

A copy is forwarded to the Department of Finance, Punjab, for information and necessary action.

J. I. Chahal
Under Secretary Administrative Reforms

To

The Department of Finance,
Punjab.

I.D.No.2/47/97-1AR/ 555

Dated: Chandigarh, the, 17-7-2006

Endst. No.2/47/97-1AR/556

Dated: Chandigarh, the, 17-7-2006

A copy is forwarded to the Secretary, Punjab State Information Commission, SCO No.84-85, Sector 17-C, Chandigarh, for information and necessary action.