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NOTIFICATION

No.C.11019/ 1/ 2006- DCA(L), the 23 October, 2012. In exercise of powers conferred under Section 28 read with clause iv of sub-section (e) of Section 2 of the RTI Act, 2005, the Lai Autonomous District Council (Right To Information) Rules, 2012 approved by His Excellency the Governor of Mizoram on 16.10.2012 is hereby published for general information namely:-

"THE LAI AUTONOMOUS DISTRICT COUNCIL (RIGHT TO INFORMATION) RULES, 2012".

1. Short title and commencement:

- (1) These Rules may be called "The Lai Autonomous District Council (Right to Information) Rules 2012.
- (2) These Rules shall come into force on the date of this publication in the Official Gazette.

2. Definitions:

- (1) In these Rules, unless the context otherwise requires:
 - (a) "Act" means the Right to Information Act, 2005.
 - (b) "Commission" means the Mizoram State Information Commission constituted under section 15 of the Act.
 - (c) "Executive Committee" means the Executive Committee of Lai Autonomous District Council.
 - (d) "Form" means forms appended to these Rules.
 - (e) "Fees" means fees prescribed under Rule 5.
 - (f) "Public Information Officer" means The Public Information Officer of Lai Autonomous District Council designated under Sub-section (1) of Section 5 of the Act and includes an Assistant Public Information Officer of Lai Autonomous District Council designated as such under Sub-section (2) thereof;
 - (g) "Appellate Authority" means Persons designated as such by the Executive Committee.

The words and expressions used but not defined in these Rules shall have the same meaning (2) as assigned to them in Act.

3. Appointment of Public Information Officers:

- The Executive Committee shall designate as many officers as it deems proper, not below the rank of Group 'A' officers as Public Information Officer and First Appellate (1) Authority shall be Head of the concerned Department.
- The Executive Committee shall also designate as many officers as they deem proper (2) as Assistant Public Information Officer.

4. Application for obtaining information:

A person who desires to obtain information pertaining to the Lai Autonomous District Council shall make an application in writing in Form A or through electronic means to the Public (1) Information Officer accompanied by fees prescribed under Rule 5.

Provided that where a person applying through electronic means shall have to pay the fees within seven days from the date of application, failing which the application shall be treated as withdrawn.

The Public Information Officer on receipt of application shall give the receipt of application (2) in Form-B to the applicant.

The Public Information Officer shall inform the applicant in Form-C regarding such further fees or charges to be paid by him under Rule 5 for the purpose of information sought for by (3)

The fees and charges payable under Rule 5 shall be paid either in cash or by Demand Draft (4) or by Pay Order.

Provided that no fees and charges shall be payable by a person belonging to the Below Poverty Line (BPL) families. If such person submits an application with a certified copy of the BPL-Card prevailing on that point of time or a certificate issues in this behalf by a competent authority shall require to be enclosed.

5. Disposal of the application:

The Public Information Officer shall provide information sought for to the applicant within (1) thirty days of the receipt of the request in Form-D or inform the applicant about the rejection of application in Form-E stating the Reason or Grounds as provided under Section 8 and 9 રેલા 🖟 જો આ પ્રિયમ પાતારેલે કર્યો છે. જો છે આ પ્રાપ્ય ભાગમાં છે. જિયા જો જો જો જો જો છે. of the Act, as the case may be.

In case where the information sought for does not fall within the jurisdiction/purview of the (2) Public Information Officer he shall forthwith transfer such application in Form-F to the concerned State Public Information Officer within five days of the receipt of the conjugation

and inform the applicant immediately after such transfer.

Provided that where the information sought for concerns with the life and liberty of a person, the Public Information Officer shall be required to provide such information within 48 hours of the receipt of such request or application. ালে এক কাল প্ৰতি কৰা কৰাৰ বিশ্বৰ নামিক শিল্পীক্ষকালয় শিল্পা কৰে কৰিবলৈ কৰা কৰা কৰা কৰিবলৈ প্ৰস্তুত্বালিক্ষাৰ কৰিবলৈ

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6. Rate of fees:

- (1) The rate of fees and other charges for obtaining required information shall be as under:
 - Application fees: Rs. 20/ (in cash)- per application. A.
 - B. Other fees and charges:

