

<sup>1</sup>[Delhi District Courts (Right to Information) Rules, 2008]

In exercise of the power conferred by sub-section (1) of Section 28 of the Right to information Act, 2005, read with Article 235 of the Constitution of India and all other enabling provisions, the High Court of Delhi hereby makes, in respect of the courts subordinate to it, following Rules:

## CHAPTER I

### General

**1. Short title and commencement**— (a) These Rules may be called the Delhi District Courts (Right to Information) Rules, 2008.

(b) They shall come into force from the date of publication in the Official Gazette.

**2. Definitions** — In the rules, unless the context otherwise requires —

(a) 'Act' means the Right to Information Act, 2005;

(b) 'Section' means section of the Act;

(c) 'Court' means Courts subordinate to the High Court of Delhi, including Motor Accident Tribunals, Industrial Tribunals and Labour Courts;

(d) 'High Court' means High Court of Delhi;

(e) <sup>2</sup>[Principal District and Sessions Judge] means the <sup>3</sup>[Principal District and Sessions Judge] of <sup>4</sup>[the concerned District];

(f) 'Public Information Officer', means an officer so designated under sub-section(1) of section 5 of the Act, and includes an officer designated as 'Link Officer' under said sub-section to work in the absence of the 'Public Information Officer' by the <sup>5</sup>[Principal District and Sessions Judge] who shall not be below the rank of a Superintendent;

(g) 'Assistant Public Information Officer' means an officer so designated under sub-section (2) of section 5 of the Act and includes an officer designated as 'Link Officer' under said sub-section to work in the absence of 'Assistant Public Information Officer' by the <sup>6</sup>[Principal District and Sessions Judge] who shall not be below the rank of a Superintendent;

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<sup>1</sup> Introduced vide Notification No.162/Rules/DHC dated 6.5.2009

<sup>2</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>3</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>4</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>5</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>6</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

- (h) 'First Appellate Authority' means an officer so designated to hear appeals under sub-section(1) and sub-section (2) of section 19 of the Act and includes an officer designated as 'Link Appellate Authority' under said sub-section to work in the absence of 'First Appellate Authority';
- (i) ' Form' means Forms appended with these rules;
- (j) All other words and expressions used herein but not defined and defined in the Act shall have the same meaning as assigned to them in the Act.

**3. Endeavour to publish information *suo motu*-** The <sup>7</sup>[Principal District and Sessions Judge] shall make constant endeavour to provide as much information as possible in accordance with the requirement of sub-section (1) (b) of section 4 of the Act, to the public at regular intervals through various means at his disposal including Internet.

## **CHAPTER II**

### **Filing of application, payment of fees and instructions**

**4. Application for seeking information -** (a) A person desirous of seeking information under sub section (1) of section 6 of the Act, shall submit an application in writing or through the electronic means in English or Hindi in Form A, accompanied by an application fee of rupees ten by way of cash against a proper receipt or by bank draft or banker's cheque, or an Indian postal order payable to the <sup>8</sup>[Account Officer]. A receipt in Form B shall be given to the applicant of having submitted the application.

(b) A register in Form C shall be maintained called Information Register to register and keep the record of the applications filed under sub-section (1) of section 6 of the Act.

**<sup>9</sup>[(c) Fee for providing information under sub-section (4) of Section 4 and sub-sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely :-**

- (i) rupees two for each page in A-3 or smaller size paper;
- (ii) actual cost or price of a photocopy in large size paper;
- (iii) actual cost or price for samples or models;
- (iv) no fee for inspection of records for the first hour of inspection and a fee of rupees 5 for each subsequent hour or fraction thereof; and

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<sup>7</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>8</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>9</sup> Substituted vide Notification No. 82/Rules/DHC dated 16.02.2016

**(v) so much of postal charge involved in supply of information that exceeds fifty rupees.]**

<sup>10</sup>**[(d) Fee for providing information under sub-section (4) of Section 4 and sub-sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely :-**

**(i) rupees fifty per diskette or floppy; and**

**(ii) price fixed for a publication or rupees two per page of photocopy for extracts from the publication.]**

**(e) The information for payment to be made under sub-rule (c) and (d), if necessary, shall be sent to the applicant in Form D, asking the applicant to make the payment within fifteen days of the receipt of the intimation failing which the application shall be rejected.**

