



महाराष्ट्र शासन राजपत्र

असाधारण

प्राधिकृत प्रकाशन

शनिवार, डिसेंबर ९, २००६/अग्रहायण १८, शके १९२८

स्वतंत्र संकलन म्हणून फाईल करण्यासाठी या भागाला वेगळे पृष्ठ क्रमांक दिले आहेत.

भाग चार-क

महाराष्ट्र शासनाव्यतिरिक्त इतर वैधानिक प्राधिकाऱ्यांनी तयार केलेले (भाग एक, एक-अ व एक-ल यांमध्ये प्रसिद्ध केलेले वैधानिक नियम व आदेश यांव्यतिरिक्त इतर) वैधानिक नियम व आदेश; यात भारत सरकार, उच्च न्यायालय, पोलीस आयुक्त, संचालक (दारुबंदी व उत्पादन शुल्क), जिल्हा दंडाधिकारी व निवडणूक आयोग, निवडणूक न्यायाधिकरण, निवडणूक निर्णय अधिकारी व निवडणूक आयोगाखालील इतर प्राधिकारी यांनी तयार केलेले वैधानिक नियम व आदेश यांचा समावेश होतो.

BY THE HIGH COURT OF JUDICATURE AT BOMBAY NOTIFICATION

THE BOMBAY HIGH COURT, RIGHT TO INFORMATION RULES, 2006.

No. P. 07002/2006.—In exercise of the powers conferred by Section 28 of the Right to Information Act, 2005, the Chief Justice of the High Court of Judicature at Bombay being the 'Competent Authority' makes the following Rules to enforce the provisions of the said Act.

CHAPTER - I GENERAL

1. *Short title and commencement.*—(i) These Rules shall be called the Bombay High Court, Right to Information Rules, 2006.
(ii) These Rules shall come into force from the date of their publication in the *Official Gazette*.
2. *Office Hours.*—Generally, the office hours shall be from 10-30 a.m. to 5-00 p.m. on all working days.

(१०८)

[किंमत : रुपये ६.००]

CHAPTER II

Procedure for Application and its Disposal

3. To get information under the Right to Information Act, a self signed application in 'Form - A' shall be produced before the Public Information Officer, affixing court fee of Rs. 12/- (Rupees Twelve only) on the said application. If the applicant desires to get the information by post, he shall send a self addressed envelope bearing postal stamps equivalent to the rate prescribed for Registered Post with Acknowledgment Due (R.P.A.D.) alongwith the application.

Procedure to be Adopted after presentation of Application

4. The application submitted before the Public Information Officer shall be registered in the register available in the office, the records regarding the information, desired in the application shall be requisitioned in his office and the applicant shall be instructed to appear on the 5th day from the date of submission of application. After receipt of record from the concerned Section and after having confirmed that the desired information can/cannot be given to the applicant, the Public Information Officer shall accordingly inform the applicant.

5. If the information desired by the applicant can be provided or the inspection of record can be carried out as per rules, the Public Information Officer shall inform the applicant in Form-B about the fee prescribed for supplying of such information before providing the desired information. In case the application is received by post, the Public Information Officer shall inform the applicant about the prescribed fee in Form-B through the envelope received alongwith the application and the desired information or record shall be supplied for inspection only after the deposit of prescribed fee as per Rule 14. To get the information by post, applicant shall submit self addressed envelope with postal stamps equivalent to the rate prescribed for Registered Post with Acknowledgment Due (R.P.A.D.) alongwith the prescribed fees. But, if the said fee is not deposited within 15 days, the application shall stand rejected.

6. After receipt of the prescribed fee, a date not exceeding seven days shall be fixed for preparation and providing information to the applicant. As far as possible, arrangement shall be made to provide the desired information by the said date. If, for any reason the information cannot be provided by the prescribed date, next date shall be given to the applicant and the intervening period between the above two dates shall not exceed 7 days. If, even on the said next date for any reason, the information cannot be supplied to the applicant, the Public Information Officer shall fix another date, but the total extended period shall not be more than 30 days. The information shall necessarily be provided within 30 days from the date of receipt of the prescribed fees. With respect to application received by post, the information shall necessarily be sent within 30 days of receipt of the prescribed fee.

If, in respect of furnishing information, the Public Information Officer finds that it is not possible to give information under Section 8 or 9 of the Act, he shall inform the applicant about rejection of said application, in Form-C.

However, if the information is to be sent by post, the applicant shall bear the postal expenses.

