

GUIDELINES FOR INFORMATION SEEKERS / APPLICANTS

CHAPTER - 1 INFORMATION DIL CHUNGCHANGA HRIAT TUR TLANGPUITE:

1. RTI Act, 2005 hnuaiyah, India khua leh tui (Indian Citizen) zawng zawngin, thil hriat duh hriat theihna chanvo (right) an nei vek a ni.
[Section 3 of the RTI Act, 2005]
2. RTI hmang a information diltu reng rengin, a khawihtu Department dik tak SPIO hnenah dilna chu thehluh thin tur a ni a; dilna theh luh hmang thil hriat duh chu khawi Public Authority chan chhunga mi nge a nih hriat chian phawt a tha a ni.
[Part III(2) of Guide Book on RTI Act,2005]
3. RTI Act, 2005 hnuaiyah Information dilna form siam hran a ni lova, Lehkhapuan pangngai (plain paper)-in dilna hi theh luh theih a ni a. Mahse, diltu hmang leh Postal address kim chang dilnaah chuan tih lan tur a ni.
[Part I(22) of Guide Book on RTI Act,2005]
4. Information chu English or Hindi or dilna hmun a tawng tlanglawn ber hmangin emaw a dil theih a. Ziakin or Electronic hmanraw hmangin (in writing or through Electronic means) thehluh tur a ni.
[Section 6(1) of the RTI Act, 2005]
5. Information dilnaah chuan chiang tak a thil hriat duh chu ziakin, State Public Information Officer (SPIO)-ah emaw State Assistant Public Information Officer (SAPIO)-ah emaw theh luh tur a ni.
[Section 6(1)(a)&(b) of the RTI Act, 2005]
6. Information dilna man (Application Fee) hi Rs.10/- a ni a; Pawisa fai or Indian Postal Order (IPO) or Bankers Cheque or Demand Draft or Treasury Challan hmangin a pek theih a ni. Dilna theh luhna SPIO/SAPIO hne atangin Receipt lak tur a ni.
[Rule.3(1)&(2) of the Mizoram RTI Rules, 2010]
7. Diltu chu Below Poverty Line (BPL) a nih a, thil hriat duh chu BPL kaihhnawih lam thil a nih bawk chuan, Fee pek a ngai lo. Mahse, dilnaah chuan BPL a nihna tichiang thei tur (certified photo copy) a thil tel tur a ni.
[Provisio of Section 7(5) of the RTI Act,2005]
[Rule 6(a) of the Mizoram RTI Rules, 2010]
[Part 1(21) of Guide Book on RTI Act, 2005]
8. Information diltu chuan dil chhan emaw, diltu mimal chanchin (personal details) emaw dilnaah chuan ziak lan a ngai kher lo.
[Section 6(2) of the RTI Act, 2005]
9. RTI Act chuan "information chu Indian Citizen-te hnenah chauh pek tur," a ti a. Pawl (Association/Corporation/Company, etc) hmanga information dil chu pek a rem lo. A chhan chu, heng Pawl/Association ang chite hi legal entities/persons nimahse, citizen an ni lo a ni.
Part I (17) of Guide Book on RTI Act, 2005]
[Decision No.CIC/WB/A/2006/00590, 639, 677, 754 to 758 dt.16.5.2009]

10. Information duh chu kum 20 chhunga mi a nih chuan dil theih a ni.
[Section 8(3) of the RTI Act, 2005]

11. Information dil reng rengin, subject hrang hrang dilna pakhatah ziah teuh tur a ni lova. Dilna pakhatah subject pakhat chauh zel ziah tur a ni. Subject hrang hrang dil duh chuan dilna a hrang zel a siam tur a ni.
[Part III(3) of Guide Book on RTI Act, 2005]

12. Application Fee pek bakah information dil chhuah duh kha, a copy siam ngaite a nih chuan, copy siam man diltuin a hran a pek leh a ngai tih hriat tur a ni.
[Part III(5) of Guide Book on RTI Act,2005]
[Rule 4 of the Mizoram RTI Rules, 2010]