**(f) The application submitted in electronic form shall be digitally signed by the applicant. It shall be sent at the designated electronic mail address of the Public Information Officer. An application so sent shall not be considered till the time prescribed fee has been paid in the manner stated in sub-rule (a). The applicant shall take the steps for depositing the fee within seven days of sending the application in the electronic form. In case, the applicant fails to deposit the fee within this time, it will be considered as if no such application has been filed.**

<sup>11</sup>**[(g) No fee under sub-rule (a), sub-rule (c) and sub-rule (d) of rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted alongwith the application.]**

**(h) <sup>12</sup>[deleted]**

**(i) The applicant, if he or she so desires, may be allowed to deposit fee in advance, to be deposited under sub-rule (c) and (d) subject to being adjusted at the time of delivering the information.**

**(j) An applicant desirous of information being supplied by post, shall file adequately pre-stamped envelope for sending the information by registered post / speed post.**

**(k) <sup>13</sup>[deleted]**

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<sup>10</sup> Substituted vide Notification No. 82/Rules/DHC dated 16.02.2016

<sup>11</sup> Substituted vide Notification No. 82/Rules/DHC dated 16.02.2016

<sup>12</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>13</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

(l) <sup>14</sup>[deleted]

(m) For every information sought a separate application shall be made except where the informations sought are consequential or related to one another.

**5. Information relating to third party:** (a) Where an applicant files an application relating to information referred to in Section 8 (j) of the Act, which may constitute unwarranted invasion of the privacy of an individual, he shall clearly state the reasons justifying the disclosure of information in the larger public interest and shall also produce such other documents or material, if any, which may justify such a disclosure.

(b) Where the Public Information Officer or the Assistant Public Information Officer intends to send a notice to the third party under sub-section (1) of section 11 of the Act, he or she, shall within five working days of the filing of the application send the same in Form E, inviting the third party to make a representation orally or in writing against the proposed disclosure of the information within ten days from the date of the receipt of the notice, by speed post in a pre-stamped envelope furnished by applicant within two working days after being informed that the information asked for is intended to be disclosed to him, accompanied by the copy of the Application and the documents or material, if any, produced in support of the application. In case, the applicant fails to furnish the pre-stamped envelope within the prescribed time unless extended by another two working days by the Public Information Officer and Asst. Public Information Officer, as the case may be, the applicant shall be deemed to be not interested in the prosecution of the application and the same shall be dismissed.

(c) <sup>15</sup>[deleted]

**6. Account of the fee deposited :** A separate income account shall be kept by the Public Information Officer of the fee received under these rules, in the Form G. After the close of every month he shall prepare or get a statement prepared showing the applications in which the fee or part of the fee remains to be realized. The statement shall be checked and signed by the Public Information Officer and submitted to the Collector through the <sup>16</sup>[Principal District and Sessions Judge] for recovery of fees as land revenue.

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<sup>14</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>15</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>16</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

**7. Exemption from disclosure of information:** The Public Information Officer or the Assistant Public Information Officer may not provide the information to the applicant on the following grounds:

(i) <sup>17</sup>[deleted]

(ii) <sup>18</sup>[deleted]

<sup>19</sup>**[iii) The information relates to the confidentiality of any examination or selection process conducted by the office of the <sup>20</sup>[Principal District and Sessions Judge] for the appointment of ministerial staff. However, the applicant/examinee shall be entitled to inspect, as well as, receive copy of his own evaluated answer sheet.]**

(iv) The information amounts to intrusion in the judicial work of any court.

(v) The information amounts to overreaching a decision of any judicial body which was authorized to provide the information but has declined to do so.

(vi) The information to be sought relates to a judicial proceeding, or judicial functions or the matters incidental or ancillary thereto.

(vii) The information is non-existent and will be necessary to create it for supplying it to the applicant.

(viii) The information sought amounts to seeking “opinion” or “advice”, which does not form part of any record.

(ix) The information amounts to analyzing the information for the applicant which does not form part of any existing record.

(x) The information asked for is not by a citizen but by an Alien or a Company registered under the Company Registration Act or any other body corporate including a non-government organization except where the information has been asked for by any of the office bearers of these organizations in their individual capacity as the citizens of India.

(xi) The application of the applicant may be dismissed if the name and the address provided by the applicant are found to be not correct.

(xii) The information asked for relates to a vigilance enquiry, except for the final result of the enquiry.

