

KA JINGLAM LYNTI IA KI NONGWAD JINGTIP

KUMNO BAN IOH JINGTIP

**NA KI TNAT TREIKAM PAIDBAH JONG KA
SORKAR PDENG**

HAPOH

KA AIN HOK BAN TIP, 2005

**Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
North Block, New Delhi**

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KA LAMKHMAT

Ka Ain Hok ban Tip lane ka Right to Information, 2005 ka la wanrah ia ka dur bathymmai ha ka jingtreikam ha kaba na ka kolshor jong ka jingbuhrieh sha ka kolshor jong ka jingpynshai ne jingpynpaw paidbah ia ka rukom treikam jong ka Sorkar. Kane ka ain kan nang pynkhlain ia ki tnat treikam, kan aibor ia u paidbah, kan rat dyngkhong ia ka bamsap bad kan ai ruh ka lad ia ki nongshong shnong ba kin ioh ban iadonbynta lang ha ka roi ka par jong ka Ri.

Kane ka thup ka batai ia ki rukom ban ai aplikeshon ban wad jingtip na ki tnat treikam hapoh ka Sorkar Pdeng, ka rukom ban pynkhreh ia ki apil bad ki kyndon ban ai ia ki jingujor halor kano kano ka kam bad kiwei ki kam kiba iadei. Ka bynta jong kane ka kot kan long khamtam ha kaba iadei bad ka jingioh jingtip na ki tnat treikam jong ki Sorkar Jylla ruh. Wat la katta, namar ba ki don ki rul kiba iadei bad ka jingsiew dor bad ki rul apil kiba iapher na kawei ka jylla sha kawei pat, ki Jylla ki lah ban wanrah la ki jong ki jingbatai lamkhmat halor ka mat ha kajuh ka rukom.

Nga kyrmen ba ki paidbah kin pyndonkam ia ka Ain Hok ban Tip na ka bynta ka bha ka miat bad ka jingmyntoi jong ki paidbah hi.

Sd/-
(Satyananda Mishra)
Secretary,
Department of Personnel & Training,
Ministry of Personnel, Public
Grievances and Pensions

New Delhi
Dated: the 8th November, 2008

KA JINGLAMLTYNTI IA KI NONGWAD JINGTIP HAPOH KA AIN HOK BAN TIP, 2005

Ka jingthmu jong ka Ain Hok ban Tip

Ka jingthmu ba kongsan jong ka Ain Hok ban Tip ka long ban pynkupbor ia ki nongshong shnong, ban kyntiew ia ka jinglong shai bad ba lah ban ai jingkhein ha ki jingtreikam jong ka Sorkar, ban teh lakam ia ka bamsap bad ban pynlong ia ka jingsynshar paidbah jong ngi kaba khlain bad kaba iadei dur bad ki paidbah. U nongshong shnong uba peiphang un don ka atiar kaba khlain ban peitngor ia ki rukom synshar bad ban pynlong ka Sorkar kaba lah ban ai jingkhein sha ki nongshah synshar. Ka Ain ka la wanrah ia ka rukom synshar ha kaba ki nongshong shnong jong ka Ri ki lah ban ioh ia ki jingtip na ki tnat treikam bapher bapher.

Kaei ka Jingt看

2. Ka Jingt看 ka dei kano kano ka jingthoh ha kano kano ka dur. Ka kynthup ia ki rekod, ki kot ki sla, ki memos, e-mails, ki jingsngew, ki jingai jingmut, ki kyrwoh khubor, ki circular, ki orders lane ki hukum, ki logbook, ki jingiateh, ki kaiphod, ki kot, ki nuksa, ki nongmuna, ki kot buh jingkhein kiba la buh ha ki kor elektronik. Ka kynthup ruh ia ki jingt看 kiba iadei bad kano kano ka seng shimet ia kiba lah ban ioh da ki bor sorkar hapoh kano kano ka ain kaba treikam ha kata ka por.

Ka Hok ban Tip katkum ka Ain

3. U nongshong shnong u don ka hok ban wad jingt看 na ka tnat treikam kaba bat da ka bor sorkar lane kaba hap hapoh jong ka. Kane ka hok ka kynthup ha kaba jurip ia ka kam, ki kot ki sla bad ki rekod; ban shim jingthoh, ki lyngkhot jingt看 lane ki kopi jong ki kot ki sla lane ki rekod kiba bat da ka sorkar; ban shim ia ki nongmuna jong ki jingthoh kiba la bat da ka tnat treikam paidbah lane kaba hap hapoh ka jingpeit jong ka sorkar.

