

GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS DIVISION)

NOTIFICATION

Imphal, the 28<sup>th</sup> December, 2006

**No.11/4/2005-AR-** In Exercise of the powers conferred by clause (e) and (f) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005), the Governor of Manipur hereby makes the following rules, namely:-

1. Short title and commencement :- (1) These rules may be called the Manipur Information Commission (Appeal Procedure) Rules, 2006.  
  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Definitions:- In these rules unless the context otherwise requires:-
  - (a) "Act" means the Right to Information Act, 2005;
  - (b) "Section" means section of the Act;
  - (c) "Commission" means the Manipur Information Commission,
  - (d) Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in that Act.
3. Contents of appeal:- an appeal to the commission shall contain the following information, namely:-
  - (i) name and address of the appellant;
  - (ii) name and address of the State Public Information Officer against the decision of whom the appeal is preferred;
  - (iii) particulars of the order including number, if any, against which the appeal is preferred;
  - (iv) brief facts leading to the appeal;
  - (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the State Public Information Officer to whom the application was made;
  - (vi) Prayer or relief sought;
  - (vii) Grounds for the prayer or relief;
  - (viii) Verification by the appellant ; and
  - (ix) Any other information which the Commission may deem necessary for deciding the appeal.
4. Documents to accompany appeal:- Every appeal made to the Commission shall be accompanied by the following documents, namely—

- (i) Self-attested copies of the Orders or documents against which the appeal is being preferred;
  - (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
  - (iii) an index of documents referred to in the appeal.
5. Procedure in deciding appeal:- In deciding the appeal the Commission may
- (i) hear oral or written evidence on oath or on affidavit from concerned or interested person;
  - (ii) peruse or inspect documents, public records or copies thereof;
  - (iii) inquire through authorized officer further details or facts;
  - (iv) hear State Public Information Officer, State Assistant Public Information Officer or such Senior Officer who decide the first appeal or such person against whom the complaint is made, as the case may be;
  - (v) Hear third party; and
  - (vi) Receive evidence on affidavit from State Public Information Officer, State Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complaint lies or the third Party.
6. Service of notice by Commission:- Notice to be issued by the Commission may be served in any of the following modes, namely:-
- (i) service by the party itself;
  - (ii) by hand delivery (dasti) through Process Server;
  - (iii) by registered post with acknowledgement due; or
  - (iv) through Head of Office or Department.
7. Personal presence of the appellant or complainant:-
- (1) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.
  - (2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or the complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.
  - (3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. Order of the Commission: - Order of the commission shall be pronounced in open proceedings and be in writing duly authenticated by the officer authorized by the Commission for this purpose.

Sd/-

(S. SUNDERLAL SINGH)  
Special Secretary (DP & AR)  
Government of Manipur

GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS DIVISION)

NOTIFICATION  
Imphal, the 3<sup>rd</sup> May, 2012

No.11/4/2005 – AR (Pt.): In supersession of this Government Notification No. 11/4/2005 – AR, dated 14-10-2005, and in exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Governor of Manipur hereby makes the following rules to amend the Manipur Right to Information (Regulation of Fee and Cost) Rules, 2005, namely: -

1. **Short title and commencement** – (1) These rules may be called the Manipur Right to Information (Regulation of Fee and Cost) (1<sup>st</sup> Amendment) Rules, 2012.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions** – In the rules, unless the context otherwise requires:-
  - (a) 'Act' means the Right to Information Act, 2005;
  - (b) 'Section' means section of the Act;
  - (c) all other words and expressions used herein but not defined and defined in the Act shall have the same meanings assigned to them in the Act.
3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or by **Indian Postal Order (IPO)** payable to the Accounts Officer of the public authority.
4. 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 bankers cheque or **Indian Postal Order (IPO)** payable to the Accounts Officer of the public authority at the following rates :-
  - (a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - (b) actual charge or cost price of a copy in larger size paper;
  - (c) actual cost or price for samples or models; and
  - (d) for inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
5. 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 bankers cheque or **Indian Postal Order (IPO)** payable to the Accounts Officer of the public authority at the following rates :-

- (a) for information provided in diskette or floppy, Rupees Fifty per diskette or floppy, 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.

By orders & in the name of Governor:

Sd/-  
(Dr. Sajjad Hassan)  
Commissioner (AR)  
Government of Manipur

GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS DIVISION)

**NOTIFICATION**

Imphal, the 28<sup>th</sup> May, 2011

No. 11/4/2005 – AR: In supersession of all earlier Notifications issued in this regard and in exercise of the powers conferred by sub-section (4) of section 24 of the Right to Information Act, 2005 (22 of 2005), the Governor of Manipur is pleased to notify the exemption of the **following organizations of the State Government** from the purview of the Right to Information Act, 2005:

- (1) The Manipur Police Department comprising of: -
  - (i) Civil Police,
  - (ii) Manipur Police Wireless,
  - (iii) Manipur Rifles,
  - (iv) India Reserve Battalions,
  - (v) Intelligence Wings (Special Branch & Crime Branch of CID),
  - (vi) Forensic Science Laboratory.
- (2) Jail Department,
- (3) State Vigilance Commission and its subordinate offices, and
- (4) Home Department (*in regard to reports of Enquiry Commissions, Magisterial Enquiries & classified reports including those of MHA & IB*).

2. Exemption of the above organizations, however, shall be subject to the provisos under sub-section 4 of section 24 of the Right to Information Act, 2005 relating to information sought for pertaining to allegations of corruption and human rights violation.

Sd/-

(Kh. Raghumani Singh)  
Additional Secretary (AR), Govt. of Manipur.

No. 2/1(5)/2008-r-B(RTI)  
GOVERNMENT OF MANIPUR  
SECRETARIAT: FINANCE DEPARTMENT  
(Budget Section)

OFFICE MEMORANDUM  
Imphal, the 4<sup>th</sup> February, 2009

**Subject: - Head of Account for Deposit of fees collected from the public requesting for information under RTI Act, 2005.**

Fees collected from the public requesting for information under RTI Act, 2005 is to be deposited under the receipt Head indicated below: -

**Major Head 0070-Other Administrative Services**

Sub-Major 01- Administration of Justice  
Major 501- Services & Service Fees

For the fees collected in the form of Demand Draft or Banker Cheque the Department may utilize the Bank Account which has already been opened for salary transaction by the Department/Drawing and Disbursing Officer.

2. This Office Memorandum will take immediate effect.

Sd/-

**(A.N. Jha )**

Principal Secretary (Finance),  
Government of Manipur

Memo No. 2/1/(5)/2008-FB(RTI): Imphal, the 4<sup>th</sup> February, 2009.

Copy to:-

1. The Secretary to Governor, Manipur
2. The Secretary to Chief Minister, Manipur
3. The Chief Secretary, Government of Manipur
4. The Additional Chief Secretary, Government of Manipur
5. The Principal Secretary, Government of Manipur.
6. The Chief Information Commissioner, Manipur
7. The Information Commissioner, Manipur.
8. All Commissioner/Secretaries, Government of Manipur
9. The Accountant General, Manipur, Imphal.
10. The Secretary, Manipur Public Service Commission, Manipur.
11. The Secretary, Assembly Secretariat, Manipur.
12. All Heads of Department, Manipur.
13. All Treasury Officers/Sub-Treasury Officers, Manipur
14. Guard File.

Sd/-

**(K. Radhakumar Singh )**

Additional Secretary(Finance),  
Government of Manipur.