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<sup>17</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>18</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>19</sup> Substituted vide Notification No. 82/Rules/DHC dated 16.02.2016

<sup>20</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

(xiii) <sup>21</sup>[deleted]

**8. Instruction for deciding the application filed for seeking information:** The Public Information Officer or the Assistant Public Information officer should, as far as possible, follow the following instruction:

- (i) The right to information is a valuable right granted to a citizen, therefore, granting the information is the rule and its rejection an exception.
- (ii) Where ever there is a doubt as to whether the information should be supplied to the applicant or not, it should be supplied to applicant.
- (iii) The application should not be rejected merely because it does not conform to the Form prescribed if it is otherwise possible to clearly understand what information is being asked for.
- (iv) If the application is found to be vague or it is not possible to make out as to what is being asked for by the applicant, the Public Information Officer or the Assistant Public Information Officer may extend help to the applicant, in re-framing the information asked for.
- (v) Where the information asked for relates to a voluminous record and the applicant desires to be supplied with copies of the part of the record, the applicant may be allowed to inspect the record to point out the documents the copies of which he would like to be supplied.
- (vi) Where the applicant is sensorily disabled or illiterate, the Public Information Officer or the Assistant Public Information Officer shall provide assistance to enable access to information, including the assistance to reduce the application in writing and to inspect the record.
- (vii) The Public Information Officer or the Assistant Public Information Officer, shall always keep in mind, while dealing with an application relating to courts that Section 4(1)(d) of the Act does not apply to judicial proceedings conducted by a court or a tribunal as it refers to only administrative and quasi-judicial decisions.
- (viii) Where the application is being declined for the reason stated in Rule 7(iii), the confidentiality shall be decided by the <sup>22</sup>[Principal District and Sessions Judge] whose decision shall be final in the matter.
- (ix) Where the Public Information Officer or the Assistant Public Information Officer intends to disclose the personal information relating to a third party,

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<sup>21</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>22</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

he or she will not do so without following the procedure laid down in Section 11 of the Act. It will, however, not be necessary to do so in case the information is intended to be declined.

- (x) Where the Public Information Officer or the Assistant Public Information Officer intends to decline the information on the ground of it being covered by section 8(1)(d) of the Act, he or she shall do so only with the approval of the <sup>23</sup>[Principal District and Sessions Judge].
- (xi) Where the Public Information Officer or the Assistant Public Information Officer, intends to disclose the information covered by Section 8(1)(e) of the Act, he or she shall not do so without the permission of the High Court.
- (xii) Where the Public Information Officer or the Assistant Public Information Officer intends to disclose the information under section 8(2) of the Act, he or she shall do so only with the permission of the <sup>24</sup>[Principal District and Sessions Judge].
- (xiii) Where the part of the information asked for is vague or it is difficult to make out from it, what is being asked for or it cannot be provided for the reasons stated in rule 4 or part of the information is such which can be supplied, the Public Information Officer or the Assistant Public Information Officer shall supply part of the information which can be supplied.
- (xiv) Where the information asked for is readily available on the website of the Delhi District Court or in any book or in any other printed form, the Public Information Officer or the Assistant Public officer shall inform the applicant of the source where this information is available and supply him copy or copies of the same only when specifically asked for.
- (xv) The Public information Officer or the Assistant Public Information Officer shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the District Court or would be detrimental to the safety or preservation of the record in question.
- (xvi) Where the information is supplied as the copies of the record, the same shall be paginated, stamped and signed by the Public Information Officer or the Assistant Public Information Officer on each page, as the case may be.

**9. Instruction to the applicants:** The applicants approaching the Public Information Officer or Assistant Public Information Officer, as far as possible, follow the following instructions:

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<sup>23</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>24</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

- (i) The application should clearly state the information desired to be supplied by the Public Information Officer or the Assistant Public Information Officer.
- (ii) In one application information asked for should be limited to one subject matter for which it would be possible to provide the information from one set of record.
- (iii) The information asked for should, as far as possible, be precise and brief so as to enable the Public Information Officer or the Assistant Public Information Officer to process the information expeditiously.
- (iv) In the application filed, avoid using foul or defamatory language or including extraneous matter having no bearing on the information sought.
- (v) Although the applicant is not bound to inform as to the reason for which the information is being asked for but providing such an information voluntarily, may help in identifying information asked for and result in providing the information expeditiously.
- (vi) Do not ask too many informations in one application, unless it is necessary to do so.
- (vii) Do not ask for information in the shape of opinions or advises, unless they have been part of any record.
- (viii) Do not expect the Public Information officer or the Assistant Public Information Officer to provide information on the basis of hypothetical questions.
- (ix) Do not expect the Public Information Officer or the Assistant Public Information Officer will create an information and supply it.
- (x) No information can be provided relating to any judicial proceeding under this Act.
- (xi) An individual is welcome to file as many applications as he or she may desire but care should be taken that they are not aimed at causing harassment to any one.
- (xii) Name and address are required to be stated correctly. If it is found that the name and address given in the application are not correct, it may result in the dismissal of the application.

