

# The Maharashtra Right to Information Rules, 2005.

---

Notification No. RTI. 2005/C.R. 315/05/5, G, dated : 11.10.2005

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 12th 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 of rupees ten.

<sup>1</sup>**[3A. Request relate only to single subject matter.**—A request in writing for information under section 6 of the Act shall relate to one subject matter and it shall not ordinarily exceed one hundred and fifty words. If an applicant wishes to seek information on more than one subject matter, he shall make separate applications:

---

<sup>1</sup>Inserted Notification No.CRTI.2009/C.R.398/09/VI, dated 19.01.2012.

Provided that, in case the request made relates to more than one subject matter, the Public Information Officer may respond to the request relating to the first subject matter only and may advise the applicant to make a separate application for each of the other subject matters.]

<sup>2</sup>[**3B. Procedure for seeking inspection of record.**—If after having considered the application filed by the applicant for seeking inspection of record under sub-section (1) of section 6, the Public Information Officer find it appropriate, the applicant may be granted permission to inspect the record and if he grants such permission the public Information Officer shall requisition the record desired by the applicant for perusal, from the concerned section of the Department and shall give the same to the applicant for inspection in his presence or in the presence of his authorised representative, during office hours. While inspecting such record, the applicant shall be allowed to use pencil only and the information desired by the applicant shall be noted by him by pencil only and if the applicant bring any writing instruments other than a pencil, he shall deposit the same with the Public Information Officer and, thereafter, he shall be allowed to inspect the record. The applicant shall not make any marking on the record by the pencil he is allowed to use during inspection.]

**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 <i>plus</i> postal charges.
	(b)	when the information is readily 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 <i>plus</i> postal charges; or
			(ii)	actual charge or cost price of a copy in large size paper <i>plus</i> postal charges.

<sup>2</sup> Insert Notification No.CRTL2009/C.R.398/09/VI, dated 31.01.2012

(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 banker's 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 1, 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-section (1) of section 19 may, within ninety days from the date 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.

*ANNEXURE "A"*

(See rule 3)

Affix here Court Fee  
Stamp of  
Rs. 20

**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 of information.\* :
- (ii) The period to 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 additional 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 is required to be indicated.

ANNEXURE "B"

Affix here Court  
Fee Stamp of  
Rs. 20

[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 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: .....

- (1) Full name of the Appellant :
- (2) Address :
- (3) Particulars of 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 Appellant.

-----