

**GENERAL ADMINISTRATION DEPARTMENT**  
Mantralaya, Mumbai – 400 032, dated 11<sup>th</sup> October, 2005  
*NOTIFICATION*

RIGHT TO INFORMATION ACT, 2005

No. RTI. 2005/C.R.315/05/5, - In exercise of the powers conferred by sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Government of Maharashtra hereby makes the following rules, namely:-

1. *Short title and commencement.* –
  - (1) These rules may be called the Maharashtra Right to Information Rules, 2005.
  - (2) They shall come into force on the 12<sup>th</sup> October 2005
  
2. *Definitions-*

In the rules, unless the context otherwise requires,-

  - (a) ‘Act’ means the Right to Information Act, 2005 (22 of 2005);
  - (b) ‘section’ means section of the Act;
  - (c) Words and expressions used in these rules but not defined shall have the same meanings respectively, assigned to them, in the Act.
  
3. *Procedure for seeking information-*

A request for obtaining information under sub-section (1) of section 6 shall be made to the concerned State Public Information Officer on plain paper in the format given in Annexure “A” and shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or banker’s cheque payable to the public authority or by affixing a court fee stamp or rupees ten.
  
4. *Fee for information-*
  - (1) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker’s cheque payable or by way of money order to the public authority, at the following rates, namely:-
    - (A) (a) when the concerned Department has already fixed the price of some documents, maps, etc. The price so fixed  
*plus* postal charges.
    - (b) when the information is is ready available, either by way of photocopying, or by other way (copy) 
      - (i) rupees two for each page (in A-4 or A-3 size paper) created or copied *plus* postal charges; or
      - (ii) actual charge or cost price of a copy in large size paper *plus* postal charges

(B) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter :

Provided that no postal charges shall be charged if the applicant collects the information personally.

(2) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or by way of money order payable to the public authority at the following rates:-

- (a) for information provided in diskette or floppy, rupees fifty per diskette or floppy *plus* Postal charges; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication *plus* Postal charges:

Provided that no postal charges shall be charged if the applicant collects the information personally.

5. *Appeal-*

(1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by an order of the State Public Information officer may, within thirty days from the date of receipt of the order of the State Public Information Officer, prefer an appeal to the concerned appellate authority on plain paper in the format given in Annexure "B", which shall be accompanied by an appeal fee of rupees twenty by way of cash against proper receipt or by demand draft or banker's cheque payable to the public authority or by affixing a court fee stamp of rupees twenty, with a copy of such order appealed against.

(2) Any person aggrieved by an order of the appellate authority under sub-sub (1) of section 19 may, within ninety days from the day of receipt of the order of the appellate authority, prefer a second appeal to the State Information Commission on plain paper in the format given in Annexure "C" , which shall be accompanied by an appeal fee of rupees twenty by way of cash against proper receipt or by demand draft or banker's cheque payable to the State Information Commission or by affixing a court fee stamp of rupees twenty, with a copy of such order appealed against.

Affix here court  
Fee Stamp of  
Rs. 10/-

ANNEXURE "A"

(See rule 3)

**Format of application for obtaining information under the  
Right to Information Act, 2005**

- To,  
The State Public Information Officer,  
(Name of the office with address)
- (1) Full name of the applicant :
- (2) Address :
- (3) Particulars of information required :
- (i) Subject matter for information.\* :
- (ii) The period of which the information  
relates # :
- (iii) Description of the information required\$ :
- (iv) Whether information is required by post  
or in person :
- (The actual postal charges shall be  
included in addition fees)
- (v) In case by post  
(Ordinary, Registered or Speed) :
- (4) Whether the applicant is below poverty line  
(if yes, attach the photo copy of the proof thereof) :

Place:

Date:

Signature of the Applicant.

- \* Broad category of the subject to be indicated (such as grant of  
Government land/Service matters/Licenses, etc.)
- # Relevant period for which information is required to be indicated.
- \$ Specific details of the information are required to be indicated.

Affix here court  
Fee Stamp of  
Rs. 20/-

ANNEXURE "B"

(See rule 5 (1))

**Appeal under section 19 (1) of the Right to Information Act, 2005**

From:.....

(Appellant's name and address)

To: .....

(Name/designation/address of the appellate authority)

- (1) Full name of the Appellant :
- (2) Address :
- (3) Particulars of the State Public Information Officer :
- (4) Date of receipt of the order appealed against :  
(if order passed)
- (5) Last date for filing the appeal :
- (6) The grounds for appeal :
- (7) Particulars of information- :
  - (i) Nature and subject matter of the information required
  - (ii) Name of the Office or Department to which the information relates

Place:

Date:

Signature of the Appellant.

ANNEXURE "C"  
(See rule 5 (2))

Affix here court  
Fee Stamp of  
Rs. 20/-

**Second Appeal under section 19 (3) of the Right to Information  
Act, 2005**

From: .....

(Appellant's name and address)

To: .....

(Name/designation/address of the appellate authority)

- (1) Full name of the Appellant :
- (2) Address :
- (3) Particulars of the State Public Information Officer :
- (4) Particulars of the First Appellate Authority :
- (5) Date of receipt of the order appealed against :
- (6) Last date for filing the appeal :
- (7) The grounds for appeal :
- (8) Particulars of information-
  - (i) Nature and subject matter of the information required
  - (ii) Name of the Office or Department to which the information relates

Place:

Date:

Signature of the Appellant.

By order and in the name of the Governor of Maharashtra,  
SATYABIR S. DODD,  
Principal Secretary to the Government