

A GUIDE FOR USERS

AS PROVIDED U/S 26 [2] & 26[3] OF RTI

Introduction

Procedure for filing application

Cost of information and manner to pay the cost

Object:-

In order to promote transparency and accountability in the working of every public authority and to provide a practical regime regarding the fundamental rights of every citizen to secure access to information which is under the control of Public Authorities.

Procedure for exercising the right under this Act:-

- A person desires to seek information under this Act may obtain the form of application in prescribed proforma from any Public Information Officer(PIO) or from the office of Director of Accounts or from the post office free of cost.
- The person may apply either in English or in Hindi or in Gujarati.
- He should pay an application fee of Rs. 10/- by affixing court fee stamp, which is available with any stamp vendor or with the office of the Director of Accounts.
- Upon receiving an application in the prescribed application form the concerned PIO shall scrutinize the application as expeditiously as possible and take decision to provide the information available with him on payment of cost of providing the information.

- The cost of providing information is Rs. 2/- per page.
- For the information provided through a Compaq disc or floppy disc, Rs. 50/- for each floppy and Rs. 100/- for each CD.
- The fees for inspection of record is Rs.100/- per day for 3 hours in a day for the record of preceding 10 years and additional Rs. 25/- for each preceding 10 years.

e.g:

An application filed on 1/5/2007 for inspection of record till 30/4/1997, the fee charged is Rs. 100/- per day.

If any inspection of record beyond that period till 30/4/1987, the fee charged is Rs. 125/- per day .

- The PIO should intimate total cost of information to the applicant by mentioning it on the application form.
- Accordingly the applicant may deposit the cost of information in the State Bank Of India , Daman or State Bank of Saurashtra , Diu through challan and submit the receipt/
- challan to concerned PIO.
- After receiving the challan of payment from the applicant; the concerned PIO should provide required information as expeditiously as possible within 30 days from the date of application.

Exception/exemptions

Period for obtaining information

- The concerned PIO should provide all the information available with him except the information exempted under section 8 of the Act.

- The PIO should provide the information free of cost if he fails to comply the time limit of 30 days for providing the information.
- The information with life and liberty of a person shall be provided within 48 hours of the receipt of request.
- No fees shall be charged from a person Below Poverty Line.
Provided he should produce a certificate to that effect.
- The period after intimating the cost of information to the applicant till his payment of such cost shall be excluded while counting a period of 30 days.

e.g.:-

A is filing application on 1/5/2007 .

The concerned PIO intimates the cost of information on 10/5/2007.

The applicant deposits the cost and give the copy of challan to the PIO on 20/5/2007

The PIO provides the information on 30/5/2007.

Then the period of 30 days should be calculated as

1/5/2007 to 10/5/2007	= 10 days +
From 20/5/2007 to 30/5/2007	= 10 days
Total	=20 days

Appeal against rejection

- A person may prefer appeal against rejection of the request by PIO; within 30 days from the date of order/ intimation.
- Non-compliance of request by PIO within 30 days also amounts to " rejection for preferring the appeal " .
- The Development Commissioner/ Appellate Authority should decide the appeal as expeditiously as possible within 30 days but not later than 45 days from the date of filing appeal.
- A person may prefer appeal to the Chief Information Commissioner against the decision of the Appellate Authority within 90 days.

The following are the PIO for Daman District:

Sr.No.	Name & designation	Department	Fax / Tele. No. E-mail
1.	Shri Ajay Kumar, Deputy Secretary (Election)	O/o Chief Electoral Officer, Daman	2230665
2.	Shri V.H.Jethwa.Executive Engineer	P.W.D. Dn.I, Daman	2230926
3.	Shri Kirit D.Vaja, Asstt. Director of Transport, Daman	Transport Deptt, Daman	2255140
4.	Shri B.S. Shrimali, A.D.E.	Education Department, Daman	2255126
5.	Smt. Abhilasha Agrawal, HO,	Port Department, Daman	2230615