13. Information duh chu hun tiam chhung a SPIO-in a pek loh in emaw, SPIO-in chhanna a pekah diltu a lungawi loh in emaw, Departmental Appellate Authority (DAA)-ah hun tiam chhungin First Appeal theh luh theih a ni a. Chumi hnuah diltu chu a la lungawi loh in emaw, DAA-in hun ruat chhunga thuremna a siam loh emaw chuan, Information Commission-ah Second Appeal theh luh leh theih a ni.
[Section 19(1)&(3) of the RTI Act, 2005]

14. Zirlai emaw, Exam chi hrang hrang beitu (Candidate) ten an chhanna Answer Papers chu an duh chuan an en thei a; a certified copy pawh an dil chhuak thei a ni. Amaherawhchu, ennawn leh (re-evaluate) erawh chu RTI Act-in a huam chhunga mi a ni lo.
[Supreme Court Judgement dt.09.08.2011 vide Civil Appeal No.6454 of 2011]

15. Information duh chu kum 20 chhunga mi a nih chuan dil theih a ni.
[Section 8(3) of the RTI Act, 2005]

15. Heng a hnuai point tarlanah te hian diltu in Information Commission-ah complaint a thehlut thei a ni:-

- i) Public Authority-in SPIO a ruat loh vang a dilna theh luh theih loh a nih in emaw,
- ii) SPIO-in dilna a dawn duh loh in emaw, dilna or appeal SPIO or DAA hnenah a thawn duh loh in emaw,
- iii) RTI Act hnuai a information dilna hnial a nih in emaw,
- iv) Hun ruat chhung a ngaihvenna lam hmuh tur a awm loh in emaw,
- v) Fee pek chung changah dik tawk lo awm ni a diltuin a hriatin emaw,
- vi) Diltuin information kim lo pe nia a in hriatin emaw, mi hruai diklo thei zawnga information pek nia a hriatin emaw, chhanna diklo pe nia a hriatin.

[Part III(12) of Guide Book on RTI Act, 2005]

CHAPTER -II

INFORMATION PEK HUN CHHUNG

[Furnishing of information]

1. RTI Act, 2005 dan hnuai fee pe a information dil chu, SPIO-in dilna a dawn atanga ni 30 chhungin chhanna a pe tur a ni. Pek theih loh chi a nih chuan a chhan zia kin diltu chu a hrih tur a ni.
[Section 7(1) of the RTI Act, 2005]

2. Mahse, mi nunna emaw, zalenna khawih chungchang (if it concerns the life or liberty of a person) a nih chuan darkar 48 chhungin SPIO-in chhanna a pe tur a ni.
[Provisio of Section 7(1) of the RTI Act, 2005]

3. SPIO-in hun bituk chhunga thil hriat duh chhanna a pek loh chuan, information pe duh lo anga ngaih a ni a, diltuin a man awmlo (free of charge)-in thil hriat duhte chu a la thei a ni.
[Section 7(2)&(6) of the RTI Act, 2005]

4. Dilna chu State Assistant Public Information Officer (SAPIO) hnena theh luh a nih chuan, SAPIO chuan dilna chu ni 5 chhungin SPIO hnenah a thawn ang a, SPIO chuan diltu hnenah, information pek hun ruat pangngai bakah ni 5 belhin chhanna chu ziakin a pe tur a ni.
[Part I(28) of Guide Book on RTI Act, 2005]

5. Human right bawhchhia a puhna (allegations of violation of human rights) a nih chuan ni 45 chhungin, State Information Commission remtihna la hmasain, chhanna pek tur a ni a, Eiru a puhna (allegations of corruption) a nih chuan ni 30 chhunga chhanna pek tur a ni.
[Provisio of Section 24(4) of the RTI Act, 2005]

