

## **FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

### **(Section 4(1) (b) (xv) OF RTI ACT, 2005)**

#### **1. Facilities available to citizens for obtaining information**

##### **1.1 Request for obtaining information**

Under sec 6 of the Act, a person who desires to obtain any information under RIT Act 2005 shall make a request in writing in English or Hindi or in the official language of the State accompanying with the cost fee of Rs Ten in terms of rule 3 of the West Bengal Right to Information rules 2006 as amended under notification 724-P & R dated 17.10.2008 to the State Public Information Officer (SPIO) OR State Assistant Public Information Officer (SAPIO) as the case may be

##### **1.2 Disposal of Request**

SPIO or SAPIO as the case may be ,on receipt of a request under section 6 shall, as expeditiously as possible and in any case within Thirty days (30 days) of the receipt of the request either provide the information or reject the request for any of the reason specified in section 8 & 9 of the Act

##### **1.3 Fee for providing Information**

In terms of rule 4 of the West Bengal Information Rules -2006 save as otherwise provided in the provision to sub-section (5) of section 7 , SPIO or SAPIO as the case may be shall provide information under sub-section(1) and sub-section(5) or section 7 upon receipt of request under section 6 on payment of fee of :-

- (a) Rupees two, for each page (in A-4 or A-3 size paper) created or copied, or
- (b) Actual charge or cost price, for a copy in large paper. or
- (c) Actual cost price, for sample or model. or
- (d) Rupees five for each fifteen minutes or fraction thereof, for inspection of record or
- (e) Rupees fifty per diskette or floppy for information provided in the diskette or floppy or
- (e) Actual charge fixed for publication or Rs two per page or photocopy for extracts therefore, for information provided in printed form

##### **1.4 Exemption for disclosure of information**

Section 8(a) to (j) give the details of the information which the SPIO or SAPIO as the case may be are not obliged to disclose any information.

### 1.5 Third Party Information

Where SPIO or SAPIO as the case may be, intends to disclose any information or record or part thereof on a request made under RTI Act 2005 which relates to or has been supplied by a Third Party and has been treated as confidential by that third party, the SPIO or SAPIO, as the case may be, shall within two days from the receipt of the request, give a written notice to such third party of the request and the fact that SPIO or SAPIO as the case may be, intend to disclose the information or record or part thereof and invite the Third Party to make a submission in writing or orally, regarding whether the information should be disclosed and such submission or the Third Party should be kept in view while taking a decision about disclosure of information.