

The West Bengal Right to Information Rules, 2006 (with effect from 29.3.2006)

I. Application fee –(1) An application containing a request in writing to the State Public Information Officer or the State Assistant Public Information Officer, as the case may be, for obtaining information, shall be accompanied with a court-fee of rupees ten or a non-judicial Stamp Paper of rupees ten, or by Demand Draft or Bankers Cheques or Indian Postal Order, payable in favour of “.....(name of the link bank) a/c Government of West Bengal, RTI ACT.

(2) An applicant while sending a request for information by e-mail shall deposit the application fee of rupees ten by Demand Draft or by Bankers Cheques or by Indian Postal Order, payable in favour of “.....(name of the link bank) a/c Government of West Bengal, RTI Act”, mentioning the particulars of such deposit to the Public Information Officer in such e-mail and on receipt of said information, the Public Information Officer shall process such request for providing such information :

Provide that such information as sought for shall not be delivered to the applicant unless the requisite amount of application fee has been received by the Public Information Officer by Demand Draft or Bankers Cheques or Indian Postal Order, as the case may be. The applicant may deposit such application fee directly through the concerned bank linked with Treasury in TR Form no. 7 under following Head of A/c and Head Code and shall produce the receipted challan to the Public Information Officer.

Sr. No.	Particulars	Details
(1)	(2)	(3)
1.	Head of Accounts	“0070-Other Administrative Services-60-Other Services-800-Other Receipts including Census-021- Collection of Fees from Information Seeker for the purpose of servicing information-27-Other Receipts”
2.	Head Code	“00706080002127”

II. Fee for providing Information : (1) The State Public Information Officer or the State Assistant Public Information Officer, as the case may be, shall provide information upon receipt of a request on payment of a fee of –

- (a) Rupees two, for each page (in A-4 or A-3 size paper) created or copied; or
- (b) Actual charge or cost price, for a copy in large size paper; or
- (c) Actual cost price, for sample or model; or
- (d) Rupees five for each fifteen minutes or fraction thereof, for inspection of records ; or
- (e) Rupees fifty per diskette or floppy, for information provided in the diskette or floppy; or
- (f) Actual charge fixed for publication or rupees two per page of photocopy for extracts therefrom, for information provided in printed form.

(2) The fee shall be deposited to the officer to be designated by the concerned Department of the State Government in this behalf, either by Demand Draft or Bankers Cheque or Indian Postal Order payable in favour of “(name of the link bank) a/c Government of West Bengal, RTI ACT”. The applicant may deposit such fees directly through the concerned bank linked with Treasury in TR Form no. 7 under following Head of A/c and Head Code and shall produce the receipted challan to the Public Information Officer.

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III. Contents of appeal to Commission under sub-section (3) of Section 19. – An appeal to the Commission shall contain the following information, namely:-

- (a) Name and address of the applicant;
- (b) Name and address of the State Public Information Officer, as the case may be, who passed the order;
- (c) Self-attested photocopy of the order of an officer to whom appeal has been preferred under sub-section (1) of section 19 of the Act;
- (d) gist of the information sought for ;
- (e) grounds for appeal and the relief sought for ;

IV. Documents to accompany appeal to Commission under sub-section (3) of Section 19. –

Every appeal made to the Commission shall be accompanied by the following documents, namely : -

- (a) the attested true copy of the order against which the appeal is being preferred ;
- (b) the copies of documents relied upon by the appellant and referred to in the appeal ;
and
- (c) an index of the documents referred to in the appeal.