7. Table-ah hian Information pek hun hnuhnung ber (maximum time limit) entir a ni :-

Sl.No.	SITUATION	TIME LIMIT FOR DISPOSING OFF APPLICATIONS
1.	Supply of information in normal course.	30 days.
2.	Supply of information if it concerns the life or liberty of a person.	48 hours.
3.	Supply of information if the application is received through SAPIO.	05 days shall be added to the time period indicated at Sl. No. 1 & 2
4.	Supply of information if application / request is received after transfer from another public authority : (a) In normal course. (b) In case the information concerns the life or liberty of a person.	(a) Within 30 days of the receipt of the application by the concerned public authority. (b) Within 48 hours of receipt of the application by the concerned public authority.
5.	Supply of information by Organisations specified in the Second Schedule : (a) If information related to allegations of violation of human rights. (b) In case information relates to allegations of corruption.	(a) 45 days from the receipt of application. (b) Within 30 days of the receipt of application.

[Part IV(21) of Guide Book on RTI Act, 2005]

FEE PEK TUR LEH PEK NGAI ZAT TLANGPUITE
[Payment of Fees]

1. RTI Act, 2005 hnuaih Information dilna man (Application Fee) hi Rs.10/- a ni a, dilna theh luh rualin pek nghal tur a ni a, Receipt pawh lak thin tur a ni.

[Rule 3(1)&(2) of the Mizoram RTI Rules,2010]

2. Application Fee tel lo dilna chu RTI Act hnuaih dilna tling a ngaih a ni lova. Amaherawhchu, SPIO-in lainatna/hriatthiampuina (sympathy) avang erawh chuan Fee tel lo dilna chu dilna tlingah a pawm thei ang.

[Part IV(2) of Guide Book on RTI Act, 2005]

3. A hnuai a point-ahte hian information diltuin Fee a chawi a ngai lo:

(a) BPL member-in BPL hamthatna lam thil a zawhin;

(b) Hun bituk chhunga SPIO-in information dilna a pek lohin;

(c) Section 4 of the RTI Act, 2005-in information ziak a tarlan tur leh puanzar tur a tihte Public Authority-in a puan zar lohin.

[Rule 6 of the Mizoram RTI Rules, 2010]

4. SPIO hnen atanga information chhanna lak chhuah dawnin, Copy siam ngai a awm chuan hetiang hian Fee pek tur a ni:-

Sl.No	Particulars of Document	Cost of Supply Fee
1.	A-4 size, emaw A-3 size phekkhat zelah	Re. 1/- zel.
2.	A chung a tarlan aia lianah chuan	Actual charge or cost price.
3.	Samples or Models	Actual cost or price
4.	Inspection of records	Darkar khat chhung chu en man a awm lo phawt a. Hemi aia reiah chuan darkar khat zelah Rs.5/-chawi tur a ni.
5.	Soft Copy a pek a nihin C.D pakhat zelah	Rs.30/- zel.
6.	Printed Form a pek a nih chuan	Senso ngai zat ang ang.
7.	Photo Copy siam chhuah ngai a nih chuan phekkhatah	Re.1/- zel.

[Rule 4 (a) to (f) of the Mizoram RTI Rules, 2010]

5. Application Fee leh Supply Fee-te hi Pawisa fai or Treasury Challan or Demand Draft or Bankers Cheque or Indian Postal Order-te hmangin a pek theih a ni.

[Rule 3(1) & Rule 4 of the Mizoram RTI Rules, 2010]

CHAPTER - IV
Zualko vawikhatna
{First appeal}

Zualko theihna ground-te

(i) RTI Act hnuaiah chuan Information dilte hi, hun bituk chhungin SPIO-in a chhanna a pe tur a ni a. Pek chhuah theih loh chi a nih emaw, Fee pek belh ngai a nih emaw chuan thil awmdan diltu hnenah a hrilh tur a ni. Mahse, diltuin hun bituk chhunga SPIO hnen atanga chutiang lam thu leh hla engmah a dawn loh chuan, DAA-ah First Appeal a thehlut thei a ni.

(ii) SPIO thu tlukna siamah Information diltu a lungawi loh chuan First Appeal a theh lut thei a ni.

(iii) Third Party chu information pek chhuah chung changah, SPIO thutluknaah a lungawi loh chuan DAA-ah First Appeal a thehlut thei a ni.