(xiii) <sup>25</sup>[deleted]

**10. Communication of order on the application:** The Public Information Officer or the Assistant Public Information Officer shall communicate the order of rejection of the application of providing the information or its disclosure to the applicant in Form H and I, as the case may be.

## **CHAPTER IV**

### **Appeals to First Appellate Authority**

**11. Appeal to the First Appellate Authority:** (a) An appeal preferred by any person under sub-section(1) or an appeal preferred by a third party under sub-section (2) of section 19 of the Act, [<sup>26</sup>] shall contain the following:

- (i) Name and address of the appellant;
- (ii) particulars of the order including number, if any, against which the appeal is preferred ;
- (iii) brief facts leading to the appeal;
- (iv) grounds of appeal;
- (v) relief claimed; and
- (vi) any other information which the First Appellate Authority may require to be filed before hearing the appeal.

(b) **Documents to accompany appeal:** Every appeal made to the First Appellate Authority shall be accompanied by following documents :

- (i) Self -attested copies of the orders or documents of the Public Information Officer or of the Assistant Public Information Officer against which the appeal is being preferred; and
- (ii) copies of documents relied upon and referred to by the appellant in the appeal.

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<sup>25</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>26</sup> Provision for charging a fee of Rs.50/- for preferring an appeal deleted vide Notification No.457/Rules/DHC dated 11.9.2014

**12. Register of Appeals:** A Register of appeals shall be maintained by the office of the First Appellate Authority in Form J and following details shall be entered in it:-

- (i) Registration No.
- (ii) Name and particulars of applicant/appellant.
- (iii) Name and particulars of respondent/non-applicant.
- (iv) Details of the order of Public Information Officer/Asst. Public Information Officer against which appeal is preferred.
- (v) Date of order.
- (vi) Decision.
- (vii) Remarks.

**13. Powers of First Appellate Authority:** (a) Any order passed by the First Appellate Authority shall be binding on the appellant as well as on the Public Information Officer or the Assistant Public Information Officer subject to it being set aside, varied or modified in second appeal filed under sub-section (3) of section 19 of the Act.

(b) The First Appellate Authority may by its orders set aside, vary or modify the orders of the Public Information Officer or the Assistant Public Information Officer and in doing so the First Appellate Authority shall have power to :

- (i) go into not only the manner in which the decision was made also the merits of the decision;
- (ii) pass orders as to the payment of the fee and the charges to be paid for receiving the information;
- (iii) direct the information to be supplied in a particular form;
- (iv) dismiss the appeal; or
- (v) pass any other orders or directions as may be necessary and considered appropriate in the given circumstances of the case.

## CHAPTER V

### Miscellaneous

#### 14. <sup>27</sup>[deleted]

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<sup>27</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

**15. Duty to supply the information:** (a) Every officer or the employee of the <sup>28</sup>[Principal District and Sessions Judge]'s office, who is called upon to supply the information, shall do so as expeditiously and accurately in accordance with the record without concealing or withholding any information.

(b) In case of his or her failing to supply the information in time or it being inaccurate or false, without any reasonable explanation, the <sup>29</sup>[Principal District and Sessions Judge], on being informed by the Public Information Officer or Assistant Public Information Officer, may proceed to take disciplinary action against such an officer or employee under sub-rule (1)(ii) of Rule 3 of Central Civil Services (conduct) Rules, 1964.

**16. Preservation of the record:** (a) All records relating to the application filed for seeking information and the appeals filed under the provisions of the Act, shall be preserved in accordance with the table given below:

TABLE

Sl. No.	Nature of the Record	Period for which the record is to be preserved
1	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has been supplied.	Six months
2	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has not been supplied or partially supplied.	One year
3	All appeals under section 19(1) and 19(2) of the Act, which have been allowed.	Six months
4	All appeals which have been disallowed or partially allowed.	One year
5	All Registers maintained in respect of application filed under section 6 of the Act and the appeals filed under section 19 (1) of the Act.	Three years
6	Annual Returns.	Ten years

(b) Notwithstanding anything in sub-rule (a) the record of an application filed under section 6 of the Act shall be preserved till the time any appeal preferred under section 19(1) or 19(2) of the Act has been concluded and the directions given, if any, by the Appellate Authority has been carried out.

