

Chapter -18 (Manual -17) Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

Application form (a copy of filled application form for reference)

Form – A

See Rule – 4(1)

Application for information under section 6(1) of the Act

To

The Public Information Officer, SSA, Balangir
(Name of the office with address)

1. Full name of the applicant
2. Name of the Father/ Husband
3. Permanent address
4. Particulars in respect of identity of the applicant
5. Particulars of information solicited
 - (a) Subject matter of information
 - (b) The period to which the information relates
 - (c) Specific details of information required
 - (d) Whether information is to be sent by post or received in person
(The actual postal charges shall be included in providing information)
 - (e) In case by post (ordinary, registered or speed)
6. Address to which information will be sent & in which form
7. Has the information been provided earlier ?
8. Is this information not made available by the Public Authority ?
9. Do you agree to pay the required fee ?
10. Have you deposited application fee ?

(If yes, please indicate details of such deposit)

11. Whether belongs to BPL category, have you furnished the proof of the same ?

Place :
Date :

Full Signature of the Applicant
Address

Office of the Public Information Officer

Received the application from _____
address _____
on _____ seeking information.

Place :
Date :

Signature of the PIO

Fee

PART-I

Sl. No	Application Fee	Rate to be charged	Mode of deposit
1	Application for seeking information	Rs. 10/- per application	Treasury Challan/ cash
2	Application fee for 1 st appeal	Rs.20/-	Court fee stamp
3	Application fee for 2 nd appeal	Rs.25/-	Court fee stamp

PART-II

Amount to be charged for providing Information:-

A4 or A3size paper created or copies	Rs.2/- per each folio	By cash
Paper size larger than A4 or A3	Actual charge or cost price of a copy	By Cash
Inspection of Records	No fee for the first hour & Rs.5/-for each 15 minutes or fraction thereafter	By cash
CD with cover	Rs.50/- per CD	By cash
Floppy Diskette(1.44 MB)	Rs.50/- per Floppy	By cash
Maps & Plans	Reasonable cost to be fixed by PIO depending upon the cost	By cash

	of labour and material and equipment and other ancillary expenses	
Video Cassette/Microfilm/Microfiche	Reasonable cost to be fixed by PIO Reasonable cost to be fixed by PIO depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
Certified sample or model of material	Actual cost or price for sample or models	By cash
Information in printed form	Price fixed for such publication	By cash