[Section 19(1) & Section 11(4) of the RTI Act, 2005]

[Part V(2 & 3) of Guide Book on RTI Act, 2005]

ZUALKO VAWI KHATNA THEH LUHNA TUR :

Zualko vawikhatna (First Appeal) chu chiang leh tawi fel tak a ziakin, a concerned Departmental Appellate Authority (DAA)-ah theh luh tur a ni. Zualko-na Fee chawi a ngai lo.

[Section 19(1) of the RTI Act , 2005]

ZUALKO VAWI KHATNA THEHLUH HUN CHHUNG

Thuremna dawn atanga ni 30 chhungin thehluh tur a ni. Ni 30 chhunga thehluh lohna chhan leh vang tha tawk a awm nia DAA-in a hria a nih chuan, ni 30 hnu lamah pawh thehluh theih a ni.

[Section 19(1) of RTI Act, 2005.]

**ZUALKO VAWI KHATNA THEHLUH DAWN A HRIAT TUR LEH DOCUMENT
THIL TEL NGAI TLANGPUITE**

Zualkona thehluh dawn a hriat tul leh Documents thil tel ngai eng emaw zat a awm a. Chungte chu Rule 7(1) & (2)of the Mizoram RTI Rules, 2010-ah chiang takin ziaak lan a ni a. He lehkhabu tawp lamah entheihin dah a ni.

ZUALKO VAWI KHATNA CHINFEL HUN CHHUNG

Departmental Appellate Authority chuan zualkona a dawn atanga ni 30 chhungin First Appeal chu a chingfel tur a ni a. A theih loh chuan, a chhan leh vang ziaak a dahin, ni 45 aia rei lovah chingfel tur a ni.

[Section 19(6) of the RTI Act, 2005]

CHAPTER - V
Zualko vawihnihna
[second appeal]

ZUALKO THEIHNA GROUND-TE

- (i) RTI hmanga First Appeal thehlukah, huntiam chhunga DAA-in thuremna engmah a siam lohin;
- (ii) First Appeal a DAA thu remnaah information diltu a lungawi lohin;
- (iii) First Appeal a DAA thuremnaah SPIO a lungawi lohin;
- (iv) SPIO thutluknaah Third Party a lungawi loh chuan DAA-ah First Appeal a thehlut thei a. Chuta a la lungawiloh zel chuan Second Appeal pawh State Information Commission-ah a thehlut thei a ni.

[Part III(9) of Guide Book on RTI Act, 2005]

ZUALKO VAWI HNIHNA THEH LUHNA TUR

Zualko vawihnihna (Second Appeal) chu chiang leh tawi fel tak a ziakin, Information Commission-ah theh luh tur a ni a, Appeal Fee pek a ngai lo.

[Section 19(3) of the RTI Act 2005]

ZUALKO VAWI HNIHNA THEHLUH HUN CHHUNG

Thuremna dawn atanga ni 90 chhungin Second Appeal chu thehluk theih a ni a. Information Commission-in ni 90 chhunga thehluk lohna chhan leh vang tha tawh awma a hriat chuan, ni 90 hnu lamah pawh thehluk theih a ni.

[Provisio of Section 19(3) of RTI Act, 2005]

ZUALKO VAWI HNIHNA THEHLUH DAWN A HRIAT TUR LEH DOCUMENT THIL TEL NGAI TLANGPUITE

Zualkona thehluk dawn a hriat tul leh Documents thil tel ngai eng emaw zat a awm a. Chungte chu Rule 7(1) & (2) of the Mizoram RTI Rules, 2010-ah chiang takin ziak lan a ni a. He lehkhabu tawp lamah entheihin dah a ni.

