

# **The Orissa High Court Right to Information Rules,2005**

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.628 CUTTACK, MONDAY, MAY 8, 2006/BAISAKHA 18, 1928

HIGH COURT OF JUDICATUR, ORISSA, CUTTACK

## NOTIFICATION

*The 23<sup>rd</sup> February, 2006*

No.77-In exercise of power conferred under Section 28(1), Section 2(III) and Section 2(h), read with Section 5 of The Right to Information act, 2005 ( ct No.22 of 2005), the Chief Justice of the High Court of Orissa being the Competent Authority with the concurrence of the Public Authority does hereby make the following Rules.

### CHAPTER-I

#### GENERAL

1. Short Title and commencement:-

- (i) These Rules shall be called “The Orissa High Court Right to Information Rules,2005”.
- (ii) They shall come into force with effect from the date of publication in the Orissa Gazette.

2. Definition- In those rules unless the context otherwise requires-

- (a) “Act” means Right to Information act, 2005 (No.22 of 2005).
- (b) “Competent Authority” means the Chief Justice of Orissa High Court.
- (c) “Ministerial Officer” means an officer other than a Judicial Officer of the Court.
- (d) “Outlying Court” means a Court not situated at the Headquarters of the district where seat of the District and Sessions Court is situated.
- (e) “Public Authority” means the High Court of Orissa.
- (f) “Subordinate Court” means the Judicial Courts subordinate to the High Court of Orissa situated within its territorial jurisdiction.
- (g) Words and Expressions used but not defined in these rules shall have the same meaning as are respectively assigned to them in the Act.

## **CHAPTER-II**

### **DESIGNATION AND POWERS**

3. (a) The Additional Deputy Registrar ( J & E) shall be the ex officio State Public Information Officer of the High Court.  
(b) The Registrar (Judicial) of the High Court shall be the Appellate Authority of the State Public Information Officer in respect of the Public Authority.  
© The Ministerial Officer of the stations as mentioned in the Appendix-I shall be the ex-officio State Assistant Public Information Officer of the respective areas.  
(d) The District Judge of the concerned district shall be the Appellate Authority in respect of the appeal filed against the order of the State Assistant Public Information Officer posted at the Headquarters of the district.  
(e) The Senior most Judicial Officers for the station as indicated in Appendix I shall be Appellate Authorities of their respective areas to decide the appeal against the order of the State Assistant Public Information Officer of the concerned area.

## **CHAPTER-III**

### **FEES**

4. (a) A person desirous of information authorized under the Act may apply for information to State Public Information Officer or State Assistant Public Information Officer by filing an application with declaration on oath as indicated in the prescribed proforma in Appendix-II (A) as the case may be on payment of Rs.50 towards application fees in shape of non-judicial stamp.
4. (b) When a copy is required in respect of an application is completed, it will be made over by the Copyist/Typist concerned together with the original documents to the comparer who shall be responsible for the correctness of the copy prepared. The prepared copy shall at the end bear the initial of the Copyist/Typist concerned and every page of the compared copy shall also be initiated by the comparer in token of comparison. All cuttings and corrections made during comparison will be initiated by the comparer who shall on completion of comparison put his/her signature with date at the foot of the last page of the copy. The certified copy of such document shall be issue under the signature of State Public Information Officer or the State Assistant Public Information Officer as the case may be.

( c ) The person applying for such information may obtain the copy thereof on further payment of Rs.20 in shape of non-judicial stamp for each sheet of paper comprising of 180 words or part thereof.

(d) The form of application for information shall be obtained from the office of the State Public Information Officer or State Assistant Public Information Officer, as the case may be at the rate of Rs.10 per form. Each application form shall contain a serial number and signature of the issuing clerk with the date of issue and the seal of the State Public Information Officer or State Assistant Public Information Officer as the case may be.

(e) The applications for an information shall be consecutively numbered and registered as they are received along with its date in the Register to be maintained in the form prescribed in Appendix-III.

(f) The application form for information shall be issued and received during the office hours of the working days of State Public Information Officer or State Assistant Public Information Officer as the case may be.

(g) Cost will be determined within three working days of receipt of the application form.

(h) If the required information or decision on the disposal of the application is not received within 3 months.

**CHAPTER-IV**  
**MISCELLANEOUS**

5. No information shall be provided to any applicant in the following matters:-

- (i) In respect of the document or records produced in a Judicial proceeding.
- (ii) The information, which is likely to affect the security of any institution or the public order.
- (iii) The information, which has no relationship with the public activity.
- (iv) The information, which could cause unwarranted invasion of the privacy to any person.
- (v) Separate application shall be filed for information in respect of the separate record or information.
- (vi) Other materials described in Sections-8&9 of the Act.

**BY ORDER OF THE COURT**  
**K.N.PANIGRAHY**  
**Registrar (I & E)**

APPENDIX –I

**LIST OF STATE ASSISTANT PUBLIC INFORMATION OFFICER IN THE  
SUBORDINATE COURTS & ITS APPELLATE AUTHORITY.**

| Sl.No. | Name of the Station | State assistant Public Information Officer. | Appellate Authority. |
|--------|---------------------|---|----------------------|
| 1      | 2                   | 3   | 4                    |

CUTTACK.

