

Government of Tripura
General Administration (AR) Department
Agartala, Tripura

Rates of fees, mode of payment of fees, etc.

Rates of fees for providing information

A person who makes a request for obtaining any information from a State Public Information Officer shall pay fee at the following rates :-

Item	Rate
(a) Application fee at the time of making the request for obtaining information	Rupees ten
(b) Fee for copy of any information or record in paper.	(i) Rupees two per page (per impression) in A-4 or A-3 size paper or part thereof.
	(ii) Actual charge or cost price of a copy in larger size paper.
(c) Fee for samples or models	Actual cost or price for samples or models.
(d) Fee for inspection of records	No fee for the first hour or part thereof and rupees five for every subsequent fifteen minutes or part thereafter.
(e) For information to be provided in computer diskette or floppy	Rupees fifty per diskette or floppy, provided the computerized information is available .
(f) For information in printed publication	At the price fixed for such publication or rupees two per page of photocopy for extracts for the publication.

Mode of payment of fees by applicants.

(1) An applicant shall pay the fees in cash against a money receipt to be issued by the State Assistant Public Information Officer concerned in **Form No.1** appended to these rules.

(2) The Assistant State Public Information Officer shall deposit into Treasury on weekly basis the amount so received by him as fees against the Receipt Head of Account that may be specified by the Finance Department and the State Assistant Public Information Officer must account for the same.

(3) Application fee has to be paid along with the application for obtaining information and the State Assistant Public Information Officer shall record on the body of the application that the applicant has paid the application fee of Rs.10/-(Rupees ten) vide receipt No..... datedand forward the application to the Public Information Officer within five days of its receipt.

Intimation about acceptance of application.

(1) When the Public Information Officer accepts the application for providing the information as sought for, he has to send to the applicant an intimation in **Form No. 2** appended to these rules about the exact amount of additional fee to be deposited by the applicant along with a calculation as how the amount has been determined.

(2) The time taken by the applicant from the date of dispatch of the intimation for depositing the fee shall be excluded from the period of 30(thirty) days within which the Public Information Officer has to furnish the information.

Intimation about part supply of information or rejection of application.

When a request for obtaining information is accepted for part supply of information or rejected by the Public Information Officer, the applicant shall be given an intimation to that effect in **Form No.3** appended to these rules.

Proof of submission of application

The date on which the money receipt against payment of the application fee is issued in Form No. 1 as stated in sub-rule(1) of rule-4, shall be deemed to be the date of receipt of the application and the money receipt shall be a proof of receipt of the application for obtaining information.

Supply of information in electronic mode.

Supply of information or copy of record in computer diskette or floppy, shall depend on the availability of information in electronic form with the public authority and the facility for providing such information in diskette or floppy.

Supply of sample of any material.

(1) In supplying sample of any material used by a public authority for any work, the State Public Information Officer shall intimate the applicant the date, time and venue when the applicant can obtain a sample of the material or inspect the information or work. The State Public Information Officer shall also give notice in writing to the authority who has got the work done or from whose custody the sample is to be taken.

(2) While supplying a sample all precautionary measures should be taken to prevent tempering with the sample and the sample should be properly packed and sealed in presence of witnesses and may be handed over to the applicant.

(3) At the time of inspection of any information or work, at least one official should remain present to supervise the inspection.

(4) For the purpose of obtaining a sample or making an inspection, the applicant may bring with him a helper of his choice.

Issue of certified copy.

Copy of information in the form of document or record may be certified to be copy of the original by the State Public Information Officer or the State Assistant Public Information Officer under his seal and signature