THIRD PARTY INFORMATION

1. RTI Act hnuai a Information dil chu Midang (Third Party) khawih tel thil a nih chuan, SPIO-in information pek theih a nih leh nih loh a ngaihtuah phawt ang a. Pek theih nia a hriat chuan, dilna a dawn atanga ni 5 chhungin Third Party kha amah khawih tel information pek a remtih leh remtih loh ni 10 chhung a hrilh turin a hriattir ang. Chumi hnuah third party remtihna emaw,

remtih lohna emaw kha ngaihtuah telin, ni 40 chhungin a diltu hnenah chhanna pek tur a ni. A thu tlukna chu Section 19 of RTI Act, 2005 hnuaiah appeal theih a ni tih a hriattir bawk tur a ni.

[Section 11 (1)(2)(3)&(4) of the RTI Act, 2005]

{Part IV(23-25) of Guide Book on RTI Act, 2005}

2. Sumdawnna thuruk, danin a humhalh sakte a nih ngawt loh chuan, mipui tan a hamthat zawkna tur (public interest)-in, Third Party tan a thil pawl awmtheite a buk rih zawk chuan, pek chhuah tur a ni. SPIO thurel copy chu Third Party pawh pek ve tur a ni a, Appeal theih a ni tih hriattir bawk tur a ni.

[Section 11 (1) of the RTI Act, 2005]

HREMNATE [PENALTIES]

SPIO-in Information pek chhuah chungchangah harsatna a siam tlat a, chu thil hriat chian duh chu RTI dana pek chhuah theih chi a nih bawk si a, a pe chhuak duh lo a nih chuan, Information Commission-in SPIO chu a chawitir thei a ni. Thupek a zawm loh ni atanga chhiar tanin ni tin Rs. 250/- zel, Information a pek hma chuan a chawi tur a ni. Mahse, a pawisa chawi zawng zawng chu Rs. 25,000/- aiin a tam tur a ni lo.

Tin, SPIO thuawih lo chungah service rules-in hremna dan a siam zul zui a hrem turin, Information Commission-in a Controlling Officer hnenah rawtna (recommend) a siam thei bawk a ni.

[Section 20(1)(2) of the RTI Act 2005]

He Booklet hi RTI Act chungchanga inkaihhraina tlangpui tarlanna a ni a; inngahna ber atan chuan The RTI Act, 2005 leh The Mizoram RTI Rules, 2010-te hman tur a ni.

ACT NOT TO APPLY TO CERTAIN ORGANISATIONS

Nothing contained in this Act shall apply to the intelligence and security organizations specified in the Second Schedule, being organizations established by the Central Government or any information furnished by such organizations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

[Section 24 of RTI Act, 2005]

RTI Act- a "Second Schedule" hnuaiah Central leh State Intelligent leh Security Organisations thenkhatte chu "Exemption" pek an ni a. Chutichung chuan Chapter VI Section 24-ah chuan "Corruption lam thil leh Human Right bawhchhiatna lam thilah chuan heng Organisations leh an hnuaiathawkte pawh hi RTI Act hnuaiah Exempt an ni bik lo a ni.

[Proviso of Sec. 24 (4) of the RTI Act, 2005]

REVISED LIST OF EXEMPTED ORGANISATIONS UNDER CENTRAL GOVERNMENT AS PER SECOND SCHEDULE

1. Intelligence Bureau, Ministry of Home Affairs
2. Directorate of Revenue Intelligence, Ministry of Finance
3. Central Economic Intelligence Bureau, Ministry of Finance
4. Directorate of Enforcement, Ministry of Finance
5. Narcotics Control Bureau
6. Aviation Research Centre
7. Special Frontier Force
8. Border Security Force, Ministry of Home Affairs
9. Central Reserve Police Force, Ministry of Home Affairs
10. Indo-Tibetan Border Police, Ministry of Home Affairs
11. Central Industrial Security Force, Ministry of Home Affairs
12. National Security Guard, Ministry of Home Affairs
13. Research and Analysis Wing of the cabinet Secretariat
14. Assam Rifles, Ministry of Home Affairs
15. Sashastra Seema Bal, Ministry of Home Affairs
16. Special Protection Group
17. Defence Research and Development Organization, Ministry of Defence
18. Border Road Development Organization
19. Financial Intelligence Unit, India
20. Directorate general Income Tax (Investigation)
21. National technical Research Organisation
22. National Security Council Secretariat.

