



# The Mizoram Gazette

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#### NOTIFICATION

**No. LA/ESTT.63/2005/129, the 20th March, 2006.** In exercise of the powers conferred by section 28 of the Right to Information Act, 2005 (22 of 2005) the Hon'ble Speaker, Mizoram Legislative Assembly, hereby makes the following rules for providing information pertaining to the Mizoram Legislative Assembly.

**1. Short title and commencement.**

- (1) These rules may be called the "Mizoram Legislative Assembly Right to Information Rules, 2006"
- (2) These rules shall come into force on the date of 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) "Form" means forms appended to these rules.
  - (d) "Fees" means fees prescribed under rule 5.
- (2) The words and expressions used but, not defined in these rules shall have the same meaning as assigned to them in the Act.

**3. Application for obtaining information :**

- (1) A person who desires to obtain information pertaining to the Mizoram Legislative Assembly shall make an application in writing in Form A or through electronic means to the State Public Information Officer accompanied by fees prescribed under rule 5 :

Provided that where 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have to pay the fees within seven days from the date of application, failing which the application shall be treated as withdrawn.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 State Public Information Officer on receipt of application shall give the receipt of application in Form B to the applicant.
- (3) The State 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 families, if such person submits with the application a certified copy of the Below Poverty Line Card prevailing on that point of time or a Certificate issued in this behalf by a competent authority.

#### 4. Disposal of the Application :

- (1) The State Public Information Officer shall provide information sought for on payment of such further fees or charges as provided in rule 5 to the applicant within 30 days of the receipt of the request in Form D or inform the applicant about the rejection of application in Form F stating the reasons or grounds as provided under Sections 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 of the State Public Information Officer of Mizoram, Legislative Assembly, he shall 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 about such transfer:

Provided that where the information sought for concerns with the life or liberty of a person, the State Public Information Officer shall be required to provide such information within 48 hours of the receipt of such request or application.

#### 5. Rates of Fees :

The Rates of Fees and other charges for obtaining required information and documents shall be as under:

- A. Application Fees: Rs. 20 - 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 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. 2- per page 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. Rs. 50 -per floppy disc.

6. **Appeal :**

- (i) Any person aggrieved by the decision of the State 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 prefer an appeal in Form G within 30 days from the date of receipt or non-receipt of such decision, to the Appellate Authority designated by the Speaker in this behalf.
- (ii) 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 State 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.
- (iii) 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.

7. **Maintenance of Records :**

The State Public Information Officer shall maintain all the records in respect of the applications received for information and the fees collected for giving the information.

8. **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 preprinted stationery, but any format neatly typed, handwritten or in electronic form which covers essential details in the form shall be valid.

By order of the Speaker

Sd/-  
Secretary,  
Mizoram Legislative Assembly

**FORM-A**  
( See rule 3(1) )

Application form for obtaining Information

ID NO.  
(For office use )

To,

The State Public Information Officer,  
Mizoram Legislative Assembly Secretariat,  
Assembly House, Aizawl-796001.

- 1. Name of the 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 are 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 your Secretariat.

5. \*(1) I hereby submit the prescribed application fee of Rs. \_\_\_\_\_ (in words rupees \_\_\_\_\_) vide payment of application fee receipt No. \_\_\_\_\_ dt. \_\_\_\_\_ of your Secretariat.

\*(2) I enclosed herewith Demand draft/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of Secretary, Mizoram Legislative Assembly Secretariat issued by \_\_\_\_\_ (Bank) toward the fees payable.

\*(3) I belong to B.P.L. family. Xerox copy of my Card/Certificates is enclosed herewith.

Place.....  
Date.....

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

N.B. : Person belonging to B.P.L. family need not pay any type of fees.

\* Strike out whichever is not applicable.

**FORM-B**  
(See rule 3(2))

Receipt of an application

From :

The State Public Information Officer,  
Mizoram Legislative Assembly Secretariat  
Assembly House,  
Aizawl-796001.

I.D. No. \_\_\_\_\_ Date \_\_\_\_\_

1. Received the application dated in Form A, prescribed under Sub-rule (2) of rule 3 of the Right to Information Rules, 2006 from Mr/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 thirty days from the date of the receipt of an application.)
4. In case of failure to remain present on the stipulated date by the applicant, the 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  
Mizoram Legislative Assembly Secretariat  
Telephone .....  
E.Mail .....  
Web site .....

**FORM-C**  
(See rule 3(3))

Intimation to applicant to deposit fee and charges for required Information and/or documents

To,

Mr/Ms .....

Address : .....

Sir,

With reference to your request/application dt .....  
(I.D.No. .... dated..... ) I am to state, that you are required to deposit Rs. .... (in words Rupees .....)  
only for required information and documents sought for. It is requested to obtain the copies of the required information/documents after depositing the amount in Mizoram Legislative Assembly Secretariat.

