

Most Immediate

No. Per (AR) F (7)-2/98, Vol. I
Government of Himachal Pradesh
Administrative Reforms Organization

From

The Principal Secretary (AR) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh.
2. All the Heads of Departments
in Himachal Pradesh.

Dated Shimla-171002, the **April 03, 2006**

Subject:- Guidelines to the Drawing and Disbursing Officers
for the implementation of the Right to Information Act, 2005.

Sir,

I am directed to invite your attention to letter No. Fin (TR) A (5)-2/92-III dated 23rd March, 2006 issued from the Additional Secretary (Finance) cum-Director Treasuries (Accounts & Lotteries) Himachal Pradesh, Shimla addressed to all the Administrative Secretaries and Heads of Departments in Himachal Pradesh and copies thereof endorsed to all District Treasury Officers/Treasury Officers in Himachal Pradesh on the subject cited above whereby all DDOs have been authorized to operate head "0070-OAS-60-OS-800-OR-11 Misc. Receipts under the Right to Information Act, 2005.


2. As you are aware, under Rule 3(1) read with Rule 5(1) of the HP Right to Information Rules, 2006 an application has to be accompanied by a Challan in support of the payment of the fee [unless exempted under Rule 3(2)]. In view of the above, it is requested that all DDOs under your control may be requested to authorize paying in of the requisite application fee by signing the challan when presented by the applicant.

3. As you are also aware, under sub-rule (3) of rule 3 of the Himachal Pradesh Right to Information Rules, 2006, fees/charges for supplying the information under the Right to Information Act, 2005 are assessed by the Public

Information Officer (PIO), and intimated to the applicant in Form 'B' attached to the Rules.

4. You are requested to direct all the PIOs under your control to enclose with the letter in Form 'B,' four copies of the Challan with all details filled in and signed by the DDO. This will enable the applicant to deposit the additional fee easily and send back a copy of the Challan so that the information can be made available to him.

Yours faithfully,


Special Secretary (AR) to the
Government of Himachal Pradesh.