4. Ka bor sorkar hapoh ka RTI Act kam dei ban shna ia ki jingt看; lane ban batai ia ki jingt看; lane ban pynbeit ia ki jingeh kiba la wanrah da ki nongaplai; lane ban ai ia ki jubab ia ki jingkylli ki bym shong nongrim. Lah ban ai tang ia ki jingt看 katkum ka Act tang ia kaba la don lypa bad ka tnat treikam.

5. U nongshong shnong u don ka hok ban ioh ia ki jingt看 ha ka dur jong ki diskettes, floppy, tape, video kaset lane ha kiwei pat ki dur jong ki kor elektronik lane lyngba ki jingthoh ba la sei kiba la buh lypa ha ka kompiwtor lane ha kiwei pat ki kor ia kaba lah ban rah ia ka jingt看 ha ki diskettes bad kiwei kiwei.

6. Ka jingt看 ia ki nongaplai dei ban ai ha ka dur ha kaba ki kwah. Hynrei, lada ka jingai ia ka jingt看 kaba la pan ha ka dur kaba lah ban pyndkoh lane pynthut ia ki jingdon jong ka tnat treikam lane ka lah ban ktah ia ka jingshngain lane jingtyngkai ia ki kaiphod, lah ban kyntait ban ai ia kata ka jingt看.

7. Ka Act lane Ain ka ai ia ka hok ban tip tang ia ki nongshong shnong jong ka India. Kam shym kynthup ia kaba ai jingt看 ia ki Corporations, ki Seng, ki Kompeni bad kiwei kiba dei jong kino kino ki briew lane kynhun, hynrei kim dei ki nongshong shnong ba pura. Hynrei, lada ia ka aplikeshon la phah da u nongtrei lane u nongbat kam jong kano kano ka Corporation, Association, NGO bad kiwei kiwei uba dei ruh u nongshong shnong ba pura jong ka India, dei ban ai ha u/ka ia ki jingt看, kata ruh tang lada u nongaplai u ai ia ka kyrteng bad jaka sah ba pura jong u/ka. Ha kum kine ki khep, lah ban niew ba u nongshnong shnong u la pan jingt看 ha ka jaka ba ka Corporation ka don bad kiwei.

Kiba lait na kaba ai jingt看

8. Ka hok ban ioh jingt看 na ki tnat treikam kim long ia baroh ki bynta. Ki Section 8 bad 9 jong ka Act ka la buh ia ki bynta jong ki jingt看 kiba lait na kaba pyntip. Ha kajuh ka por ka Schedule II jong ka Act ka don ia ki kyrteng jong ki tnat kiba peit ia ka jingshngain jong ka Ri kum ki tnat syntiat bad tnat pahara, hynrei kine ki hap ban ai ia ki jingt看 kiba iadei bad ki jingkyntoh bamsap bad ki jingpynkhein ia ki hok longbriew manbriew.

9. Ki nongaplai ki dei ban kiar na kaba wad ia ki jingtip kiba lait na kaba pyntip paidbah katkum ka Section 8 bad 9 bad ruh ban wad ia ki jingtip na ki seng ne tnat kiba la kynthup ha ka Second Schedule lait noh ki jingtip kiba iadei bad ki jingkyonoh bamsap bad ki jingpynkhein ia ki hok longbriew manbriew.

Ki Central Public Information Officer

10. Ia ki aplikeshon ban wad jingtip dei ban phah sha u ophisar jong kata ka tnat treikam ia uba la tip kum u Central Public Information Officer (CPIO). Baroh ki tnat treikam ki la thung ia la ki Central Public Information Officer bad ki la ai ia ki jingtip kiba bniah shaphang jong ki ha ki website jong ki. Kane ka jingtip ka don ruh ha ka 'RTI PORTAL' (www.rti.gov.in). Ki briew kiba wad jingtip ki lah ban peit na ka website jong ki tnat treikam paidbah lane ka 'RTI PORTAL' na ka bynta ban tip bad pynshisha ia ka kyrteng jong u CPIO uba dei. Lada shem jingeh ban ithuh ne shem ia u Central Public Information Officer jong kano kano ka tnat treikam paidbah, ia ki aplikeshon lah ban phah sha u Central Public Information Officer khlem da thoh ia ka kyrteng jong u CPIO ha ka jaka ba don kata ka tnat treikam.

