

**भाग ४ ( ग )**  
**प्रारूप नियम**  
**उच्च न्यायालय, मध्यप्रदेश, जबलपुर**

No. D-2121

Jabalpur, the 03 July 2021

In exercise of the powers conferred by sub-section (1) of section 28 of the Right to Information Act, 2005, the Chief Justice of Madhya Pradesh High Court (Competent Authority), hereby makes the following rules:-

**RULES**

**1. SHORT TITLE AND COMMENCEMENT :-**

- (1) These rules may be called the Subordinate Courts of Madhya Pradesh (Right to Information) Rules, 2020.
- (2) They shall come into force from the date of their 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 (No. 22 of 2005);
  - (b) 'Appellate Authority' means designated as such by the Chief Justice of High Court of Madhya Pradesh for Subordinate Courts of Madhya Pradesh;
  - (c) 'Authorized Person' means Public Information Officer and Assistant Public Information Officer designated as such by the High Court;
  - (d) 'Form' means the form appended to these rules;
  - (e) 'Section' means a Section of the Act.
- (2) Word and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.

### **3. APPLICATION FOR SEEKING INFORMATION :-**

- (1) Any person seeking information under the Act shall make an application in Form 'A' to the authorized person and deposit application fee as per Rule 7 with the authorized person. The authorized person shall duly acknowledge the application as provided in Form 'B'. Application can also be made online through the website of Madhya Pradesh High Court.

The acknowledgment of such online application shall be provided online and by SMS.

- (2) Every application shall be made for one particular item of information only.
- (3) The Public Authority shall maintain a register / online status, which shall contain the information shown in Form 'C';

### **4. DISPOSAL OF APPLICATION BY THE AUTHORIZED PERSON:-**

- (1) If the information sought by an applicant is held by another public authority or the subject matter of which is more closely connected with the functions of another public authority, such application or such part of it shall be transferred to that public authority, and the applicant shall be informed about the transfer of his application to that Public Authority. Such transfer of application shall be made within five days from the date of receipt of the application. The application received online may be transferred to another Public Authority by Online /Offline mode as the case may be.
- (2) If the requested information falls within the authorized person's, jurisdiction and also in one or more of the categories of restrictions listed in Sections 8 and 9 of the Act, the authorized person, on being satisfied, will issue the rejection order in Form 'E' as soon as practicable, normally within fifteen days and in any case not

later than thirty days from the date of the receipt of the application. The application fee deposited in such cases shall not be refunded.

Provided that in case of online application 'Rejection Order' may be issued online

- (3) If the requested information falls within the authorized person's jurisdiction, but not in one or more of the categories listed in Section 8 and 9 of the Act. The authorized person, on being so satisfied, shall supply the information to the applicant in **Form 'F'**, falling within its jurisdiction, in case the information sought is partly outside the jurisdiction of the authorized person or partly falls in categories listed in Sections 8 and 9 of the Act. The authorized person shall supply only such information as is permissible under the Act and is within its own jurisdiction and reject the remaining part giving reasons thereof.
- (4) The information shall be supplied as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of the application on deposit of the balance amount, if any, to the authorized person. In case of online application, the information may be supplied online wherever possible.

## 5. APPEAL :-

### (1) Any person -

- (a) who fails to get a response in **Form 'D'** or **Form 'E'** from the authorized person within thirty days of submission of **Form 'A'**, or
- (b) is aggrieved by the response received within the prescribed period, may file an appeal in **Form 'G'** to the Appellate Authority and deposit fee for appeal as per Rule 7 with the

Appellate Authority. An appeal before the Appellate Authority may be presented online if facility is available.

- (2) On receipt of the Appeal, the Appellate Authority shall acknowledge the receipt of the appeal and after giving the appellant, an opportunity of being heard, shall dispose of the appeal within 30 days of the receipt of the appeal or within such extended period not exceeding 45 days from the date of filing thereof, as the case may be and shall send a copy of the order to the appellant and the Authorized Person.
- (3) In case the appeal is allowed, the information shall be supplied to the applicant by the authorized person within such period as ordered by the Appellate Authority. This period shall not exceed thirty days from the date of the receipt of the order.
- (4) The Appellate Authority shall maintain a register/online status in his office, which shall contain the information shown in Form 'H' :-

**6. SUO MOTU PUBLICATION OF INFORMATION BY PUBLIC AUTHORITIES :-**

- (1) The public authority may publish information as per sub-section (1) of Section 4 of the Act by publishing booklets and/or folders and/or pamphlets and update these publications every year as required by sub-section (1) of Section 4 of the Act.
- (2) Such information may also be made available to the public through information counters, medium of internet and display on notice board at conspicuous places in the office of the authorized person and office of the appellate authority.