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<sup>28</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>29</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

(c) Notwithstanding anything stated in sub-rule (a) the record of an appeal filed under section 19(1) or 19(2) of the Act, shall be preserved till the appeal preferred, if any, against it under section 19(3) has been concluded and the direction given, if any, in such an appeal has been carried out.

(d) Notwithstanding anything stated in sub-rule (a), sub-rule (b) and sub-rule (c), the <sup>30</sup>[Principal District and Sessions Judge] may in his discretion direct any record to be preserved for a period longer than stated above.

(e) The destruction of the record should be carried out under the supervision of the Public Information Officer or any other officer instructed to supervise the destruction.

(f) The waste paper should be sold in the open market along with the other waste paper generated in the office of the <sup>31</sup>[Principal District and Sessions Judge]. It shall not be necessary to keep a separate account of the sale of the waste paper so generated.

**17. Annual Returns:** (a) As soon as practicable after the end of each year, the Public Relation Officer, shall prepare a report on the implementation of the provision of the Act during that year and forward a copy thereof to the Central Information Commission in Form K.

(b) Each report shall state in respect of the year to which the report relates:

- (i) the total number of requests received during the year;
- (ii) decisions where applications for information were rejected;
- (iii) number of cases where disciplinary action was taken against any officer/employee for not supplying the information;
- (iv) number of times various provisions were invoked while rejecting request such as section (1), section 9, section 11, section 24 of the Act or for other reasons.

Explanation: An application where partial information has been supplied shall be counted as an application which has been allowed.

- (v) amount of fee collected, additional fee and any other charges and amount of penalties imposed and recovered.

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<sup>30</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>31</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

**18. <sup>32</sup>[deleted]**

**19. Power of the <sup>33</sup>[Principal District and Sessions Judge] to issue instructions and directions :** The <sup>34</sup>[Principal District and Sessions Judge] shall have the power to issue, from time to time, such instructions or directions or pass orders as may be necessary for the implementation of these rules, the provisions of the Act, the rules framed thereunder by the Central Govt, the direction or instruction given by the Govt. of National Capital Territory of Delhi, Central Govt., Central Information Commission, State Information Commission or the High Court.

**20. Powers of the High Court to call for the reports and pass orders for the removal of difficulties:** The High court shall have the power to call for the report on any of the subject matter covered by these rules and the provisions of the Act and to pass such orders or give such instructions as appear to be necessary or expedient for the removal of any difficulty, arising in giving effect to these rules and the provisions of the Act.

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<sup>32</sup> Deleted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>33</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

<sup>34</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

## FORM A

### Application for information under Section 6 (1) of the Act [Rule 4 (a)]

Application. No.....  
(for official use)

To

The Public Information Officer/Assistant Public Information Officer

1. Name of the applicant:
2. Father's/Husband's name:
3. Permanent address:
4. Address at which information is required to be sent :
5. Form in which the information is required :  
(State if the information is required in the form of copies of documents/information is required in diskette or floppy / copies of the extracts from any publication.)
6. How would you like the information to be sent:  
(State if you will collect the information yourself or through any of your representative or would like it to be sent by Fax or E-mail, if so, give the Fax number or the e -mail address. If you want the information to be sent by registered post or speed post, file the self-addressed prepaid envelope.)
7. Do you belong to BPL category?  
(If yes, give the details of the proof being submitted and also self - attested copy of the same. It may be noted, if required, the applicant can be asked to produce the original of the same at any time considered necessary.)
8. E-mail address (if any):
9. Mobile number (if any):
10. Land line number (if any):
11. If the information required concerns life and liberty of a person, give details:
12. The purpose for which the information is required :

(Although the furnishing of this information is not mandatory, the same may be furnished as it may be of use in retrieving the required information.)

13. The name and address of the third party :  
(where the information sought relates to a third party)
14. Department from which the information is required:
15. Particulars of the information requested for :  
(The information(s) requested for should relate to only one subject matter, retrievable from one set of records. If the space found is not adequate a separate sheet may be used. The number of sheets, if any, being attached with this form, be mentioned here.)
16. Any other information which may be useful in the expeditious disposal of the application.