Ki Jingiarap kiba lah ban ioh na ki CPIO

11. U Central Public Information Officer u dei ban ai ki jingiarap sha ki briew kiba wad ia ki jingtip. Lada u briew um lah ban thoh ia ka jingkyrpad ban pan ia ki jingtip, u lah ban pan ka jingiarap na u CPIO ban pynthoh ia ka aplikeshon jong u. Haba shim ia ka rai ban ai jingtip ia ki briew kiba don jingduna ha ki bor sngew, bor iohi, u Central Public Information Officer u dei ban ai ia ka jingiarap khnang ba uta u briew un ioh ia ka jingtip kaba u donkam, kynthup ha kaba ai jingiarap ia u briew kumba ka dei ban long na ka bynta ban peit thuh ia ki jingtip kiba don ha ki jingthoh.

Ki jingpyntip kiba donkam

12. Katkum ka Act baroh ki tnat treikam ki donkam ban ai ki jingtip pura ha kaba iadei bad ki jingtip shaphang ki seng jong ki, ki jingtreikam, ki kamram bad kiwei pat kumba la kdew ha ka Section 4 jong ka Ain. Nalor kata, don ki tnat treikam jong ka Sorkar Pdeng kiba la pynmih ia kiwei ki jingtip bad ki la buh ia ki ha ki website na ka bynta ka jingtip paidbah.

Ka rukom wad jingtip

13. U nongshong shnong uba kwah ban ioh ia kano kano ka jingtip katkum ka Act, u dei ban phah aplikeshon da ka jingthoh ha ka ktien Phareng lane Hindi lane ha ka ktien kaba la ithuh ha ka thain sha u Central Public Information Officer (CPIO) jong ka tnat treikam kaba u kwah ban ioh ia ka jingtip. U nongaplai u lah ban phah ia ka aplikeshon da ka Dak lane lyngba ki kor elektronik lane u lah ban leit ai hi dalade ha ka ophis jong kata ka tnat treikam. Ia ka aplikeshon lah ruh ban phah lyngba u Central Assistant Public Information Officer uba la thung da ka tnat ha ki Sub-Division lane ki Sub-District.

Ka dor ban siew na ka bynta ban ioh jingtip

14. U nongaplai u dei ban phah ka Demand Draft lane ka Banker's Cheque lane ka Indian Postal Order kaba T. 10/- ryngkat bad ka aplikeshon ia kaba yn siew sha u Accounts Officer jong kata ka tnat treikam. Kane ka long kum ka dor kaba siew ban ioh ia ki jingtip. Lah ruh ban siew da ka pisa sha u Accounts Officer jong ka tnat treikam lane sha u Central Assistant Public Information Officer hadien ba la iohpdiang ia ki rusit.

15. U nongaplai u lah ban donkam ruh ban siew tam ia ka dor nalor ka dor ba la dep siew ban ioh ia ka jingtip bad ia kane u CPIO u dei ban pyntip sha u nongaplai kumba la kdew ha ka Right to Information (Regulation of Fee and Cost) Rules, 2005. Ki dor ba dei ban siew kumba la kdew ha ka Rul ki long kumne harum:

- (a) Ar tyngka na ka bynta kawei kawei ka sla (ha ka kotsada A-4 lane A-3) kaba la pynmih lane shu kopi;
- (b) ka jingohdor kaba dei lane ka dor jong ka kopi ha ka kotsada kaba kham heh;
- (k) ka dor jong ki nongmuna lane ki nuksa;
- (d) ban peit ia ki rekod ym donkam siew ha ka kynta kaba nyngkong, bad san tyngka hadien jong man la ka shi kynta (lane fraction).
- (e) ia ki jingtip kiba ai ha ki diskette lane floppy sanphew tyngka kawei ka diskette lane floppy; bad

(g) ia ki jingtip kiba la ai ha ka dur ki kot ba la shon ka dor kan long kumba la buh na ka bynta kita ki jingpynmih lane ar tyngka shisla ia ki photocopy kiba la shim na ka thup jingtip.

16. Lada u nongaplai u dei na ka longing baduk lane uba hap hapoh ka kynhun Below Poverty Line (BPL), um donkam ban siew ia ka dor. Hynrei, u dei ban pyni ia ki jingpynshisha ban pynksan ia ka jingkam jong u ba u hap hapoh ka kynhun BPL. Ka aplikeshon ka bym don ia ka dor kaba la buh kaba long shiphew tyngka lane ka jingpynshisha ba u nongaplai u dei na ka kynhun BPL, kat kum ki khep, yn khein ba kam dei ka aplikeshon kaba dei katkum ka Act bad namarkata, u nongaplai um donhok ban ioh ia ki jingtip.

