

## NOTIFICATION

**No.C.11019/1/2006 –DCA (L), the 23 October, 2012.** In exercise of the 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.
- (2) The words and expressions used but not defined in these Rules shall have the same meaning as assigned to them in Act.

#### **3. Appointment of Public Information Officers :**

- (1) 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 Authority shall be Head of the concerned Department.
- (2) The Executive Committee shall also designate as many officers as they deem proper as Assistant Public Information Officer.

**4. Application for obtaining information :**

- (1) 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 Information Officer accompanied by fees prescribed under Rule 5.

Provided that were 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.

- (2) The Public Information Officer on receipt of application shall give the receipt of application in Form – B to the applicant.
- (3) 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 him.
- (4) The fees and charges payable under Rule 5 shall be paid either in cash or by Demand Draft 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 applicant :**

- (1) The Public Information Officer shall provide information sought for to the applicant within 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 of the Act, as the case may be.
- (2) In case where the information sought for does not fall within the jurisdiction/purview of the Public Information Officer he shall forthwith transfer such application in Form –E to the concerned State Public Information Officer within five days of the receipt of the application 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.

**6. Rate of fees :**

(1) The rate of fees and other charges for obtaining required information shall be as under :

- A. Application fees : Rs. 20/ (in cash)- per application.
- B. Other fees and charges:

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

(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.

**7. Appeal :**

- (1) 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.
- (2) The applicant aggrieved by an order of the Appellate Authority under sub-rule (1) may 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.
  - (i) Name and address of the applicant.
  - (ii) Name and address of the Public Information Officer
  - (iii) Number, date and details of the order against which the second stage appeal is filed
  - (iv) Brief facts leading to the second stage appeal.
  - (v) Grounds for appeal.
  - (vi) Verification by the appellant.
  - (vii) Any information which the commission may deem necessary for deciding the appeal.
- (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 alongwith 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 OBTAINING INFORMATION**  
**ID NO.**

(For Office use)

To,

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

1. Name of applicant :
2. Full address :
3. Particulars of information required : (in brief) ;
4. I hereby state that the information sought for is not covered under the categories which exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge, it is pertaining to the Lai Autonomous District Council.
5. \* (1) I hereby submit the prescribed application fees of Rs..... (rupees.....) only vide payment of applicant fee Receipt No..... dt..... of the Lai Autonomous District Council.  
\* (2) I enclosed herewith Demand Draft/Order No..... dt..... Drawn in favour of Lai Autonomous District Council issued by..... (Bank)  
\* (3) I belong to BPL family. Xerox copy of BPL Card/Certificate is enclosed herewith.

Place :.....

Date :.....

Signature of applicant:  
E- Mail address, if any:  
Telephone No.(Office)  
(Residence)

*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 4 (2) )**

**RECEIPT OF AN APPLICATION**

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

ID. 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/ Ms..... Resident 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..... (here mention the date not later than 30 days from the date of receipt of an application)
4. If the applicant fail to remain present on the stipulated date, the Lai Autonomous District State Public 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.

**State Public Information Officer**  
Lai Autonomous District  
Council,  
Lawngtlai : Mizoram.  
Telephone No.....  
E-Mail Id :.....  
Website :.....

**FORM – C**  
(See rule 4 (3) )

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

To,

Mr/Mrs/Miss.....  
Address .....

Sir,

With reference to your request/application dt..... (ID. No..... Dated ..... ) I am to state that you are required to deposit Rs..... (Rupees.....) only for required information and documents sought for. You may be given the required information/documents after depositing the amount to the Office of the State Public Information Officer LADC;

(1)	Total No. of page.....(A3,A4 size)	Rs 5/- per page.
(2)	Total No. of large size pages (Except A3,A4 size)	Rs.....
(3)	Floppy disc charges	Rs.....
(4)	Charges for inspection of records	Rs.....
(5)	Charges for simple/model	Rs.....
	Total	Rs.....

Yours faithfully,

**State Public Information Officer**  
Lai Autonomous District Council,  
Lawngtlai : Mizoram.  
Telephone No .....  
E – Mail Id :.....  
Website :.....



**FORM – D**  
(See rule -5 (1))  
**SUPPLY OF INFORMATION TO THE APPLICANT**

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

To,            Mr./Mrs./Miss.....  
                  Address : .....

Sir,  
                  With reference to your application dated..... (I.D. No.....  
dated .....) requesting for supply for information.

\* 2. Details of required information are enclosed herewith.

\* 3. Out of the required information sought for, the partial information is supplied as under :

- (1)
- (2)
- (3)
- (4)

\* 4. With reference to your request for supplying information, the following information documents cannot be supplied for the following reasons.

- (1)
- (2)
- (3)
- (4)

\* 5. If you are aggrieved by the above decision, you may prefer an appeal to the Appellate Authority of Lai Autonomous District Council, Lawngtlai, Mizoram within 30 days from the date of receipt of the decision.

Note : The information given as a member of Below Poverty Line families shall not be used for any other purpose.