SI No.	Details of information required	Price in Rupees
1	Any information available in the	Actual price of publication
	Form of publication.	·
2	Other information/Documents	
	(a) Information provided in	
	i. A4, A3, Legal size paper.	Rs.5/- per page or the amount
	ii. Large size paper.	of actual cost
	(b) For sample model or Photographs.	Amount of actual cost. No fees for the first half an hour and thereafter Rs. 20/- for
	(c) For inspection of records	cach half an hour.Minimum Rate Rs.60/- per Floppy disc or actual cost.
	(d) For information to be furnished in Floppy or a disc wherever possible	anto in the second seco

- (2) (a) The Public Information Officer shall issue a money receipt against every payments of fees and other charges as prescribed in Form-II to the applicant.
 - (b) The money so collected by the Public Information Officer shall be deposited to the Executive Secretary, Lai Autonomous District Council, fortnightly by the Public Information Officer through challan in Form-I, which shall be credited to the District Council Fund by the Executive Secretary.

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7. Appeal: . From the longer term to be broken to the filter new

- Any person aggrieved by the decision of the Public Information Officer or any person who does not receive any decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of Section 7 of the Act, as the case may be, may refer an appeal in Form-G within 30 days from the date of non-receipt of such decision to the Appellate Authority designated by the Executive Committee, Lai Autonomous District Council in this behalf.
- The applicant aggrieved by an order of the Appellate Authority under sub-rule (1) may **(2)** prefer second stage appeal to the Mizoram State Information Commission within 90 days from the date of the receipt of the order of the Appellate Authority giving the following details:
 - Name and address of the applicant. (i)
 - Name and address of the Public Information Officer (ii)
 - Number, date and details of the order against which the second stage appeal is (iii) filed.
 - Brief facts leading to the second stage appeal. (iv)
 - Grounds for appeal. (v)

Party or adjournable words

(vi)

Name of the second as

N'erification by the appellant. Any information which the Commission may deem necessary for deciding the (vii) appeal.

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(3) Every appeal made to the Commission shall be accompanied by a certified copy of the order against which second stage appeal is preferred and copies of other documents referred to and relied upon by the appellant along with a list thereof.

8. Maintenance of records:

The Public Information Officer shall maintain all the records in respect of the applications received for information and the fees collected for giving the information.

9. Miscellaneous:

For the purpose of removing any doubt, it is hereby clarified that the forms as prescribed under these Rules need not be in authorised pre-printed stationery, but any format neatly typed, hand written or in electronic form which covers essential details in the form shall be valid.

P. Singthanga,
Secretary to the Government of Mizoram.
District Council Affairs Department.

FORM – A (See rule 3 (1)) APPLICATION FORM FOR OBTAINING INFORMATION ID NO. (For Office use)

To,

The Public Information Officer, Lai Autonomous District Council, Lawngtlai: Mizoram.

whichever is not aughlealte.

	Name of the applicant:
•	Full address:
	Particulars of information required: (in brief);
	I hereby state that the information sought for is not covered under the categories which are exempte from discloser of information under section 8 or under section 9 of the Right to Information Act,200 and to the best of my knowledge, it is pertaining to the Lai Autonomous District Council.
¥	* (1) I hereby submit the prescribed application fees of Rs
	* (2) I enclosed herewith Demand Draft / Pay Order No.
	drawn in layour of Lai Autonomous District Council issued by
	(Bank) towards the fees payable. ******(3) I belong to BPL family. Xerox copy of BPL Card/Certificates is enclosed herewith.
	Thereby start that the information smalle for impoton ward under the case, the which are seen a
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	Date of Signature of applicant
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	Date: Signature of applicant Signature of applicant terrelay authors the operation of the linearion free of E-Mail address, if any land while the present of a wife the present of the operation free of E-Mail address, if any of the Lat Authoromy the (Residence)
	Date - Superior Super
	Signature of applicant E-Mail address, if any Telephone No. (Office N.B.: Person belonging to BPL family need not to pay any type of fees * strike out whichever is not applicable.
	Date: Signature of applicant Signature of applicant E-Mail address, if any Telephone No. (Office N.B.: Person belonging to BPL family need not to pay any type of fees * strike out
	Signature of applicant E-Mail address, if any Telephone No. (Office N.B.: Person belonging to BPL family need not to pay any type of fees * strike out whichever is not applicable.
	Date: Signature of applicant Englishment
	Signature of applicant E-Mail address, if any Telephone No. (Office Office I and I address I
	Signature of applicant E-Mail address, if any Telephone No. (Office N.B.: Person belonging to BPL family need not to pay any type of fees * strike out whichever is not applicable.