**7. CHARGING OF FEE :-**

- (1) The Authorized Person shall charge the fee in the form of non-judicial stamp or by Treasury Challan (Including Cyber Treasury Challan) under Treasury Head "0070 Other Administrative

Services or payment through Online portal ([www.mphc.gov.in/e-rti](http://www.mphc.gov.in/e-rti)) at the following rates, namely :-

**(A) Application Fee :-**

- (i) Information relating to tenders Documents/bids/ quotation/business contract : Five hundred Rupees per application.
- (ii) Information Other than (i) above : Fifty Rupees per application.

**(B) Other Fees :-**

Sr. No.	Description of Information	Price/Fee in Rupees
1.	Where the information is available in the form of a priced publication.	Price of the publication so fixed.
2.	For other than priced publication rupees.	Five Rupees per page in case of document and cost price in case of other medium.
3.	For the inspection of record (other than Judicial Record).	Twenty Five Rupees per hour or a fraction thereof for every record inspected but shall not be less than twenty five rupees in any case.

- (2) The Appellate Authority shall charge a fee of Rs. 50/- per appeal to be paid in the form of non-judicial stamp or by Treasury Challan (Including Cyber Treasury Challan) under Treasury Head "0070 Other Administrative Services or through Online portal ([www.mphc.gov.in/e-rti](http://www.mphc.gov.in/e-rti)).

Provided that no such fee shall be charged from the persons who are of below poverty line as may be determined by the State Government.

8. (1) The State Public Information Officer shall not be liable to provide any information which can be obtained under the provisions of Chapter XXIII of Civil Court Rules, 1961 and Chapter XXVI of Rules and Orders (Criminal).
- (2) The Appellate Authority shall not entertain any application from any person to inspect a record which can be inspected under the provisions of Chapter XVII of Civil Court Rules, 1961 and Chapter XXI of Rules and Orders (Criminal).

**Form 'A'**  
**Form of application for seeking Information**  
**[See Rule 3(1)]**

I.D. No....

● ● ■ ● ● ● ●

(For official use)

To

## The Authorized Person,

• • • • •

**Self Attested  
Photograph**

- (a) Name of the Applicant :- .....
    - (b) Father's Name :- .....
    - (c) Age :- .....
    - (d) Occupation :- .....
  2. Address :- .....
  3. Particulars of information –
    - (a) Concerned Department :- .....
    - (b) Particulars of information required
    - (i) Details of information required :- .....

(ii) Period for which  
information asked

for :- .....

(iii) Other details, if any. :- .....

4. I state that the information sought does not fall within the restrictions contained in Section 8 & 9 of the Act and to the best of my knowledge it pertains to your office.
5. Application fee Rs. .... has been enclosed herewith in the form of Non-Judicial Stamp/Treasury Challan No..... dated ..... / paid online, receipt attached.

Place :-

Signature of Applicant

Date :-

E-mail address (if any)

Telephone No. (Office) .....

(Residence) .....

Note:-

- (i) Reasonable assistance can be provided by authorized person in filling up the Form "A".
- (ii) Please ensure that the Form 'A' is complete in all respect and there is no ambiguity in providing the details of information required.



**Form 'B'**  
**Acknowledgement of Application in Form 'A'**  
[See Rule 3(1)]

I.D. No.....

Dated .....

1. Received an application in Form 'A' from Shri/Smt./Ku.  
..... 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. 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 shall have to deposit the balance fee, if any, with the  
authorized person before collection of information.

Place:- .....

Date:- .....

**Signature and Stamp of the**  
**Authorized person**

**Form 'C'**  
**Register of Public Authority**  
 [See Rule 3(3)]

Registration number of application	Date of receipt of application	Name and address of the applicant	Date of appearance of the Applicant	Description of required information
1	2	3	4	5

Source of information	Date of transmission of application to concerning office	Date of receipt of information	Date of disposal of application	Conclusion of public information officer on the application
6	7	8	9	10

Description of fees charged on the application	Signature of the Applicant	Order of First Appeal	Order of Second Appeal	Remarks
11	12	13	14	15

**Form 'D'**  
**Outside the jurisdiction of the authorized person**  
**[See Rule 5(1)(a)]**

From,

Special Public Information Officer

To, ..... (Public Authority/P.I.O)

Sub.- Application under R.T.I. Act, 2005.

