

# HARYANA STATE WAREHOUSING CORPORATION

BAY NO. 15-18, SECTOR - 2, PANCHKULA – 134112

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# HARYANA STATE WAREHOUSING CORPORATION

BAY NO. 15-18, SECTOR - 2, PANCHKULA – 134112

## THE RIGHT TO INFORMATION ACT, 2005

1. An Application for obtaining any information under sub – section (1) of section 6 shall be accompanied with a fee of **Rs.50/-**.
2. For providing an information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) **Rs.2/-** for each page in A-4 or A-3 size paper, created or copied; and
  - (b) If information is to be provided on a large size of paper than that of specified in clause (a), the **actual cost price** of such a paper shall be charged.
3. For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) **Rs.50/-** for providing information in a floppy.
  - (b) **Rs.100/-** for providing information in diskette; and
  - (c) If information sought is of such a nature, which is contained in a printed documents of which is price has been fixed, then that information shall be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.2/- per page shall be charged.
4. No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more that one hour, then a fee of **Rupees ten** shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes, shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

### **Note:**

- (1) No such fee shall be charged from the person who are of below poverty line.
- (2) The above fee may be paid by way of **Cash** against **Proper Receipt** or by **Demand Draft** or **Indian Postal Order** payable to the **Haryana State Warehousing Corporation**.

**FORM OF APPLICATION**  
**(To be submitted on Plain Paper)**

Name & Address of  
State Public Information Officer/ Asstt. State Public Information Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. CONTACT DETAILS**

1. Name of the Applicant \_\_\_\_\_
2. a) Mailing Address \_\_\_\_\_  
b) Telephone No. \_\_\_\_\_  
c) E-Mail \_\_\_\_\_

1. Whether a citizen of Indian      Yes       No

**B. DETAILS OF INFORMATION SOUGHT :**

1. Nature of information sought (Please Mark ✓)
- a) Life & liberty of the person \* \_\_\_\_\_
- b) Other than (a) \_\_\_\_\_

2. Type of information required \_\_\_\_\_

- |     |                             |                              |                             |
|-----|-----------------------------|------------------------------|-----------------------------|
| (a) | Copy of documents required  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) | Inspection of records       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) | Sample of material required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) | Other information           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

3. (a) Whether the information sought relates to third party ? Yes  No

(b) If, yes his/her name & address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. SPECIFY THE PARTICULARS OF INFORMATION REQUIRED :**

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_
- (v) \_\_\_\_\_

D. Time period for which information is required \_\_\_\_\_

E. Whether applicant belongs to BPL category: Yes  No  Proof of BPL attached Yes  No

F. Details of fee paid Rs. \_\_\_\_\_

Date :-----

Signature of the applicant

\* Application may preferably be submitted directly to the State Public Information Officer (SPIO) concerned to avoid delay.

**FORWARDING OF APPLICATION APPEAL**

RTI

-----  
Time Bound

To

The State Public Information Officer or  
The First Appellate Authority

\_\_\_\_\_  
\_\_\_\_\_

Sub:- **Forwarding of RTI application/appeal: ID No. \_\_\_\_\_ dated \_\_\_\_\_**

Sir/Madam,

I am to forward herewith an application/appeal in original received on \_\_\_\_\_ from the following applicant under Section 5 (2) of the Right to Information Act, 2005, for further necessary action.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. The applicant has deposited a fee of Rs.50/- vide cash receipt number \_\_\_\_\_ dated \_\_\_\_\_ in this office

Or

The above fee may be paid by way of **Cash** against **Proper Receipt** or by **Demand Draft** or **Indian Postal Order** payable to the **Haryana State Warehousing Corporation**.

3. It is requested that further necessary action in the matter may please be taken at your end.

Yours faithfully,

( \_\_\_\_\_ )  
**Name & Designation of the State Public Information Officer/  
Assistant State Public Information Officer**

**Encl:**

- 1) Application in original
- 2) Copy of Cash receipt /Demand Draft/Banker Cheque

## INFORMATION FOR DEPOSIT OF ADDITIONAL FEE

Id No.

