

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA
“General Administration Branch”

No.1-31/2005-CSKHPKV(GA)/-29608-727
Dated Palampur, the: 6th May, 2006.

To

1. All the Statutory Officers
CSKHPKV, Palampur.
2. All Heads of Departments/Offices/Units
CSKHPKV.
3. All Associate Directors (R&E)/Scientist Incharges, HARECs/
ARECs/ RSSs/KVKs , CSKHPKV.
4. Secretary to Vice-Chancellor, CSKHPKV, Palampur.
5. Joint Controller (Audit), CSKHPKV, Palampur.
6. All Deputy/Asstt. Registrars/Section Officers/Incharge, Legal Cell/
PRO (Head quarter), CSKHPKV, Palampur.
7. PS to VC/PA to Registrar/Comptroller, CSKHPKV, Palampur.

Subject:- The Right to Information Act, 2005.

Sir,

In continuation of this office Endst.No.1-31/05-CSKHPKV(GA)/-78071-191 dated 14.10.2005 and Order of even file No. 9237-9405 dated 9th February, 2006, please find enclosed herewith the rules/procedure (**Annexure**) for carrying out the implementation of the Right to Information Act, 2005 in the University.

Encl: As above.

Your faithfully,

Sd/-
Registrar
CSKHPKV, Palampur.

ANNEXURE

Rules/procedure for carrying out the implementation of the Right to Information Act, 2005 in the University.

1. Application for seeking information:

(1) Any person seeking information under the Act shall make an application in **Form 'A'** to the Public Information Officer/Assistant Public Information Officer accompanied by fee prescribed in **Rule 3** and the Public Information Officer/Assistant Public Information Officer shall duly acknowledge the receipt thereof and shall enter the particulars in **Part I** of the Application Register maintained for the purpose in **Appendix-I**.

(2) Except in the case of an applicant who is determined by the State Government as being below poverty line, the application shall be accepted only if it is accompanied by a receipt(s) or IPO(s) in support of payment of the requisite application fees as specified in **Rule 3**. A separate application shall be made in respect of each subject and in respect of each year to which the information relates.

(3) When the information sought for is ready and requires payment of additional fee, if any, the Public Information Officer/Assistant Public Information Officer shall communicate to the applicant the fact in **Form 'B'** specifying the additional fee to be paid, on his address given in the application. The particulars of information being supplied shall be entered in **Part II** of the Application Register.

(4) When the information is ready the Public Information Officer/Assistant Public Information Officer will inform the applicant in **Form 'C'**.

(5) Any information supplied under sub-rule (4) shall be in the language available in the office.

2. Inspection of record:

(1) Any person who seeks to inspect the record before making an application under Section 4 shall make application in **Form 'D'** for the purpose indicating the records to be inspected.

(2) An Inspection Register shall be maintained with the Public Information Officer/Assistant Public Information Officer in form given **Appendix-II** and details of the application and inspection shall be recorded therein.

(3) During inspection the applicant shall not take photographs etc. of the record/document.

(4) Except if inspection of the record is disallowed under Section 8 and 9 of the Act, Public Information Officer/Assistant Public Information Officer shall allow the inspection on payment of the requisite fee prescribed in **Rule-3**.

3. Charging of fee:

(1) Except in the case of persons who are below poverty line as determined by the State Government, the Public Information Officer/Assistant Public Information Officer shall charge the fee for supply of information at the following rates, namely:-

<u>Description of information</u>	<u>Price/Fees in Rupees.</u>
1. Fee alongwith 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 in electronic form and is to be supplied in electronics form e.g. Floppy, CD etc.	Rs. 50/- per floppy and Rs.100/- per CD.
5. Fee for inspection of Record/document	Rs.10/- per 15-minutes or fraction thereof.

(2) Every page of information to be supplied shall be duly authenticated giving the name of the Applicant (including below poverty line status if that is the case), and shall bear the dated signatures and seal of the concerned Public Information Officer/Assistant Public Information Officer supplying the information.

