

Sample RTI for Prison Visiting System (PVs)

Form A

(See rule3 (l))

Application form for obtaining Information

I.D. No. Indian Driving License No. UP16 20140017874

(For office use)

To
The Addl. Inspector General of Prisons,
The Public Information Officer
Home (Jail) Department, Old Secretariat,
Patna – 800 015, Bihar

- 1) Name of the Applicant : Mrinal Sharma
- 2) Full Address : 55-A, 3rd Floor, Siddhartha Chambers-1, Kalu Sarai, New Delhi - 110016, India

3) Particulars of information required (in brief):

- i. Details of information required:

1. Whether Board of Visitors are currently constituted in all the jails in the State under Rule 743 of Bihar Jail Manual? Kindly provide the details, preferably as per the table below:

A) Name of Jail	B) Date of Constitution of BOVs	C) Name of Members and their Designation	D) Number of Meetings since constitution

2. If the Board of Visitors are not constituted currently, kindly provide the details of the last constituted Board of Visitors, preferably as per the aforementioned table.

3. Whether minutes of the meeting of the Board of Visitors are recorded in the visitor's book or separately? Please provide a certified copy of the minutes of the meetings held since their constitution.

4) Where are the meetings of the Board of Visitors held?

5) Whether Non-Official Visitors are currently appointed in all the jails in the State under Rule 721 of Bihar Jail Manual? If yes, kindly provide the details, preferably as per the table below.

A) Name of Jail	B) Name of NOVs and their designation	C) Date of appointment	D) Number of visits made since it constitution	E) Number of inspection reports submitted

6) If no Non-Official Visitors are appointed currently, kindly provide the details of the last appointed Non-Official Visitors, preferably as per the aforementioned table.

7) Please provide the certified copy of all the inspection reports and remarks recorded in the Visitors Book by the currently appointed non-official visitors as mentioned in Points 3(E) and 3(F) since their constitution.

8) If the Non-Official visitors are not appointed currently, kindly provide the certified copy of the inspection reports and remarks recorded in the visitor's book by the last appointed non-official visitors as mentioned in Point 4(E) and 4(F).

9) Is there a format that has been issued and communicated to you by the Ministry of Home Affairs, State Home Department, National Human Rights Commission or State Human Rights Commission for visitors to record their remarks? If yes, please provide a certified copy of the format. If no, is there a format that your department has formulated for visitors to record their remarks? Please provide a certified copy of the format.

4. I, hereby, state that the information sought 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 your Department/office.

5. I enclose herewith Indian Postal Order of Rs. 10 towards the fees payable.

Place: Delhi

Date: 3rd October 2016

Signature of the Applicant

E-mail address, if any: mrinal2590@gmail.com

Telephone No. (Office): 011-43180219

Full Address of correspondence:

55A, Third Floor, Siddhartha Chambers – I

Kalu Sarai, New Delhi- 110016

Sample RTI for Under Trial Review Committees

**FORM A
(See rule 3(1))**

Application form for obtaining information

To
The Public Information Officer
Gujarat State Legal Services Authority
3rd floor, Administrative building, High Court of Gujarat
Sola, Ahmedabad – 380060
Gujarat

I want to obtain following information from you under the Right to Information Act, 2005. The details are as under.

1. **Applicant's Name:** Sugandha Shankar
2. **Full Address of the applicant:** 55 A, Third Floor, Siddhartha Chambers-1, Kalu Sarai, New Delhi - 110016
3. **Specific particulars details of information required:**

I would like to obtain the following information under the Right to Information Act regarding compliance of the **Supreme Court order dated 24 April 2015 in Suo Moto W.P. (Civil) No. 406 of 2013** titled 'Re: Inhuman Conditions prevailing in 1382 Prisons in India':

1. **Whether Undertrial Review Committees are established** in every district of your state –
 - a) in compliance with the abovementioned order of the Supreme Court
 - b) by any other government/judicial order prior to the abovementioned order of the Supreme Court
2. Please provide the following information regarding undertrial review committees –
 - a) **Certified copy** of the government/judicial order which established Undertrial Review Committee in every district of the state.
 - b) **Date** of constitution of the committee
 - c) **Composition** of the committee and designations of members
 - d) **Periodicity** of committee meetings (eg. monthly/quarterly/other)
 - e) **Mandate** of the committee mentioning kinds of cases that are to be reviewed (eg. S.436, 436A, compoundable, etc.)
3. **District-wise number** of all the Undertrial Review Committee meetings held from April 2015 till now.
4. **District-wise minutes** of all the Undertrial Review Committee meetings held from April 2015 till now.
5. **Certified copies** of all the orders/directions/guidelines issued by NALSA to the SLSA:
 - a) For urgently taking up cases of prisoners who are unable to furnish bail and still in custody for that reason (Refer para 6 of the judgement)
 - b) For panel lawyers to make urgent interventions for release/disposal of cases in compoundable offences (Refer para 7 of the judgement)
 - c) Any other orders/directions/guidelines in regard to the abovementioned order of the Supreme Court.

6. **Certified copies** of all the orders/directions/guidelines issued by the SLSA instructing panel lawyers to urgently meet prisoners who are unable to furnish bail and still in custody for that reason (Refer para 6 of the judgement)

- a) **District-wise number of applications**, from April 2015 till now, moved before the appropriate court release of prisoners who are unable to furnish bail and still in custody for that reason.
- b) **District-wise number of undertrials released**, from April 2015 till now, by abovementioned interventions of panel lawyers.

4. **Specific duration of information required (in brief):** April 2015 till now

5. **I enclose herewith Indian Postal Order bearing Nos. 05G 394273 of Rs. 20/- towards payment for application fees.**

6. **I hereby declare that I am a Citizen of India.**

7. **I hereby declare that above details are true to the best of my knowledge and belief.**

Date: 3rd November 2015

Place: New Delhi

Signature of applicant

Telephone No. (Office): 011– 43180221