Dated:

To

\_\_\_\_\_

\_\_\_\_\_

Sub: **Deposit of additional fee.**

Sir/Madam,

Please refer to your application ID No. .... dated ..... for obtaining information under Right to Information Act, 2005.

1. You are requested to pay a sum of Rs..... representing the cost of providing the information, which has been computed as per details given below: -

Sr. No.	Particulars	Rate (Rs.)	Amount (Rs.)
1.	for each page (in A-4 or A-3 size paper) create or copied;	02.00	--
2.	Actual charge or cost price of a copy in larger size paper;	--	--
3.	Actual cost or price for samples or models; and	--	--
4.	For inspection of records, no fee for the first hours and a fee for each fifteen minutes (or fraction thereof) thereafter.	10.00	--
5.	For information provided in a floppy	50.00	--
6.	For information provided in diskette; and	100.00	--
7.	For information provided in printed form at the price fixed for such publication or per page of photocopy for extracts from the publication	02.00	--

2. You are requested to deposit the above amount with the authorized person and submit the receipt to the undersigned or pay the amount in the form of demand draft or Demand Draft payable to the Accounts Officer of the (name of the office).
3. It may please be noted that the intervening period between the dispatch of this information and payment of fee shall be excluded for the purpose of calculating the prescribed period as per sub section (3)(a) of Section 7 of the Act.
4. You have a right to get the decision for deposit of further fee reviewed for which you can apply to the First Appellate Authority whose address is given below:

**Smt. Swati Kumar, Secretary**  
**First Appellate Authority**  
Haryana State Warehousing Corporation.  
Bays No. 15-18, Sector 2, Panchkula-134112.

Yours faithfully,

**Name & Designation of the State Public Information Officer/  
Assistant State Public Information Officer**

**FORM OF SUPPLY OF INFORMATION TO THE APPLICANT**

Id No.  
Dated:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application, ID No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_

1. The information asked for is as under:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—

Or

The information sought is partly given below:

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

The remaining information about the other aspects cannot be supplied due to the following reasons:-

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

2. As per Section 19 of the Right to Information Act, 2005 you may file an appeal to the First Appellate Authority within 30 days of the issue of this order, whose particulars are given below:

**Smt. Swati Kumar, Secretary**  
**First Appellate Authority**  
Haryana State Warehousing Corporation.  
Bays No. 15-18, Sector 2, Panchkula-134112.

Yours faithfully,

**Name & Designation of the State Public Information Officer/  
Assistant State Public Information Officer**

## REJECTION ORDER

Id. No.

Dated:

To

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

Please refer to your application ID No. \_\_\_\_\_ dated \_\_\_\_\_  
addressee undersigned regarding supply of information under Right of Information Act, 2005.

1. The information asked for cannot be supplied due to the following reasons;-

i) \_\_\_\_\_  
—

ii) \_\_\_\_\_  
—

2. As per Section 19 of the Right to Information Act, 2005, you may like to file an appeal to Appellate Authority within 30 days of the issue of this order, whose particulars are given below:

**Smt. Swati Kumar, Secretary**  
**First Appellate Authority**  
Haryana State Warehousing Corporation.  
Bays No. 15-18, Sector 2, Panchkula-134112.

Yours faithfully,

**Name & Designation of the State Public Information Officer/  
Assistant State Public Information Officer**



**APPEAL UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT,2005**

To

First Appellate Authority

Haryana State Warehousing Corporation.  
Bays No. 15-18, Sector 2, Panchkula-134112.

**A. CONTACT DETAILS :**

1.	Name of the Applicant	
2.	Address	
3.	Mobile No./ e-mail	

**B. DETAILS ABOUT RTI REQUEST :**

1.	Particulars of the SPIO against whose order appeal is preferred	(a) Name	
		(b) Address	
2.	Date of submission of application (Please attach a copy)		
3.	Brief facts leading to appeal	(a) No response received within 30 days of submission of Form I	
		(b) Aggrieved by the response received within the prescribed period ( a copy of the order received be attached)	
		Grounds for appeal _____ _____	
4.	Prayer or relief sought		
5.	Last date for filing the appeal		
6.	If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time		
7.	Copies of documents relied upon by the applicant		

**Signature of the Applicant**

Date:-----