Yours faithfully,

**State Public Information Officer**  
Lai Autonomous District Council,  
Lawngtlai : Mizoram.  
Telephone No .....  
E – Mail Id :.....  
Website :.....

**N.B. : \* Strike out whichever is not applicable**

**FORM – E**  
(See rule 5 (1))  
**ORDER OF REJECTION OF INFORMATION**

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

NO..... Dt.....

To,  
Shri./Smt./Miss.....  
Address : .....

Sir,  
With reference to your application dated..... (I.D. No.....  
Date.....) requesting for supply for information, I am to  
state that.....

1. The information requested cannot be provided for the following reasons :  
The information requested falls within the exempted categories under Sub-Rule..... Of Section 8 or under section 9 of the Act.
2. If you are aggrieved by the above decision, you may prefer an appeal to the Appellate Authority Lai Autonomous District Council, Lawngtlai : Mizoram, within 30 days from the date of receipt of the decision.

Yours faithfully,

**State Public Information Officer**  
Lai Autonomous District Council,  
Lawngtlai : Mizoram.  
Telephone No .....  
E – Mail Id :.....  
Website :.....

**FORM – F**  
(See rule 5(2))  
**TRANSFER OF APPLICATION PERTAINING TO OTHER AUTHORITY**

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

NO..... Dt.....

To,  
Shri./Smt./Miss.....  
Address : .....

Sir, Madam,  
Please find herewith an application from Shri/Smt.....  
(I.D.No..... dt.....) for reason stated below:

Required information does not fall within the jurisdiction of the Lai Autonomous District Council. As it falls within the jurisdiction of your department/ Office, the same is transferred herewith to you for further necessary action.

A fee of Rs.....(Rupees.....) only deposit by the applicant on account of obtaining required information is also transfer herewith.

Yours faithfully,

**State Public Information Officer**  
Lai Autonomous District Council,  
Lawngtlai : Mizoram.  
Telephone No .....  
E – Mail Id :.....  
Website :.....

Copy to:-  
Shri/Smt.....  
(Applicant)

1. As your Application pertaining to required information doesn't fall within the jurisdiction of this Department/Lai Autonomous District Council, it has been transferred to the State Public Information Officer having jurisdiction. You are requested to contact the State Public Information Officer mentioned above.

**FORM – G**  
(See rule 7 (1))  
**FORM OF FIRST APPEAL**

I.D. No.....

Date .....

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 State 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 State Public Information Officer  
(b) Address of the State 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 :
7. Reason for Appeal :
  - (a) No decision is received within 30 days of submitting application Form A :
  - (b) Aggrieved by the decision of the State Public Information Officer dated :
8. Ground for appeal, Brief facts of the case :
9. Last date for filling the appeal :
10. Prayer relief sought for :

I hereby state that the information and particulars given above are true to the best of my knowledge and belief .

Place :.....

Date .....

Name of Appellant :

Signature of Appellant :

E-Mail address, if any:

Telephone No.

(Office)

(Residence)

..... Cut from here.....

From :

The State Public Information Officer,

Lai Autonomous District Council,

Lawngtlai : Mizoram.

No..... Dt.....

1. Received an appeal application of Shri/Smt..... a resident of ..... In Form G prescribed under sub-Rule (1) of Rule 6 of the Lai Autonomous District Council Right to Information rules, 2006.

Signature of the recipient

Office of the Appellate

Authority

E-Mail address, if any:

Telephone No. (Office) :

(Resident) :

## FORM – II

(See rule 5 (2) (a))

### FORM OF MONEY RECEIPT

From :

The State Public Information Officer,

Lai Autonomous District Council,

Lawngtlai : Mizoram.

NO.....

Dt.....

I received a sum of Rs..... (in words  
Rupees.....) only from Shri/Smt/Kumari

.....  
Resident of..... Today, the.....20.....  
Against the charges as follows :

- |                                |         |
|--------------------------------|---------|
| 1. Application fees            | Rs..... |
| 2. Other charges :             |         |
| (a) A4,A3,FS,Legal size papers | Rs..... |
| (b) Publication                | Rs..... |
| (c) Large size papers          | Rs..... |
| (d) Sample model/photographs   | Rs..... |
| (e) For inspection or records  | Rs..... |
| (f) Floppy/Disc                | Rs..... |
| Total                          | Rs..... |

**State Public Information Officer**  
Lai Autonomous District Council,  
Lawngtlai : Mzioram

Telephone No.....  
E-Mail Id :.....  
Website :.....

**FORM - I**  
 (See rule 5 (2) (b))  
**FORM OF CASH DEPOSIT**

Challan No...../20.....

Dated Lawngtlai  
 The .....20.....

Sl.No	Particulars	Amount	Remarks
			Received by me Signature of Recipient Name ..... Designation.....  Deposited by  Signature : Name..... Designation.....

Total Rs...../-

(Rupees.....) only.  
*Countersigned*

**Executive Secretary**  
 Lai Autonomous District Council,  
 Lawngtlai : Mizoram.

**State Public Information Officer**  
 Lai Autonomous District Council,  
 Lawngtlai : Mzioram

Telephone No.....  
 E-Mail Id :.....  
 Website :.....