

Chapter-18 (Manual -17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public - Not Applicable

18.2 Related to seeking Information

- [Application form \(a copy of filled application form for reference\)](#)
- [Fee](#)
- [How to write a precise information request. Few tips](#)
- **Right of the Citizen in case of denial of information and procedure to appeal**

All citizens shall have the Right to Information subject to provision of Right to Information Act, 2005. Where a request has been rejected under sub-section (1) of section 7, the Public Information Officer shall intimate the applicant the reasons for such rejection in Form "C".

Memorandum of appeal

- (1) An appeal under sub-section (1) of section 19 shall be filled in form D to the officer as designated by the Public Authority to the Department Appellate Authority, i.e; Director, Head Works & Comp.
- (2) The memorandum of appeal shall be accompanied with such fee as specified in the schedule which shall be paid in the shape of court fee stamp.
- (3) Any person aggrieved by the decision under sub-section (1) of section 19, may prefer a second appeal before the State Information Commission under sub-section (3) thereof in form "E" which shall be accompanied with such fee in shape of court fee stamp as specified in the schedule.
- (4) The appeal preferred under sub-rules (1) and (3), if not accompanied with the required fee, shall be rejected by the concerned Appellate Authority i.e; Director, Head Works & Comp., but no fee is payable by the applicant holding a BPL card.
- (5) Every order of Appellate Authority shall be communicated to the appellant concerned and to the public Information Officer where such appeal is from the

order of the Public Information Officer and to the first Appellate Authority in case it is a second appeal.

18.3 With relation to training imparted to public by Public Authority

Not applicable

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13.

Not applicable

18.5 With relation to registration process

Not applicable

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc.)

Not applicable

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc.

Not applicable

18.8 Details of any other public services provided by the Public Authority.

Not applicable