Place Signatures with full name and address of the applicant

Date

## FOR OFFICE USE

#### DETAILS OF THE FEE REMITTED

Mode of remittance	Amount	Cash Receipt No./ Draft or Banker's Cheque No./ IPO No. *	Date of Remission
		Receipt No:  Name of Bank and Branch:  Number of the Bank Draft/ Banker's Cheque:  Branch of the Post Office:  Number of the IPO: * Strike out which ever is not applicable.	

## FORM – B

Acknowledgment of the Application submitted in Form A  
[See Rule 4(a)]

Application No.....  
Dated.....

1. Received an application in Form A from Shri/Ms.....  
Resident of ..... under Section ..... of the Right to Information Act, 2005.
2. The information is proposed to be given normally within fifteen days and in any case within thirty days from the date of receipt of application and in case it is found that the information asked for cannot be supplied the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on..... from ..... to ..... PM.
4. The applicant shall have to deposit the balance fee, if any, with the Public Information Officer/Asst. Public Information Officer before collecting the information.
5. For the attention of the applicant rules 4 (k) and 6 are being reproduced here as under:

“4(k) Where the applicant fails to turn up for collecting the information on the appointed day, the same shall be kept pending for another fifteen days. After fifteen days the information shall not be supplied to the applicant unless he or she submits a fresh application with the requisite fees in accordance with sub-rule (a) and paying the fee as charged under sub-rule (c) and sub-rule (d), if any, in case the fee has not been deposited in advance in accordance with sub-rule (i).”

“6. Account of the fee deposited : A separate income account shall be kept by the Public Information Officer of the fee received under these rules, in the Form G. After the close of every month he shall prepare or get a statement prepared showing the applications in which the fee or part of the fee remains to be realized. The statement shall be checked and signed by the Public Information Officer and submitted to the Collector through the <sup>35</sup>[Principal District and Sessions Judge] for recovery of fees as land revenue.”

Place:

Signature with full name and Stamp of the  
Public Information Officer/Assistant Public  
Information Officer

Date:

E-mail

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<sup>35</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

Web-site  
Telephone No.

## FORM – C

Format for the Information Register  
[See Rule 4(b)]

Registration No. of application	Date of receipt of application	Fee affixed on application	Fee to be charged under sub-section (1) of Section 7/ sub-section (5) of Section 7	Name and address of applicant	Date of first appearance of the applicant after the submission of the application
1	2	3	4	5	6

Brief description of the desired information	Date of dispatch of application to the concerned department (s)	Date of receipt of information from the concerned department	Date of disposal of application	Decision/Note of Public Information Officer/Asst. Public Information Officer on the application
7	8	9	10	11

Date of supplying/dispatch of information	Applicant or his representative's signatures where the information is supplied by hand*	Order of First Appeal, if any	Order of Second Appeal, if any	Remarks
12	13	14	15	16

\*Mention the postal receipt No. when the information is sent by post.

Mention Fax No./E-mail address of the applicant as well as of the office of the <sup>36</sup>[Principal District and Sessions Judge], from where the Fax/E-mail has been sent along with the date, when the information is sent by Fax/E-mail.

<sup>36</sup> Substituted vide Notification No. 14/Rules/DHC dated 23.02.2023

## FORM D

### Information for Payment [See Rule 4(e)]

From

(Name and Designation of the Public Information Officer)

To

(Name of the applicant &  
Address)

Sir,

Please refer to your application bearing number \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned. I am to inform you that the following amount towards the fee for providing information may be deposited to enable the undersigned to furnish the said information.

Please make payment within a period of fifteen days from the date of receipt of this intimation.

Fee:

Number of pages :

\*Number photocopies of printed material:

\*Number of diskettes/floppy:

\*Number of documents scanned and stored in diskettes/floppy:

Place:

Signature with full name and Stamp of the  
Public Information Officer/Assistant Public  
Information Officer

Date:

E-mail

Web-site

Telephone No.

\*Strike out which is not applicable.