MIZORAM SAWRKAR IN A DIN INTELLIGENCE LEH SECURITY ORGANISATIONS RIGHT TO INFORMATION ACT, 2005 IN A HUAM TEL VE LOHTE

1. State CID Special Branch and District Special Branch including Narcotic Cell.
2. State Police formations at all levels dealing with security of vital installation including Airport security and protected persons, procurement and disposal of sophisticated security equipments for maintenance of security and intelligence operations, disclosure of which may lead to breach of security.
3. State Police formations at all levels dealing with result of examination of exhibits in Forensic Science Laboratory which may jeopardize investigations of prosecution;
4. State Police Intelligence and Security Organisations or formations at all levels dealing with deployment and movement of Mizoram Police personnels including armed and unarmed.
- 5 State Police Intelligence and Security Organisations or formations at all levels dealing with matters relating to special operations for maintenance of internal security, Law and Order.
6. State Police Intelligence and Security Organisations or formations dealing with subjects concerning negotiations/settlements of militants, insurgents, extremist and anti-social elements and all matters relating to cover and overt operation against them.

[Notification No.F.13011/6/2005-IPR dt.27.03.2007]

RTI DAN HNUAIA THIL TANGKAI HRIAT TUL THENKHATTE

1. Mahni Annual Confidential Report (ACR) or Annual Performance Appraisal Report (APAR)-te hi RTI Dan hmangin a copy dil chhuah theih an ni.

[R.M.Gupta Vrs Railway Board, Rail Bhavan, New Delhi. File No.CIC/AD/A/2012/000600 (RTRI II(2012)173 (CIC)] & {Pradeep Sharma Vrs Airport Authority of India, New Delhi. Case No.CIC/SS/A/ 2012/000191 [RTIR III (2012)120 (CIC]}

2. RTI Dan hmangin Candidate chu ama Answer Papers enfiah (inspection) phal sak theih a ni a; a copy pawh a dil chhuak thei a. Amaherawhchu, endik that leh (Re-evaluate) chu RTI huam chin piah lam a ni.

[CBSE Vrs Aditya Badhopadhyaya, Civil Appeal No.6454/2011 dt.09.08.2011] & [Hemanth Singh Vrs Rashtriya Sansthan, New Delhi. Date of Decision 28.05.2012 (RTIR III(2012)38(CIC)]

3. BSNL in Rajbhasha Adhikari Exam a buatsaih a Paper I & Paper II a Candidate-te Mark hmuh zat chu Exam beitu zing a pakhat chuan RTI dan hmangin a zawt a. CPIO chuan Section 8(1)(j) of the RTI Act, 2005 hnuaiah Third party information a khawih tel avangin pek chhuah theih a ni lo a ti a. FAA pawhin CPIO thutlukna chu a nemnghet a.

Information Diltu chu lungawi loin CIC-ah Second Appeal a thehlut a. A tanchhanah chuan merit list-ah 5-na a awm chu a dik reng em? tih leh, midangte nen an mark hmuh inthlauhna engzat nge? tih a hre duh niin a sawi a. CAPIO erawh chuan candidate tinte mark hmuh zat chu mimal thil a ni a, vantlang thil a ni lova. Tin, candidate-te mark hmuh zat pholan hian unwarranted invasion of the privacy and social embarrassment a thlen thei ang tiin a tang thung a.

Central Information Commission chuan hemi thua hian, ni 31.05.2012-ah thutlukna siamin CPIO chu Exam a hlawhtling zawngte mark hmuh zat chu, applicant hnenah pe turin a hriattir a ni.

[Decision No.CIC/LS/A/2011/000159/BS/0272 and Appeal No.CIC/LS/A/2011/000159/BS [RTIR III(2012)/46/(CIC)]

RTI Case-ah chuan, Information Commission thu hi thu tawp a ni a. Information Commission thuremna a lungawilo tan zualko lehna dang a awm chuang lo. (The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding)

[Section 19(7) of RTI Act,2005]