7. If the applicant is illiterate and unable to present the application in writing, the Public Information Officer shall help him in getting the application reduced to writing.

8. In this regard a Register shall be maintained in the office of Public Information Officer which shall be in Form-D containing following particulars :—

1. Registration No. of application.
2. Date of Receipt of application.
3. Name and complete address of the applicant.
4. Date of Appearance of the Applicant.
5. Details of the desired Information.
6. Source of information.

7. Date of dispatch of application to the concerned department.
8. Date of receipt of information.
9. Date of disposal of application.
10. Decision / Note of Public Information Officer on the application.
11. Mention of fee affixed on the application.
12. Applicant's signature, which shall be the acknowledgment.
13. Order of First Appeal.
14. Order of Second Appeal.
15. Remarks.

After preparation of the desired information, the Public Information Officer shall certify it by putting his signature and Seal alongwith following details / particulars :—

1. No. and date of submission of application.
2. The date fixed for appearance of the applicant.
3. Date of appearance of applicant.
4. Date of preparation of information.
5. Date of supply of information.
6. Details of fee.
7. Signature of Officer preparing information.

9. If the applicant seeks any information with respect to a Third party (other person) he shall send / submit an application with said details, bearing court fee stamp of Rs. 12/- (Rs. Twelve only) alongwith a registered envelope bearing necessary postal stamps, name and complete address of the said other person to the Public Information Officer. On receipt of such application, Public Information Officer shall register the application in the register maintained in his office for that purpose. The Public Information Officer shall then send a copy of said application to that other person and on receipt of his reply, shall dispose of the application after providing an opportunity of hearing to both the parties. If the information desired by the applicant can be provided, the Public Information Officer shall inform the applicant about necessary fee for the desired information and on receipt

of necessary fee alongwith the registered envelope bearing address of the applicant, the information shall necessarily be sent to applicant within 30 days if not present in person. If it is not possible to supply the information desired by the applicant, the applicant shall be intimated in Form-C, for which the applicant has to give a self-addressed envelope :

Provided that, if the information sought by the applicant is in respect of judicial proceedings or record, he shall obtain the information as per the procedure prescribed for obtaining certified copies by the Bombay High Court Rules and Orders for the time being in force in that behalf.

Procedure for Inspection of Records

10. If after having considered the application filed by applicant, the Public Information Officer finds it appropriate that the applicant may be granted permission to inspect the records and if he grants such permission, the Public Information Officer shall requisition the record desired by applicant for perusal, from the concerned Sections / Departments and shall give the same to the applicant for inspection in his presence, during office hours, between 3.00 p.m. and 5.00 p.m. While inspecting such record, the applicant shall be allowed use of pencil and the information desired by the applicant shall be noted by him by pencil only. If the applicant brings any writing instrument/s other than a pencil, he shall deposit the same with Public Information Officer and thereafter he shall be allowed to inspect the record. The applicant shall not make any markings on the record by the pencil he is allowed to use during inspection.

11. During inspection, the applicant shall not have any right to make any note or put any mark on the record. During inspection of record, if the applicant wishes to make notes, he shall make them on a plain paper and after inspection he shall show the note/s to the Public Information Officer, who after being satisfied that the applicant has not tampered with the record in any way, shall return such note/s to the applicant.

14. The applicant shall affix Court-fee stamp of Rs. 12/- on the application submitted to the Public Information Officer for obtaining information under Right to Information Act. The fee payable for the information sought shall be as per the following scale :—

Sr. No.	Particulars of documents	Fees
1	In the memorandum of First Appeal.	Rs. 40/- in the form of Court-fee stamp/s.
2	For inspection of records.	Rs. 10/- per Hour in the form of Court-fee stamp/s.
3	For providing information by way of photocopies.	Rs. 10/- per page.
4	For typed information.	Rs. 10/- per page.
5	For computer printing.	Rs. 15/- per page.

The fee mentioned against item Nos. 3 to 5 shall be received in cash and shall be credited to Treasury under following head :—

“Major Head-0070—Sub Major Head—800-Other Receipts”

15. Cash Register shall be maintained by the Public Information Officer with following details :—

Name and address of the applicant	Date of application	Date of deposit or amount with challan	Particulars of fees	Refund if any	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

16. An applicant living below the poverty line shall, on production of a copy of the certificate issued by the Competent Authority alongwith the application, be provided the desired information and copies free of cost under these Rules.