## **FORM – E**

[See Section 8(j) and 11(a) of the Act]  
[See Rule 5(b)]

From

(Name and address of the Public Information Officer/Asst. Public Information Officer)

To

(Name and address of the third party)

Sir,

The applicant (name of the applicant) \_\_\_\_\_ has filed an application before the undersigned seeking disclosure of information which may amount to invasion of your privacy/breach of confidentiality, if the same is supplied to the applicant. The undersigned intends to make disclosure of the said information to the applicant. You are invited to make your submissions in writing or orally on \_\_\_\_\_ at \_\_\_\_\_. In case, you fail to appear on the said date and time, it will be presumed that you have nothing to say in the matter.

Place:

Signature with full name and Stamp of the Public Information Officer/Assistant Public Information Officer

Date:

E-mail  
Web-site  
Telephone No.

Encl:

- (1) Application
- (2) .....
- (3) .....

## **FORM – F**

(Information to the third party under sub-section (3) of Section 11 of the Act)  
[See Rule 5(c)]

From

(Name and address of the Public Information Officer/Asst. Public Information Officer)

To

(Name and Address of the third party)

Sir,

On an application filed by the applicant (name of the applicant) \_\_\_\_\_ under section 6(1) of the Act, the undersigned has passed the following orders under sub-section (3) of section 11 of the Act: (Reproduce the operative part of the order).

You are entitled to prefer an appeal against the said order under section 19 of the Act within thirty days from the date of the order. Copy of the order has also been enclosed.

Place:

Signature with full name and Stamp of the Public Information Officer/Assistant Public Information Officer

Date:

E-mail  
Web-site  
Telephone No.

## FORM – G

### Register of the Account of the Fee Deposited (See Rule 6)

Application No.	Name and address of the applicant	Date and the particulars of the fee deposited at the time of filing the application	Advance charges paid, if any, for supplying photocopies of documents /diskette/photocopies of printed material
1	2	3	4

Charges due to be paid, for supplying photocopies of documents /diskette/ photocopies of printed material	Charges paid for supplying photocopies of documents /diskette/photocopies of printed material	Balance Charges remaining to be paid for supplying photocopies of documents /diskette/ photocopies of printed material	Refund, if any	Remarks
5	6	7	8	9

## **FORM – H**

### **Rejection Order [See Rule 10]**

No.....

Date.....

To,

Sir/Madam,

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

2. The information asked for cannot be supplied due to following reasons:-

(i)

(ii)

3. As per section 19 of the Right to Information Act, 2005, you may file an appeal to the First Appellate Authority within thirty days of the issue of this order.

Place:

Signature with full name and Stamp of the  
Public Information Officer/Assistant Public  
Information Officer

Date:

E-mail  
Web-site  
Telephone No.

## **FORM – I**

### Form of Supply of information to the applicant [See Rule 10]

No.....

Date.....

To

Sir/Madam,

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

2. The information asked for is enclosed for reference.\*  
3. The information has been partly allowed. The part of the information  
allowed to be disclosed is enclosed for reference. The remaining part of the information  
is not being supplied for the following reasons:\*

- (i)
- (ii)
- (iii)

4. The requested information does not fall within the jurisdiction of this  
Public Information Officer/Asst. Public Information Officer.

5. As per Section 19 of the Right to Information Act, 2005, you may file  
an appeal to the First Appellate Authority within thirty days of the issue of this order.

Place:

Signature with full name and Stamp of the  
Public Information Officer/Assistant Public  
Information Officer

Date:

E-mail  
Web-site  
Telephone No.

\* Strike out whichever is not applicable.

## FORM -J

Format of the Register for Registration of Appeal  
(See Rule 12)

Registration Number of the Appeal	Registration Number of the application	Fee affixed on the Appeal	Name and particulars of applicant/appellant	Name and particulars of respondent/non-applicant
1	2	3	4	5

Details of the order of Public Information Officer/Asst. Public Information Officer against which appeal is preferred	Date of Order	Decision	Remark
6	7	8	9

**FORM – K**  
**(See Rule 12)**

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

Proforma for Annual Return to Central Information Commission  
(Under Section 25 of the Right to Information Act, 2005)

As on \_\_\_\_\_

Total no. of request received during the year	Decisions where applications for information rejected	No. of cases where disciplinary action taken against any officer

No. of times various provisions were invoked while rejecting request												
Relevant Section of RTI ACT 2005												
Section 8(1)											Other Sections	Other reasons
a	b	c	d	e	f	g	h	i	j	9	11	24

Amount of Charges Collected (in Rs.)		
Fee amount	Additional fee & other charges	Penalties amount

By order of the Court,

Sd/-

(AJIT BHARIHOKE)  
Registrar General