Ka rukom thoh ia ka aplikeshon

17. Ym don ka phorm ba la shna kyrpang na ka bynta ban wan ia ki jingtip. Ia ka aplikeshon lah ban thoh ha ka kotsada. Ka aplikeshon ka dei ban don ia ka kyrteng bad ka jaka pynpoi shithi lane postal address kaba pura jong u nongaplai. Wat ha ki khep ba la wad jingtip lyngba ki kor ki bor elektronik, ka aplikeshon ka dei ban don ia ka kyrteng bad ka jaka pynpoi shithi lane postal address jong u nongaplai.

18. U nongwad jingtip um donkam ban ai da ki daw balei u kwah ban ioh ia ka jingtip.

Ka jingpyndep ia ki Jingkyrpad

19. U CPIO u donkam ban ai ia ki jingtip sha u nongaplai hapoh laiphew sngi naduh ba la iohpdiang ia ka aplikeshon kaba biang nadong shadong. Lada ki jingtip kiba la wad ki long kiba iadei bad ka jingim lane ka jinglailuid jong u briew, ia ka jingtip dei ban ai hapoh sawphew phra kynta naduh ba iohpdiang ia ka jingkyrpad. Lada u CPIO u sngew ba ym lah ban ai ia ka jingtip katkum ki kyndon jong ka Act, u hap ban kyntait ia ka aplikeshon. Hynrei, haba kyntait ia ka aplikeshon, u dei ban pyntip sha u nongaplai ia ki daw jong ka jingkyntait bad ki jingtip kiba bniah jong ka Appellate Authority. U dei ruh ban pyntip sha u nongaplai ia ka por kaba dei ban pyndep ia ka apil.

20. Lada u nongaplai u donkam ban siewdor na ka bynta ban ioh ia ki jingtip, nador ka jingsiew ia ka bai aplikeshon, u Central Public Information Officer u dei ban pyntip sha u nongaplai ia ki jingtip baroh kiba iadei bad ka jingsiew ryngkat bad ka jingkhein kaba poi sha ka dor kaba u nongaplai u dei ban siew. Hadien ba la ioh pdiang ia ka jingpyntip na u CPIO, u nongaplai u lah ban thep ia ka pisa lane da ka Demand Draft lane da ka Banker's Cheque lane da ka Indian Postal Order da kaba phah sha u Accounts Officer jong ka tnat treikam kaba dei. U CPIO um don kano kano ka jingkitkhlieh ban pynbiang ia ki jingtip lada u nongaplai um siew ia ka pisa kaba tam kaba u pan.

21. Haba donkam ban siew tam ia ka dor ba la buh, ka por hapdeng kaba phah ia ka jingtip kaba iadei bad ka jingsiew tam ia ka dor bad ka jingsiew ia ka dor da u nongaplai kan nym kynthup lang sha ka por ba la buh laiphew sngi kaba u CPIO u donkam ban ai ia ki jingtip.

22. Lada u CPIO um lah ban phah ia ka rai ia ka jingkyrpad ban ioh ia ka jingtip hapoh ka laiphew sngi lane sawphew phra kynta, kumba ka dei ban long, yn khein ba u la kyntait ban ai ia kata ka jingtip.

Ka Apil kaba nyngkong

23. Lada u nongaplai um shym ioh ia ka jingtip hapoh ka por kaba la buh kata laiphew sngi lane sawphew phra kynta, kumba ka dei ban long, lane um sngewhun ia ka jingtip kaba la ai ha u, u lah ban leit rah ia ka apil sha ka Appellate Authority kaba nyngkong, uba long u ophisar ba hakhlieh ban ia u CPIO. Kum kane ka apil, dei ban ai hapoh ka laiphew sngi naduh ka tarik ba la kut ka por ban ai ia ka jingtip lane naduh ka tarik ba la ioh pdiang ia ka jingtip lane ka rai jong u CPIO.

24. Ka bor bahakhlieh duh lane ka Appellate Authority jong ka tnat treikam ka dei ban pyndep ia ka apil hapoh ka laiphew sngi lane ha ki khep ki bym lah lait hapoh 45 sngi naduh ba la ioh pdiang ia ka apil.

