

## 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)

<b>FORM-A</b> <b>See Rule-4(I)</b> <b><u>Application for Information under section 6 (I) of the Act.</u></b>	
To	
The Public Information Officer (Name of the office with address)	<b><i>O/o Engineer-in-Chief, Water Resources Secha Sadan, Orissa, Bhubaneswar.</i></b>
1. Full name of the applicant:	<b><i>Shri Harihar Pradhan</i></b>
2. Father/Spouse name :	<b><i>S/o Bhagaban Pradhan</i></b>
3. Permanent address :	<b><i>At :Balabhadrapur, P.O.:Motto, Dist: Bhadrak.</i></b>
4. Particulars in respect of Identity of the applicant :	<b><i>Xerox Copy of Voter Identity Card enclosed.</i></b>
5. Particulars of information solicited	
(a) Subject matter of information :	<b><i>Promotion of Junior Asst. to Senior Asst.</i></b>
(b) The period to which the information relates :	<b><i>2005-06</i></b>
(c) Specific details of information required :	<b><i>Copy of D.P.C. proceedings during the year 2005-06</i></b>
(d) Whether information is required by post / in person/E mail :	<b><i>By Post</i></b> <u>(The actual postal charges shall be included in providing information)</u>
(e) In case by post (ordinary, registered or speed ) :	<b><i>By Registered Post</i></b>
6. Address/Email ID to which information will be sent & in which form :	<b><i>Shri Harihar Pradhan, Qrs.No. LB-678,Badagada Brit Colony,Bhubaneswar-18.</i></b>
7. Has the information provided earlier :	<b><i>No</i></b>
8. Is this information not made available by the Public authority :	<b><i>No</i></b>
9. Do you agree to pay the required fee :	<b><i>Yes</i></b>
10. Have you deposited application fee :	<b><i>Yes, vide Challan No.175 Dt.25.07.2007</i></b> (If yes details of such deposit )
11. Whether belongs to BPL category, have you furnished the proof of the same :	<b><i>No, does not arise.</i></b>
	<b><i>(Harihar Pradhan)</i></b>
Place : <b><i>Bhubaneswar</i></b>	Full Signature of the applicant

Date : **25.07.2007**

Address : **Qrs.No. LB- 678**

**Badagada Brit Colony,  
Bhubaneswar-18**

---

**Office of the Public Information Officer**

Received the application from \_\_\_\_\_  
address \_\_\_\_\_  
on \_\_\_\_\_ seeking information.

Place ; \_\_\_\_\_ Full name of Public Information Officer  
Date \_\_\_\_\_ Designation  
Seal

- Fee : **As mentioned in Chapter-1(1.7b)**
- How to write a precise information request : Application form 'A' to be filled up as per the information required.
- **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 as the Department Appellate Authority, i.e; Director, Personnel.
- (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, Personnel, 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 for 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