FORM-B (See rule 3 (2))

RECEIPT OF AN APPLICATION

The	om : e Public Information Officer, d Autonomous District Council , evngtlai : Mizoram.
	No Date
1.	Received the application dated in Form A, prescribed under sub-rule (2) of Rule 3 of the Lai Autonomous District Council (Right to Information)Rules,2012 from Mr/Mrs/Msresident of
2.	The information shall be provided within 30 days. In any case if it is found that it is not possible to give the required information, a letter showing reasons thereof or rejecting the request shall be issued.
3.	The applicant may contact the undersigned during 11:00 A.M. to 1:00 P.M. on dated
	If the applicant fail to remain present on the stipulated date, the Lai Autonomous District Information Officer shall not be held responsible for delay in providing information.
5.	The applicant shall be required to deposit the outstanding amount of fees or charges, if any, prior to collection of the information or the document.
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	Public Information Officer Lai Autonomous District Council, Lawngtlai: Mizoram Telephone No
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FORM – C (See rule 3 (3))

INTIMATION TO APPLICANT TO DEPOSIT FEE AND CHARGES FOR REQUIRED INFORMATION AND /OR DOCUMENT

To,	2 /	DOCOMENT
	Mr/Mrs/Miss Address	
Sir,		
Dated	·····. I am to state that	/application dt(I.D. Noyou are required to deposit Rs
for. You)only for required information and documents sought ocuments after depositing the amount to the Office of the
(1)	Total Nie of Dece	
(2)	8	(A3, A4 size) Rs.5/- per page
(2)	0	
(3)	(Except A3,A4 size)	Rs
	Floppy disc charges	Rs
(4)	Charges for inspection of records	Rs
(5)	Charges for simple/model	amateur, n. a. Rs.
	With the property of the second secon	road rotal rolling Rs
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		The state of the s
7, 1	Francisco State Spring for	Lawngtlai: Mizoram
.,	: I this ruses four types in a strong miles on a	Telephone No
1. 1	(E. p. selection of the Committee of the	E-Mail Id :
	the second of the second	Website:

FORM-D (See rule 4 (1)) SUPPLY OF INFORMATION TO THE APPLICANT

	ormation Officer, is District Council, izoram.
To,	Mr./Mrs./Miss
C'-	Address:
Sir,	With reference to your application dated
#2 Details of m	equired information are enclosed herewith.
*3. Out of the re	equired information are enclosed herewith. equired information sought for, the partial information is supplied as under:
(1)	Admined intermination of the state of the st
	and the contract of the contra
*4. With referen	nce to your request for supplying information, the following information documents cannot the following reasons:
(1)	
(2)	
(3)	
(4)	grieved by the above decision, you may prefer an appeal to the Appellate Authority of
J. If you are ag	s District Council, Lawngtlai, Mizoram within 30days from the date of receipt of the
decision.	
Note: The infor	mation given as a member of Below Poverty Line families shall not be used for any other
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en englikust der t	Yours faithfully,
	Public Information Officer
	Lai Autonomous District Council,
	Lawngtlai: Mizoram
(e. 14)	Telephone No.
	Telephone No
. s. es w	E-Mail Id Website:
ND . 4 C4-ile	e out whichever is not applicable
M.D. : " SIFIK	- 19 Compared to the control of the State of

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FORM- E (See rule 4 (1)) ORDER OF REJECTION OF INFORMATION

LaiAui	ublic Information Officer, tonomous District Council, tlai: Mizoram.
No	
To,	
C:	Shri./Smt./Miss
Sir,	
Date	With reference to your application dated
that	requesting for supply for information, I am to state
	The information requested cannot be provided for the following reasons: The information requested falls within the exempted categories under Sub-Rule
5. % 	
The same	Yours faithfully,
	The state of the second of the second se
	Public Information Officer
	Lai Autonomous District Council, Lawngtlai: Mizoram
	Lawngtlai : Mizoram Telephone No E-Mail Id : Website:

The Public Information Officer,

From:

FORM – F (See rule 4 (2)) TRANSFER OF APPLICATION PERTAINING TO OTHER AUTHORITY

Lai Autonom Lawngtlai:	ous District Council,	
	iviizoraiii.	Dt
To, 1 1		
	Shri./Smt./Miss	
	Address:	
Sir, Madam,		
	Please find herewith an application	from Shri/Smt
below:		for reasons stated
Council . As it	Required information does not fall w t falls within the jurisdiction of your de r necessary action.	ithin the jurisdiction of the Lai Autonomous District partment Office, the same is transferred herewith to
		ees) only deposited
by the applicar	nt on account of obtaining required info	rmation is also transfer herewith.
ver .		
•	Marin Communication	Yours faithfully,
		Public Information Officer
		Lai Autonomous District Council,
		Lawngtlai: Mizoram
Th. ". "	•	Telephone No
	a sab Carlor (1990)	E-Mail Id
Marin Shi a res 111	taria at the factors of a more company	Website :
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	Shri/Smt	·····
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Autonoi	Application pertaining to required informous District Council, it has been to	rmation doesn't fall within the jurisdiction of this Lai ransferred to the State Public Information Officer act the State Public Information Officer mentioned
	1. July 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Andrews invasers of consequences

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FORM - G (See rule 6 (1)) FORM OF FIRST APPEAL

I.D. No)
Date	***************************************
	(For Office use)

To,

The Appellate Authority
Lai Autonomous District Council,
Lawngtlai: Mizoram.

Sir,

As I have not received any decision, I am aggrieved by the decision of the Public Information Officer, Lai Autonomous District Council, Lawngtlai, Mizoram, I hereby file this appeal. The particulars of my application is as under:

- 1. Name of the Appellant:
- 2. Address of the Appellant:
- 3. (a) Name of the Public Information Officer
 - (b) Address of the Public Information Officer
 - (c) Department/ Office and Address:
 - (d) Particulars of the decision against which the appeal is preferred including the No. and date of such decision:
- 4. Date of application submitted in Form A:
- 5. Details of information:
 - (1) Information asked for:
 - (2) Period for which information is sought for:
- 6. Date as on completion of 30 days after submitting application in Form A:

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tal and a statement of the statement of

- 7. Reason for Appeal:
 - (a) No decision is received within 30 days of submitting application Form A:
 - (b) Aggrieved by the decision of the Public Information Officer dated:
- 8. Ground for appeal, Brief facts of the case:

Trough for the sale or and term, of the court

9. Last date for filling the appeal:

4. Destar to Alima the entral

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10. Prayer Relief sought for:

Ex-507/2012	state that the information and particul	lars given above are true to the best of
my knowledge a	nd belief.	91
Date :	······································	Name of Appellant: Signature of Appellant: E-Mail address, if any Telephone No. (Office): (Residence)
	Cut from her	e
From: The Public Information (Lai Autonomous District Lawngtlai: Mizoram.	Officer, Council, Dt	
1. Received an ap	peal application of Shri/ Smt6 of the Lai Autonomous District Counc	in Form G prescribed under Sub
		Signature of the recipient
		Office of the Appellate Authority E-Mail address, if any:

FORM – II (See rule 5 (2) (a)) Telephone No. (Office):
(Resident):

FORM OF MONEY RECEIPT

Lai Au	iblic Inf tonomo	Formation Officer, us District Council, Aizoram.	,	
No	•••••		Dt	······································
		I received a sum of Rs	••••••	(in words .) only from Shri/ Smt/ Kumari
Reside	ent of	arges as follows :		20
1. 2.		cation fees Charges :		Rs
	(a) (b) (c) (d) (e) (f)	A4, A3, FS, Legal size papers Publication Large size papers Sample model/photographs For inspection or records Floppy/ Disc		Rs
• •	1 (4)		Total	Rs
*			•	

FORM – **I** (See rule 5 (2)(b))

FORM OF CASH DEPOSIT

Challan No/20		Dated Lawngtlai			
				The	20
SI.No.	Particulars	Amoun	ıt		Remarks
				Received by me	e
				Signature of Rec	ipient
				Name Designation	••••••
				Designation	
				Deposited by	
		8		•	
		*		Signature:	
		`		Name :	•••••
2				Designation:	••••••
Executive So ai Autonomo	ecretary us District Council,				
awngtlai : M	izoram.	ş*	, (
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(a)			D	blic Information (
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