Ka apil kaba ar

25. Lada ka Appellate Authority kam lah ban ai ia ka apil hapoh ka por ba la buh lane lada u nongaplai um hun ia ka jubab jong ka Appellate Authority kaba nyngkong, u lah ban rah ia ka apil kaba ar sha ka Central Information Commission hapoh khyndaiphew sngi naduh ka tarik kaba ka Appellate Authority ka dei ban ai ia ka rai lane kaba la dep pdiang da u nongaplai. Ka apil kaba phah sha u Central Information Commission ka dei ban don ia kine ki jingtip harum:-

(i) Ka kyrteng ba pura bad jaka sah u nongaplai

- (ii) Ka kyrteng bad jaka trei jong u Central Public Information Officer uba khlem ai ia ka rai halor ka apil kaba la phah;
- (iii) Ki jingtip kiba iadei bad ka hukum kynthup ia ka nombar, lada don, kaba dei shaphang ka apil;
- (iv) Khyndiat shaphang ki jingshisha kiba pynlong ban phah ia ka apil;
- (v) Lada la phah ia ka ka apil namar ka jingshah kyntait, dei ban ai ia ki jingtip shaphang ka aplikeshon kynthup ia ka nombar bad tarik bad kyrteng bad jaka shong ne jaka trei u Central Public Information Officer ha uba la phah nyngkong ia ka aplikeshon;
- (vi) Ka jingkyrpad lane jingiarap kaba la pan;
- (vii) Ki daw ba la pan ia ka jingkyrpad lane jingiarap;
- (viii) Ki jingpynshisha jong u nongaplai;
- (ix) Kiwei ki jingtip, kiba ka Commission ka sngew donkam haba rai ia ka apil.

26. Ka apil kaba la phah sha ka Central Information Commission ka dei ban don lang ia kine ki kot ki sla harum:

- (i) Ki kopi ba la pynshisha hi jong ki hukum lane ki kot ki sla kiba donkam haba phah ia ka apil;
- (ii) Ki kopi jong ki kot ki sla kiba u nongaplai u pyndonkam bad kiba la kdew ha ka apil; bad
- (iii) Ka jingkdew ha ki kot ki sla kiba la phah lang bad ka apil.

Ki jingujor

27. Lada uno uno u briew um lah ban phah ia ka jingkyrpad sha u Central Public Information Officer la ka long na ka daw ba ka tnat treikam kam pat thung ia uta u ophisar; lane ba u Central Assistant Central Public Information Officer um pdiang ia ka aplikeshon ne apil jong u ne ban phah ia ka sha u Central Public Information Officer lane ka Appellate Authority, kumba ka dei ban long; lane u khlem lah ban ioh ia ka jingtip kaba u la pan katkum ka RTI Act; lane u khlem ioh ia ka jubab ia ka jingtip kaba u la pan hapoh ka por ba la buh katkum ka Act; lane u hap ban siew ia ka dor kaba um sngew shongnia; lane u ngeit ba u khlem ioh ia ki jubab baroh kiba u pan lane u ioh ia ki jubab kiba ialam bakla lane ki jubab kiba bakla, u lah ban ai ia ka jingujor sha ka Central Information Commission.

Ka jingpyndep ka CIC ia ki apil bad ki jingujor

28. Ka Central Information Commission ka rai ia ki apil bad ki jingujor bad ban pyntip ia ka rai jong ka sha u nongapil/u nongujor bad sha ka Appellate Authority/CPIO. Ka Commission ka lah ban rai ia ka apil/jingbishar hadien ba ka la bishar ia ka apil/jingujor lane da kaba ka bishar ia ki kot ki sla kiba la phah da u nongapil/nongujor bad u CPIO lane u ophisar uba heh jong ka tnat treikam uba la rai ia ka apil kaba nyngkong. Lada ka Commission ka jied ban sngap shwa ia ka nia jong ki nongapil shwa ban rai ia ka apil lane ka jingujor, ka Commission kan pyntip ia ka sngi ban bishar sha u nongapil lane u nongujor kumba hynniew sngi shwa ka sngi bishar. U nongapil/nongujor u lah ban leit dalade sha ka jingbishar lane u lah ban phah da u nongmihkhmat jong u ha ka por ba bishar lane u lah ban nym leit ruh.

Ki Website kiba donkam

29. Kine harum ki long ki website kiba donkam kiba don ia ki jingtip kiba donkam kiba iadei bad ka Hok ban Tip:

- (i) Jong ka Sorkar India (<http://indiaimage.nic.in>)
- (ii) Jong ka Hok ban Tip (RTI) (www.rti.gov.in)
- (iii) Ka Website jong ka Central Information Commission (<http://cic.gov.in>)