

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

From

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

To

1. All the Administrative Secretaries  
to the Government of Himachal Pradesh.
2. All the Heads of Departments  
in Himachal Pradesh.
3. All the Deputy Commissioners  
in Himachal Pradesh.
4. All the Divisional Commissioners  
in Himachal Pradesh.
5. All the Managing Directors  
Boards/Corporations in H.P.
6. All the Vice-Chancellors of Universities  
in Himachal Pradesh.

Dated Shimla-2, the 21 April, 2007.

**Subject:-**

**To maintain IPO register by the Public Information officers  
showing the encashment and deposits of IPO's.**

Sir,

I am directed to refer to the subject cited above and to say that after coming into force of Right to Information Act, 2005, this Department has framed H.P. Right to Information Rules, 2006 which were notified on 21-01-2006. In these rules the method of charging fee for providing information under RTI Act has been prescribed through Challan. Corresponding amendments were also made in these rules which were notified on 24-05-2006 and 08-01-2007. As per provisions of these amended rules the mode of payment of requisite fee for obtaining information has been prescribed through Demand Draft and I.P.O. The provision of payment of requisite fee through IPO has been made keeping in view the hardships being caused to the applicants by other modes i.e. Challan and Demand draft as these methods were costlier and inconvenient. Now it has been noticed that most of the applicants are making the payment of requisite fee through IPO for seeking information. But so far no procedure has been prescribed for

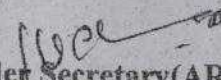
maintaining the accounts and encashing IPO and their deposits in the Govt. Treasury. Hence in order to maintain the proper account of fee received through IPO, this Department has devised two formats, which are enclosed as Register-I and Register-II and every Public Authority is required to maintain registers on the basis of these formats showing encashment and deposits of IPO at each Public Information Officer level.

2. It is, therefore, requested that to maintain the account of fee received through IPO, the two registers showing the encashment of IPO and deposits, may be maintained by every Public Authority at each Public Information Officer level.

3. All Public Information Officers working under your control may be informed accordingly.

Yours faithfully,

Encls: As above

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

REGISTER-I

IPO REGISTER SHOWING THE ENCASHMENT OF IPO

Sl. No.	Date	Particulars from whom received	File on which case dealt	IPO No. & Date	Amount	Date of encashment of IPO	Signature of PIO.
1.	2.	3.	4.	5.	6.	7.	8.

REGISTER-II

IPO REGISTER SHOWING THE DEPOSITS OF ENCASHED AMOUNT OF IPO IN GOVT. TREASURY

Sl. No.	Date	Particulars (S.No. as per Register-I)	IPO No. & Date	Amount	Date of encashment	Date of deposit in Govt. Treasury	Treasury Challan No.	Signature of PIO.
1.	2.	3.	4.	5.	6.	7.	8.	9.