|     |               |                  |                            |
|-----|---------------|------------------|----------------------------|
| 1.  | Cuttack       | Sheristadar      | District & Sessions Judge. |
| 2.  | Athagarh      | Sheristdar       | Civil Judge(Sr.Division).  |
| 3.  | Baramba       | Sheristdar       | Addl.Civil Judge(Jr.Divn.) |
| 4.  | Narasinghpur  | Sr.Most Sr.Clerk | J.M.F.C.                   |
| 5.  | Banki         | Sheristdar       | Civil Judge(Sr.Division)   |
| 6.  | Salipur       | Sheristdar       | Civil Judge(Jr.Division)   |
| 7.  | Jagatsinghpur | Bench Clerk      | Addl.District Judge.       |
| 8.  | Kujanga       | Sheristdar       | Civil Judge(Jr.Division)   |
| 9.  | Kendrapara    | Bench Clerk      | Addl.District Judge        |
| 10. | Pattamundai   | Sr.Most Sr.Clerk | Civil Judge(JD)-J.M.F.C.   |
| 11. | Jajpur        | Bench Clerk      | Addl.District Judge.       |
| 12. | Jajpur Road   | Sheristdar       | Civil Judge(Jr.Division)   |

PURI

|     |            |                  |                            |
|-----|------------|------------------|----------------------------|
| 13. | Puri       | Sheristdar       | District & Sessions Judge. |
| 14. | Nimapara   | Sheristdar       | Civil Judge(Sr.Division)   |
| 15. | PiPili     | Sr.Most Sr.Clerk | Civil Judge(JD)-J.M.F.C.   |
| 16. | Nayagarh   | Bench Clerk      | Addl.District Judge        |
| 17. | Daspalla   | Sr.most Sr.Clerk | Civil Judge(JD)-J.M.F.C    |
| 18. | Khandapara | Sr.Most Sr.Clerk | Civil Judge(JD)-J.M.F.C.   |
| 19. | Ranpur     | Sr.Most Sr.Clerk | J.M.F.C.                   |

Contd....P/5.

APPENDIX-II  
 APPLICATION FORM FOR INFORMATION  
 SERIAL NO.....  
 IN THE HIGH COURT OF ORISSA, CUTTACK.

|                               |
|-------------------------------|
| Space for Court<br>fee Stamp. |
|-------------------------------|

|  |  |
|--|--|
| <p>Description of document of which the information is required.<br/>         Declaration.</p> <p>I.....<br/>         The applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8(1) (a) to (j) of the Right to Information Act, 2005 and under Rule 5 of the Orissa High Court Right to Information Rules, 2005.</p> <p style="text-align: right;">Signature of the applicant.<br/>Date.</p> | <p>.....<br/>         Son of.....at<br/>         P.S.....Dist.....<br/>         Do hereby apply for the information/order passed by the Hon'ble Court relating to<br/>         .....</p> <p style="text-align: right;">Dated this.....day of.....200</p> <p style="text-align: right;">Signature of the applicant.</p> |
|--|--|

**FOR OFFICE USE ONLY**

|  |  |
|--|--|
| <p>Application received on.....<br/>         Copy ready for supply.....<br/>         Compared by.....<br/>         (1).....<br/>         (2).....</p> <p style="text-align: right;">Signature of the<br/>         Issuing Clerk.</p> <p>Date.....</p> <p>Received copy of information.</p> <p style="text-align: right;">Signature of the Applicant.</p> | <p>Estimated cost.....<br/>         Record received on.....<br/>         Information ready on.....<br/>         Information delivered on.....</p> <p style="text-align: right;">State Public Information Officer,<br/>         Date.....(Seal)</p> |
|--|--|

Space for  
Court fee  
Stamp.

APPENDIX-II-A  
APPLICATION FORM FOR INFORMATION  
SERIAL NO.....  
IN THE HIGH COURT OF ORISSA, CUTTACK

|  |   |
|--|---|
| <p>Description of document of which the information is required.<br/>Declaration.</p> <p>I.....</p> <p>The applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8(1) (a) to (j) of the Right to Information Act, 2005 and under Rule 5 of the Orissa High Court Right to Information Rules,2005.</p> <p style="text-align: right;">Signature of the applicant.<br/>Date.</p> | <p>.....</p> <p>Son of.....at<br/>P.S.....Dist.....</p> <p>Do hereby apply for the information/order passed by the Court relating to<br/>.....</p> <p>Dated this.....day of.....200</p> <p style="text-align: right;">Signature of the applicant.</p> |
| <b>FOR OFFICE USE ONLY</b>   |   |
| <p>Application received on.....</p> <p>Copy ready for supply.....</p> <p>Compared by.....</p> <p>(1).....</p> <p>(2).....</p> <p style="text-align: right;">Signature of the Issuing Clerk.<br/>Date.....</p> <p>Received copy of information.<br/>Signature of the Applicant.</p>   | <p>Estimated cost.....</p> <p>Record received on.....</p> <p>Information ready on.....</p> <p>Information delivered on.....</p> <p style="text-align: right;">State Asst. Public Information Officer,<br/>Date.....(Seal)</p>                         |

REGISTER OF APPLICATIONS FOR INFORMATION IN THE ORISSA HIGH COURT,

| Sl.No.with date of application | Name of the applicant with address | Dt. Of estimation the values of court fees to be paid | Dt. Of filing of deficit stamp. | Dt. Of delivery of information | Sign. Of applicant | Remarks |
|--------------------------------|------------------------------------|---|---------------------------------|--------------------------------|--------------------|---------|
| 1                              | 2                                  | 3   | 4                               | 5                              | 6                  | 6       |
|                                |                                    |   |                                 |                                |                    |         |
|                                |                                    |   |                                 |                                |                    |         |
|                                |                                    |   |                                 |                                |                    |         |

CUTTACK.

N.B.: (i) If application is rejected, brief reasons thereof be entered in red ink in the remarks column.

(ii) if there is delay beyond the prescribed period in delivery of the information, the reasons for such delay be noted in the remarks column.

(iii) Register be verified by the by the State Public Information Officer/State Assistant Public Information Officer once in every week.