(3) Fees Charges shall be deposited in the Comptroller's Office in cash against a receipt thereof or by IPO(s) in the name of Comptroller, CSKHPKV, Palampur duly verified and signed by APIO/DDO of the respective office in respect of Palampur Campus. In case of out stations, the fee charges shall be deposited with the respective AIPO/DDO of the station against a receipt thereof or by IPO(s) {The IPO(s) should be in the name of Comptroller, CSKHPKV, Palampur}. The respective APIO/DDO will further deposit the said fee(s) with the Comptroller, CSKHPKV, Palampur. The Comptroller will deposit this receipt/accruals in a

separate Bank Account to be maintained for this purpose. This amount can be incurred for the purchase of consumables, equipment(s) and providing training to the staff in this regard etc.

4. Procedure in appeals before the Appellate Authorities:

(1) **Contents of appeal:-** The Memorandum of appeal to be Appellate Authority/ Commission shall contain the following information, namely:-

- (i) name and address of the appellant;
- (ii) name and address of the Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order included number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal;
- (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer to whom the application was made;
- (vi) prayer or relief sought;
- (vi) grounds for the prayer or relief;
- (vii) verification by the appellant; and
- (viii) any other information which the Commission may deem necessary for deciding the appeal.

(2) The appellant shall submit four copies of the memorandum of appeal for official purpose.

(3) Every appeal made to the Appellate Authority/Commission shall be accompanied by the following documents, namely:-

- (i) self attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) receipt in proof of the payment of the prescribed fee;
- (iii) copies of documents relied upon by the appellant and referred to in the appeal; and
- (iv) an index of the documents referred to in the appeal.

(4) When the Appellate Authority/Commission may calls for the record, it shall in any case shall return the original record within 10 days after retaining an authenticated copy if required.

(5) On the date of hearing or on any other day to which hearing may be adjourned, the parties shall put their appearance before the Appellate Authority/Commission. If the

appellant fails to appear on such date, the Appellate Authority/Commission may in its discretion either dismiss the appeal or decide the matter ex-parte on merits.

(6) The appellant shall not, except by leave of the Appellate Authority/Commission, urge or be heard in support of any ground of objection which has not been set forth in the memorandum, but the Appellate Authority/Commission, in deciding the appeal, need not confine itself to the grounds of objection set forth in the memorandum:

Provide that the Appellate Authority/Commission shall not rest its decision on any ground other than those specified in memorandum, unless the party likely to be affected thereby, has been given, an opportunity of being heard by the Appellate Authority/Commission.

(7) The Appellate Authority/Commission may frame regulations in respect of its day-to-day proceedings.

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Form 'A'
{See Rule-1(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.

(d) File No. if available

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

(f) Original receipts No. Or IPO(s) amount and date of
depositing application fee under Rule-3 be attached.

Applicant

Name _____

Address _____

Telephone No. _____

Form 'B'
{See Rule-1(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 the Office of the Comptroller, CSKHPKV, Palampur and send a copy thereof Or sent by IPO(s) in the name of Comptroller, CSKHPKV, Palampur to the undersigned.

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to Appellate Authority with in a period of 30 days.

**Public Information Officer/
Assistant Public Information Officer
Tel. No.**

Form 'C'
{See Rule-1(4) & 4(i)}

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.

2. 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 PM.

**Public Information Officer/
Assistant Public Information Officer
Tel. No.**

Form 'D'
{See Rule-2(1)}

**APPLICATION FOR INSPECTION UNDER
THE RIGHT TO INFORMATION ACT 2005**

To

The Publication Information Officer/
Assistant Public Information Officer

(Name of the Department from which the inspection is sought).

(b) Subject matter of the Information

(b) Period to which the information relates.
Month & Year

(C) Description of the information required.

(di) File No. if available

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

(f) Original receipts No. Or IPO(s) amount and date of
depositing application fee under Rule-3 be attached.

Applicant

Name_____

Address_____

Telephone No._____

APPENDIX-I

REGISTER OF APPLICATIONS FOR INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

PART-I

Sl. 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	Receipt No. Or IPO(s)No. and date	Signature of PIO/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 is delivered in person or if the information is sent by post is particulars and date.	Signature of PIO/APIO
9	10	11	12	13