Sir/Madam,

.....,

.....

A copy of application dt. .... received by under-signed and registered as I.D. No..... dated ..... from ..... is transferred u/s 6(3) of the Right to Information Act, 2005 on point no ..... / or in to for appropriate action at your end and the information if admissible, may be provided directly to the applicant under intimation to the under-signed.

In case, it does not fall under your jurisdiction, the same be further transferred to the concerned Public Authority under intimation to the Applicant.

The applicant has deposited the requisite application fee in this Registry.

Encl - As above.

Authorized person

Copy to: ..... with the request to contract the above Authority for further information in the matter.

Authorized person

**Form 'E'**  
**Rejection Order**  
[See Rule 5(1)(a)]

No. .... /

Dated .....

To,

Sir/Madam,

.....,  
.....,  
.....,

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

(1) The information asked for cannot be supplied due to following  
reasons:-

- (i) .....  
(ii) .....

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

Yours faithfully,

Authorized Person

**Form 'F'**  
**Form of Supply of Information to the Applicant**  
**[See Rule 4 (3)]**

No...../

Date.....

To,

Sir/Madam,

.....,

.....,

.....,

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

1. The information asked for is enclosed for reference \*

**Or**

The following part information is being enclosed \*

(i) .....

(ii) .....

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

(i) .....

(ii) .....

(iii) .....

2. The requested information does not fall within the jurisdiction of this  
 authorized person.\*
3. As per Section 19 of the Right to Information Act, 2005, you may file an  
 appeal to the Appellate Authority within thirty days of the issue of this  
 order.\*

Yours faithfully

Authorized Person

\* Strike out if not applicable.

**Form 'G'**  
**Appeal under Section 19 of the Right to Information Act, 2005**  
**[See Rule 5(1)(b)]**

I.D No.....

(For Official use)

To,

The Appellate Authority,

Address:-.....

1. (a) Name of the Applicant :- .....
- (b) Father's Name :- .....
- (c) Age :- .....
- (d) Occupation :- .....
2. Address :- .....  
.....  
.....
3. Particulars of the authorized Person-  
(a) Name :- .....
- (b) Address :- .....
4. Date of Submission of application in Form 'A' :- .....
5. Date on which 30 days from submission of Form 'A' is over :- .....
6. Reasons for appeal:  
(a) No response received in Form-B or C within thirty days of submission of Form A [5 (1)(a)]. :- .....  
.....

(b) Aggrieved by the response received within prescribed period [5(1)(b)] (Copy of the reply receipt be attached).

:-

.....  
 .....

(c) Grounds for appeal.

:-

.....  
 .....  
 .....  
 .....  
 .....  
 .....

7. Last date for filling the appeal. :-

.....

[See Rule 5(3)]

8. Particulars of Information –

(i) Information requested :-

.....  
 .....  
 .....  
 .....  
 .....  
 .....

(ii) Subject

:-

.....

(iii) Period

:-

.....

9. A fee of Rs. 50/- for appeal has been enclosed herewith in the form of Non-Judicial Stamp/Treasury Challan No..... dated ..... / paid online, receipt attached.

Place :-

Date:-

Signature of Appellant.....

E-mail address, if any.....

Telephone No. (Office).....

(Residence) No.....

Mobile No. ....

**ACKNOWLEDGMENT**

I.D. No. .... dated .....

Received an Appeal application from Shri/Ms. ....  
resident of ..... under Section 19 of the Right to Information Act,  
2005.

Signature of Receipt Clerk.....
Appellate Authority.....
Telephone No. ....
E-mail Address / Web Site.....

**Form 'H'**  
**Format of Register for registration of Appeal**  
**[See Rule 5(4)]**

Registration number of application	Name & Particulars of the Appellant / Applicant	Name & Particulars of the Respondent / Non-Applicant	Particulars of the Order of the Public Information Officer against which appeal filed	Date of Order
1	2	3	4	5

Finding	Remark
s	s
6	7