6.	Shri Kamal Datta, DCF	O/o D.C.F., Daman	2230978
7.	Smt. K.J.Baria, C.D.P.O.,	O/o C.D.P.O., Daman	2230859
8.	Shri I.S.Talekar, EE	O/o Executive Engineer, Dn. III, Daman	2230911
9.	Shri D.R.Damania, Mamlatdar	O/o. Mamlatdar, Daman	2230861
10.	Shri Arun Mishra, Dy Commissioner, VAT	Value Added Tax Dept. Daman	2230351
11.	Shri Kamal Datta, Principal Scientific Officer	Dept. of Science & Tech., Daman	2230685
12.	Shri Arun Mishra, Dy. Commissioner (Excise)	Excise Department, Daman	2230863
13.	Shri Ajay Kumar, HO	Dept. of Animal & Husbandry & Veterinary Services, Daman	2261020
14.	Shri Arun Mishra, Dy.Secretar (Dev)	O/o the Development Commissioner, Daman	2230460
15.	Shri P.J.Bamania, Director of Accounts, Daman	Director of Accounts, Daman	2230369
16.	Shri J.M. Dali, E.O.C.S.,Daman	O/o Enquiry Officer, City Survey, Daman	2230864
17.	Shri J.M.Dali,Supdt. of Sub Jail	O/o the Supdt. of Sub Jail, Daman	2230884
18.	Shri Ajay Kumar, Asstt. Registrar, Co, Op, Societies, Daman.	O/o Asstt. Registrar, Co-Op. Societies, Daman	2230436
19.	Shri Lalit V. Solanki, Principal	Govt. Polytechnic, Daman	2242800
20.	Shri Lalit V. Solanki, Principal	Tech. Tech.Ind. , Daman	2230836
21.	Shri Prashant Kulkarni, Law Secretary	Dept. of Law & Justice, Daman	2230714
22.	Smt. Abhilasha Asgrawal, Superintendent.	O/o Supdt. of Fisheries, Daman	2255166
23.	Dr. D. Tripathi, Principal	Govt. College, Daman	2260463
24.	Shri I.S. Talekar, Superintending Engineer	O/o the Supdt. Engineer, PWD, Daman	2230468
25.	Shri Ajay Kumar, Dy.Collector	Collectorate, Daman	2230689
26.	Dr. S.S. Vaishya, DHMS	Dept. of Medical & Health Services, Daman	2230847
27.	Shri Arun Mishra, Assistant Director	Tourism Department, Daman	2255104
28.	Shri V.H.Jethwa, Architect Planner	O/o Architect Planner, Daman	2230874
29.	Smt. Maria L. Duarte, Civil Registrar-cum-Sub Registrar	O/o the Civil Registrar-cum-Sub Registrar, Daman	2231778
30.	Shri Arun Mishra, HO	Department of Personnel & Administrative Reforms Secretariat, Daman.	2231707
31.	Shri Kiran Bhatia, Chief Ins. of Fact. & Boilers	Dept. of Labor & Employment, Daman	2254091
32.	Shri N.N. Tandel, Executive Engineer	Electricity Dept., Daman	2250889
33.	Shri P.J.Bamania, Dy.Sec. (Finance)	Finance Dept., Daman	2230979
34.	Shri Prakash Chandra, G.M.	O/o Dist. Industries Centre, Daman	2230871
35.	Shri J.Pandey, Dy.Director	Dept. of Planning & Statistics, Daman	2230619
36.	Shri V, Keshawan, Principal	I.T.I., Daman	2244140
37.	Shri Ajay Kumar, P.I.O,	O/o Z.A.O., Daman	2230856
38.	Shri J.M.Dali HO	Dept. of Weights & Measurements, Daman	
39.	Shri M.K.Meena, Director	Dept. of Fire & Emergency Services, Daman	2244111
40.	Shri Mathura Prasad, S.O.	Tribal Sub Plan, Daman	2230854

41.	Shri J.Pandey, H.O.	Govt. printing Press, Daman	-
42.	Shri Rajendra Prasad Meena, Chief of Police	O/o Chief of Police, Daman	2254101
43.	Shri Antaryami Parida, Asstt. Director	Rajbhasha Vibhag, Daman (Official Language)	2230467

The following are the PIO for DIU District

Sr. No.	Name & designation	Department	Fax / Tele. No. E-mail
1.	Shri J.J.Solamki, Superintendent (G)	Collectorate, Diu	252444
2.	Shri J.J. Solanki, B.D.O.	O/o B.D.O.,Diu	252145
3.	Shri J.J.Solanki, Mamlatdar	O/o Mamlatdar, Diu	252145
4.	Shri Sanjay Varma, Sr. Surgeon	Govt. Hospital, Diu	252480
5.	Shri J.J.Solanki, H.O.	Tourism Dept.,Diu	252653
6.	Shri J.J.Solanki, H.O.	O/o Civil Registrar- cum-Sub Registrar, Diu	252444
7.	Shri B.K.Jethwa, H.O.	Education department, Diu.	252199
8.	Dr. M.J.Vaishya,Health Officer,	Primary Health Center, Diu	252244
9.	Shri V.P. Singh,A.R.C.S.	O/o Asstt. Registrar of Co.Op. Society, Diu	266023
10.	Shri D.D. Vaja, H.O.	Value Added Tax Dept.,Diu	252184
11.	Shri J.J. Solanki,H.O.	Marine Department,Diu	252263
12.	Shri J.J.Solanki, H.O.	O/o the Labor Inspector,Diu	252444
13.	Shri J.J.Solanki, H.O.	Veterinary Department,Diu	254515
14.	Shri Bipin Rana,A.E.	P.W.D., Dn.II,Diu	252448
15.	Shri D.D.Vaja,H.O.	Fisheries Department, Diu	-
16.	Shri D.D. Vaja, E.O.C.S,	O/o Enquiry Office, City Survey, Diu.	252444
17.	Shri J.J. Solanki, Supdt. of Sub Jail.	O/o the Supdt. of Sub Jail, Diu	252282
18.	Shri S.S. Khandpal,D.C.F	O/o D.C.F.,Diu	252485
19.	Shri V.N. Kotiya, Asstt. Engineer	Electricity Department, Diu	252157
20.	Shri D.D.Vaja,H.O.	Excise Department, Diu	252204
21.	Shri D.D.Vaji, H.O.	O/o Z.A.O.,Diu.	252444
22.	Shri D.D. Vaja, H.O.	O/o the Jr. Town Planner, Diu	252239
23.	Shri B.M.Kazi, Vice Principal	Tech.Training Center, Diu	252251
24.	Shri Umesh Kumar, H.O.	O/o the Asstt. Station Fire Officer, Diu	253039
25.	Shri R.D. Kamlaia, A.A.O.	O/o the A.A.O.,Diu	252152
26.	Shri Umesh Kumar Chief of Police	O/o C.O.P.,Diu	252123
27.	Smt. K.R.Shah, C.D.P.O.	O/o C.D.P.O.,Diu	252320
28.	Shri N.M. Vanesa,H.O.	I.T.I.,Diu	262221

General information readily available free of cost

A booklet containing the information as provided under section 4(1) (b)(i) to (XVII) regarding particulars of each organization, name of officers, employees working under the Administration, their powers and functions etc; is available with the office of Dy. Secretary (Per) and also with the publicity officer as well as with the reception of Collectorate.

All these information is also available in the website of U.T. of Daman & Diu / Dadra & Nagar Haveli;

Web site address:

1. www.daman.nic.in
2. www.rti.gov.in