- |     |  |                              |
|-----|--|------------------------------|
| (1) | Total No. of page _____<br>(A3,A4 size)            | Rs. 2/- per page<br>Rs ..... |
| (2) | Total No. of Large size pages (Except A3, A4 size) | Rs .....                     |
| (3) | Floppy/Disc charge _____ Rs. 50/-per piece.        | Rs .....                     |
| (4) | Charges for inspection of records .....            | Rs .....                     |
| (5) | Charges for sample/model .....                     | Rs .....                     |
|     | Total :  | Rs .....                     |

Yours faithfully,

( )  
State Public Information Officer  
Mizoram Legislative Assembly Secretariat  
Telephone No .....  
E.Mail .....  
Website .....

**FORM - D**  
(See rule 4(1))

Supply of information to the applicant

From :

The State Public Information Officer,  
Mizoram Legislative Assembly Secretariat,  
Assembly House,  
Aizawl - 796001.

To.

Mr Ms \_\_\_\_\_  
Address :

Sir.

This is with reference to your application dated \_\_\_\_\_ (I.D.No. \_\_\_\_\_)  
date \_\_\_\_\_ ) requesting for supply of 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, Mizoram Legislative Assembly Secretariat, Assembly House, Aizawl - 796001, within thirty days from the date of receipt of the decision.
- 6. The information whichever is given to you is as a member of Below Poverty Line families and shall not be used for any other purpose.

Yours faithfully,

( \_\_\_\_\_ )  
State Public Information Officer  
Mizoram Legislative Assembly Secretariat  
Telephone : \_\_\_\_\_  
E Mail : \_\_\_\_\_  
Website : \_\_\_\_\_

**FORM - E**  
(See rule 4(2))

Transfer of application pertaining to other authority

From:

The State Public Information Officer,  
Mizoram Legislative Assembly Secretariat,  
Assembly House  
Aizawl-796001

No. \_\_\_\_\_ Dt \_\_\_\_\_

To:

Shri Smt \_\_\_\_\_  
Address: \_\_\_\_\_

Sir Madam,

Please find enclosed herewith an application from Shri Smt \_\_\_\_\_  
dt. \_\_\_\_\_ (I.D.No. \_\_\_\_\_) for reasons stated below :-

Required information does not fall within the jurisdiction of this Secretariat. As it falls within the Jurisdiction of your Department Office, the same is transferred herewith to you for further necessary action.

It is certified that the applicant has paid Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only on account of fees charges for obtaining required information which has been credited in the Government treasury account.

Yours faithfully,

( \_\_\_\_\_ )  
State Public Information Officer  
Mizoram Legislative Assembly Secretariat  
Assembly House, Aizawl.  
Telephone No.: \_\_\_\_\_  
E.Mail: \_\_\_\_\_  
Website: \_\_\_\_\_

Copy to :-

Shri Smt .....  
(Applicant)

- As your application pertaining to required information doesn't fall within the jurisdiction of this Secretariat, it has been transferred to the State Public Information Officer having jurisdiction. You are requested to contact the State Public Information Officer mentioned above.



are requested to contact the State Public Information Officer mentioned above.

**FORM - F**  
( See rule 4(1) )

Order of rejection of Information

From:

The State Public Information Officer,  
Mizoram Legislative Assembly Secretariat,  
Assembly House,  
Aizawl-796001

No. \_\_\_\_\_ Dt \_\_\_\_\_

To,

Shri/Smt. \_\_\_\_\_  
Address :

Sir,

With reference to your application dated \_\_\_\_\_ I.D.No. \_\_\_\_\_  
requesting for supply of 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, Mizoram Legislative Assembly Secretariat, Assembly House, Aizawl - 796001,  
within thirty days from the date of receipt of the decision.

Yours faithfully,

( \_\_\_\_\_ )  
State Public Information Officer  
Mizoram Legislative Assembly Secretariat  
Telephone No : \_\_\_\_\_  
E.mail : \_\_\_\_\_

Website :

**FORM - G**  
(See rule 6 (1))

Form of First Appeal

I.D. No.  
Date :  
(For office use )

To,

The Appellate Authority,  
Mizoram Legislative Assembly Secretariat  
Assembly House,  
Aizawl-796001.

Sir,

As I have not received any decisions I am aggrieved by the decision of the State Public Information Officer, Mizoram Legislative Assembly Secretariat, I hereby file this appeal. The particulars of my application is as under :

1. Name of the Appellant
2. Address of Appellant
3. (A) Name of the State Public Information Officer  
Address of the State Public Information Officer.  
(B) Department/Office and address.  
(C) Particulars of the decision against which the appeal is preferred including the No. & 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:
6. Date as on completion of 30 days after submitting Application in Form A.
7. Reasons for Appeal -
  - (A) No decision is received within 30 days of submission of application in Form A.
  - (B) Aggrieved by the decision of State Public Information Officer dated :
8. Ground for appeal. Brief facts of the case.
9. Last date for filing 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,  
Mizoram Legislative Assembly Secretariat  
Assembly House,  
Aizawl-796001.

I.D. No. \_\_\_\_\_

Date : \_\_\_\_\_

1. Received an appeal application of Shri Smt \_\_\_\_\_ a resident of \_\_\_\_\_ in Form G prescribed under Sub-rule(1) of rule 6 of the Mizoram Legislative Assembly Right to Information Rules, 2005.

Signature of the recipient  
Office of the Appellate Authority  
Telephone No. : \_\_\_\_\_  
E-Mail : \_\_\_\_\_  
Website : \_\_\_\_\_